

BAYERO UNIVERSITY, KANO-NIGERIA



DEPARTMENT OF BUSINESS
ADMINISTRATION AND
ENTREPRENEURSHIP

UNDERGRADUATE STUDENTS'
HANDBOOK

2021



**DEPARTMENT OF BUSINESS ADMINISTRATION AND ENTREPRENEURSHIP,
BAYERO UNIVERSITY, KANO-NIGERIA**



DEPARTMENT OF BUSINESS ADMINISTRATION AND ENTREPRENEURSHIP

UNDERGRADUATE STUDENTS' HANDBOOK

6th EDITION, 2021

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@ Department of Business Administration and Entrepreneurship, Bayero University,
Kano, Nigeria.

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BAYERO UNIVERSITY CREST

The University Crest is designed in the shape of a traditional wooden slate, rectangular in shape with the four corners slightly slanted; set in the slate are the crescent and the star. Inscribed in the star (in Arabic scripts) is the name of the University.



| | |
|---|---|
| The Crescent (Symbol & Unit of Time) | Jamiatu Bayero bi Kano (Bayero University, Kano) |
| The Star (Guiding Light) | Motto: WA FAWQA KULLI DHI ILMIN ALIM i.e. "... and over every possessor of knowledge, there is one more learned." Q12:76 |
| The University Colour | Turquoise Blue |
| University Vision | To lead in research and education in Africa |
| University Mission | Committed to addressing African developmental challenges through cutting-edge research, knowledge transfer and training of high-quality graduates |

STUDENT'S PERSONAL INFORMATION

Name:.....

Registration No:

Year of Study:.....

Date of Birth:

State of Origin:.....

Nationality:

GSM No:.....

Email:.....

Residential Address:.....

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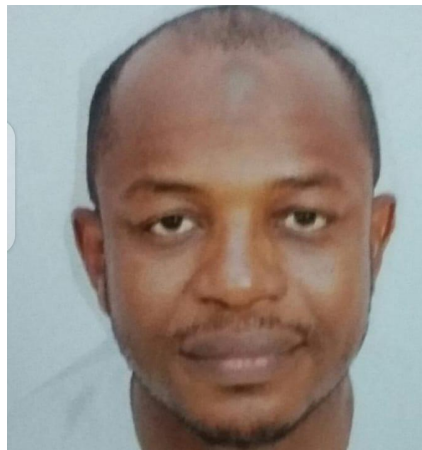
PROFILE PICTURES OF MANAGEMENT STAFF



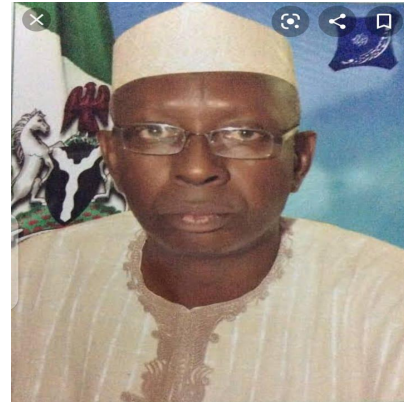
Prof. Sagir Adamu Abbas
Vice Chancellor



Prof. Muhammad Sani Gumel
DVC (Academics).



Prof. Mahmud Umar Sani
DVC (Administrative Matters)



Prof. Abdullahi Sule Kano.
DVC (Research & Development)



Jamil Salim
Registrar



Prof. Kabir Tahir Hamid
Dean Faculty of Mgt. Sciences



Prof. Aminu Kado Kurfi
Head of Department



VISION

The Department is aimed at becoming the best teaching and research Department in Management and Entrepreneurship among all the Nigerian Universities and among the best in African continent.

MISSION

Committed to developing students' skills in critical thinking and analysis, logical reasoning and research methodologies and broaden their expertise in the functional areas of Business Administration to enable them contribute to effective management of human and material resources for sustainable economic growth and development.



MESSAGE FROM THE HEAD OF DEPARTMENT

It is my pleasure to welcome you all to the department of Business Administration and Entrepreneurship in the Faculty of Management Sciences, Bayero University, Kano. The Department has achieved many milestones in its annals of history since inception (1977) over four decades ago. The department offers two undergraduate programmes: Bachelor of Science (B.Sc.) in Business Administration and Bachelor of Science (B.Sc.) in Entrepreneurship. It also offers two graduate programmes: Master of Science (M.Sc.) in Management and Doctor of Philosophy (Ph.D.) in Management, with specializations in various fields of Management.

The Department has robust, experienced, hardworking and committed faculty members which enables it to produce high caliber graduates that meet the dynamic management challenges in the millennium, thus, the vision of the Department is “to become the best teaching and research department in management and entrepreneurship in Nigeria, one of the best in the African continent”.

The Department is always committed to adapt to meaningful changes to update and improve on our primary responsibility as academics in the areas of teaching, research, mentoring and other societal responsibilities. As such, our students are carried on board through focused classroom training, practical workshop, researches and mentoring generally. Our graduate students are always encouraged to publish their works with their supervisors in indexed peer reviewed local and international journals.

The Department begets Dangote Business School (DBS) and Centre for African Entrepreneurship and Business Research (CABER), which are also in Bayero University, Kano, and with the support of the University management over the years, the Department has strived to entrench an enabling academic environment by monitoring and reviewing policies and programmes with a view to ensuring that the academic environment remains lively and stimulating and that staff and students derive maximum satisfaction from working and studying in the Department.

As always, our standard has remained very high which explains why our graduates are competing favourably with their counterparts in Nigeria and internationally. Over the years, graduates of the Department have performed very well and earned a lot of commendation from their employers. I urge you to keep the tempo and be good ambassadors of the Department in particular and the University in general.

The diverse combination of research interests amongst our staff means that we have a very lively environment within the Department which is both tempting and brilliant.

The Department has a number of professors and senior academics, who in addition to their high academic qualifications, belong to a number of professional bodies within and outside the country.

The Department has a humble, exciting history and a promising potential, a magnificent place to learn and to grow intellectually and academically. It possesses a wealth of academic experience combined with a great spirit and a commitment to excellence that clearly sets it apart from other Departments of Business Administration in Nigerian Universities. The Department has commitment to excel on areas of teaching, research, scholarship, service provision and extra-curricular activities.

It is my expectation that you would avail yourselves the opportunity to chart your course in a thrilling and victorious educational trip in Business Administration and Entrepreneurship in one of the greatest universities in Nigeria, the Bayero University, Kano. With these few remarks, I warmly welcome you to the Department of Business Administration and Entrepreneurship, Bayero University, Kano, once again. I hope and pray that you shall all have a successful and rewarding stay in the Department and the University at large. May Allah (SWT) guide, guard and bless all of us.

Yours Truly,

Prof. Aminu KadoKurfi,
Head of Department

BRIEF HISTORY OF THE DEPARTMENT OF BUSINESS ADMINISTRATION AND ENTREPRENEURSHIP

The Department of Business Administration came into existence in the year 1977 and was then under the defunct Management Sciences Department, which was running B.Sc. Business Administration and the B. Sc. Accounting programmes. These two programmes later metamorphosed into two independent departments (Accounting and Business Administration) in the year 2002. Because of its renewed interest in and focus on delivering quality entrepreneurship education, the Senate of the university approved the proposal for change of name of the department to Department of Business Administration and Entrepreneurship. This is to more accurately reflect the new direction of the department.



Departmental Complex, New Site

ACADEMIC PROGRAMMES IN THE DEPARTMENT OF BUSINESS ADMINISTRATION AND ENTREPRENEURSHIP

The department of Business Administration and Entrepreneurship runs the following Programmes:

- i. B. Sc. Business Administration
- ii. B. Sc. Entrepreneurship
- iii. M. Sc. in Management
- iv. Ph. D in Management

It is worthy of note that The B. Sc. Business Administration programme of the department has always had AA ratings by organizations within and outside Nigeria, including the NUC and the British Council (UK). Remarkably, *an Alumnus of the*

programme, Adams Adeiza - who was also a staff of the Department emerged the overall winner of the highly competitive Nigerian Institute of Management (NIM)'s National Young Managers' Competition in 2010. Moreover, the programme's outstanding records of performance, quality of staff and students and renewed focus on Entrepreneurship has endeared it to many philanthropic individuals and corporate organizations within and outside its immediate community. At present, an ultra-modern Business School Complex worth over half-a-million dollar (\$.5million) has been constructed and donated to the Department by Alhaji Aliko Dangote - Chairman of Dangote Group of Companies. Similarly, AlhajiFadlallah Tahir - Chairman of Tahir Guest Palace, has constructed a well equipped and furnished Electronic Resource Unit and Multimedia Lecture Hall for the Department. More so, organizations like 7Up Bottling Companies, Dala Foods Limited, Kano State Government etc have supported and partnered the department to execute projects that have helped improve the standard of research and teaching at the department. Ultimately, the Department has been positioned to produce and has actually produced high quality and world-class graduates. A good number of its graduates are working and doing exceptionally excellent in the most critical sectors of the Nigerian Economy including Banking, Telecommunication, Oil and Gas, Educational Institutions, Government Agencies and most importantly, Small and Medium Scale Enterprises. Our graduates are productive, competent and professional (with high integrity) and are highly rated by their employers.

QUALITY ASSURANCE

To ensure continuous quality improvement in all our activities involving teaching and research, a strong committee of six senior members of the Department was set up and tasked with the following responsibilities:

1. To ensure teachings are done according to standards.
2. To vet examination questions before administering.
3. To conduct survey at the end of each semester before examination on the discharge of teaching responsibility of each academic staff.
4. To analyze data collected and submit reports to the Head of Department and Departmental Board of Examiners at an appropriate time.
5. To alert the Department of any impending issue that may develop into a problem that can affect quality delivery of teaching responsibilities, or research.

ACADEMIC ATMOSPHERE

It can be said that the department is one of its kinds in terms of quality facilities and programmes for the welfare of students. In general, the attitude of staff towards students is that of mutual respect and the nature of relationship is more of father-

children. The department has invested heavily in creating an enabling environment for study and socialization. The general environment is carefully beautified and an edifying Green Park is provided to meet the students' need for relaxation and interaction. More so, the department always subsidizes the students' excursion trips with reasonable amount of money and in addition, at least a staff member is always assigned and sponsored to lead the students on each of their excursion trips. The department also invested heavily in providing an ultra-modern library equipped with relevant and up-to-date books, journals, monographs, magazines and of course on-line materials for both students and staff research.

STUDENTS WELFARE

The Department has long recognized the importance of producing graduates that are versed not only in theory, but also in the know-how to put the concepts, models and principles that have been learned into real life practice. Hence, the practical applications of knowledge are emphasized both in lecture delivery and assessment system. The department has a policy of giving substantial amount of money in support of students' annual excursion which often include visitation to Entrepreneurship/Incubation Centers, Companies and other Institutions in order to enhance the comprehension of ideas that have been discussed in the class rooms.

STUDENTS COUNSELING COMMITTEE

A committee named "Students' Counseling Committee" is established and charged with the responsibility of reviewing, understanding and categorizing students' academic performance. It categorizes students on such bases as exceptional, average, marginal and poor students. On the basis of this categorization, appropriate advice, coaching and inspirations are given. The committee, sometimes, had to meet with students' parents or guardians all in a bid to find ways to enhance the students' academic performances.

STAFF DEVELOPMENT

Regarding policy and practice on staff development, the department encourages every staff member to acquire higher degree (Masters and Ph. D). Recommendation is immediately given to any staff who wants to acquire higher degree as enshrined in the rules and regulations governing award of fellowship for higher studies in the University.

OFFICERS OF THE DEPARTMENT

| POSITION | NAME |
|----------------------------------|----------------------------|
| Head of Department | Prof. Aminu KadoKurfi |
| PhD. Management Coordinator | Dr. Mukhtar Shehu Aliyu |
| M.Sc. Management Coordinator | Dr. Baffa Muhammad Sani |
| Examination Officer | Dr. Najafi Auwalu Ibrahim |
| Assistant Examination Officer I | Dr. Ibrahim Garba Muhammad |
| Assistant Examination Officer II | Dr. Muhammad Aminu Bello |

DEPARTMENTAL STANDING COMMITTEES

| S/No. | Committee | Chairperson |
|-------|--|-------------------------|
| 1. | Departmental Board | Prof. Aminu K. Kurfi |
| 2. | Postgraduate Committee | Prof. Aminu K. Kurfi |
| 3. | Departmental Budget Committee | Prof. Aminu K. Kurfi |
| 4. | Departmental Journal Committee | Dr. Ahmad A. Maiyaki |
| 5. | Earned Academic Allowance Committee | Dr. Murtala A. Ibrahim |
| 6. | M.Sc. and Ph.D. Programmes Restructuring Committee | Dr. Mukhtar S. Aliyu |
| 7. | Maintenance and Welfare Committee | Dr. Aliyu M. Daneji |
| 8. | Departmental Alumni Committee | Prof. Bala Ado K/Mata |
| 9. | DTLC Committee | Prof. Aminu K. Kurfi |
| 10. | Admission Committee | Prof. Bala Ado K/Mata |
| 11. | Student Mentoring Committee | Prof. Bala Ado K/Mata |
| 12. | Accreditation Committee | Prof. Bala Ado K/Mata |
| 13. | Collaboration and Strategic Planning Committee | Prof. Murtala S. Sagagi |
| 14. | Appointment and Promotion Committee | Prof. Aminu K. Kurfi |
| 15. | Scholarship Committee | Prof. Aminu K. Kurfi |
| 16. | Research Committee | Dr. Ahmad A. Maiyaki |

| | | |
|-----|----------------------|----------------------|
| 17. | Dress Code Committee | Prof. Garba B. Bello |
|-----|----------------------|----------------------|

BACHELOR OF SCIENCE (B. SC.) BUSINESS ADMINISTRATION

INTRODUCTION

In line with the changing global dynamics and considering the need to enhance the national capacity gap in management education, the University established the department of management sciences in 1977, under which two programmes were run, i.e. B.Sc. Business Administration and B.Sc. Accounting. However, in the year 2002 the two programmes were separated to form departments of Business Administration and Accounting respectively. The separation of the departments by the University is to boost management education and enhance specialization.

PHILOSOPHY AND OBJECTIVES:

The General Philosophy of the B. Sc. Business Administration Programme is to produce graduates with the right Management, Entrepreneurial and Leadership Skills supported with sound value system and integrity needed to create jobs for themselves and others as well as to be productive members of any organization they may work with.

ADMISSION REQUIREMENTS:

To be admitted into B. Sc. Business Administration, candidates must possess at least five (5) ordinary level credits which must include Mathematics, English and three other relevant subjects, obtained at not more than two sittings. In addition, they must obtain a minimum of 180 points in the Unified Tertiary Matriculation Examination (UTME). Two of the courses to be taken in the exam must be relevant to Business Administration.

PROGRAMME/SUB-DISCIPLINE/DISCIPLINE STRUCTURE

This includes period of formal studies in the Universities Industrial training, planned visit and projects.

COURSE STRUCTURE

B. Sc. Business Administration, to graduate, students coming through UMTE are expected to earn a total of 152 credits while those on Direct Entry must earn 119 credits in order to be awarded the degree of B. Sc. Business Administration. The distribution of credits across the four levels and the relevant departments is shown by the table below:

| Departments | Levels | | | | | Total | |
|-------------------------|-----------|-----------|-----------|-----------|-----------|------------|------------|
| | One | Two | | Three | Four | UTME | DE |
| | | UTME | DE | | | | |
| Business Administration | 19 | 14 | 14 | 34 | 32 | 99 | 80 |
| Accounting | 6 | 10 | 10 | - | - | 16 | 10 |
| Economics | 4 | 6 | 6 | - | - | 10 | 6 |
| Faculty Courses | 4 | 2 | 2 | 7 | - | 13 | 9 |
| University Courses | 4 | 6 | 10 | 2 | 2 | 14 | 14 |
| Total | 37 | 38 | 42 | 43 | 34 | 152 | 119 |

| Level | First Semester Courses | Second Semester Courses |
|-------|--|---|
| One | BUS1301 Business Mathematics I | BUS1302 Business Mathematics II |
| | BUS1203 Introduction to Business | BUS1304 Elements of Business |
| | BUS1205 Business Communication Skills | BUS1306 Introduction to Entrepreneurship |
| | BUS1307 Elements of Government | ACC1306 Principles of Accounting II |
| | ACC1305 Principles of Accounting I | ECO1202 Economics Theory and Principles II |
| | ECO1201 Economic Theory and Principles I | FMS1202 Mathematics for Management Sciences |
| | FMS1201 Introduction to Management Science Methods | GSP1201 Use of English |
| | GSP 1202 Use of Library, Study | |

| | | |
|--------------|---|---|
| | Skills & ICT | |
| Two | BUS 2201 Business Statistics | BUS 2202 Quantitative Analysis |
| | BUS 2303 Principles of Business Administration | BUS 2304 Management Theories |
| | BUS 2205 Business Law | BUS 2208 Commercial Law |
| | ACC2305 Financial Accounting I | ACC 2304 Financial Accounting II |
| | ACC2203 Cost and Management Accounting I | ACC2204 Cost and Management Accounting II |
| | ECO2301 Micro-Economics | ECO2302 Macroeconomics |
| | GSP2205 Logic and Philosophy | FMS2201 Introduction to Computers |
| | GSP2202 Use of Library, Study Skills & ICT (Only for DE Students) | GSP2203 Science, Technology and Society |
| | | GSP2206 Peace Studies and Conflict Resolution |
| | | GSP2201 Use of English (Only for DE Students) |
| Three | BUS3301 Human and Organizational Behaviour | BUS 3302 Research Methodology |
| | BUS 3303 Business Finance | BUS 3204 Innovation Management |
| | BUS 3205 Elements of Marketing | BUS 3206 Consumer Behaviour |
| | BUS3307 Entrepreneurship Development | BUS3308 Applied Business Communication Skills |
| | BUS 3309 Risk Management and Insurance | BUS 3310 E-Business |
| | BUS 3211 Management Information System | BUS 3312 Structure of Nigerian Economy |
| | BUS 3213 Pension Management and Administration | FMS 3204 Practice of Deposit Insurance System |

| | | |
|-------------|--|--|
| | FMS3313 Ethics in Management Science | EEP 3201 Entrepreneurship and Innovation |
| | FMS3203 Principles of Deposit Insurance | |
| Four | BUS 4201 Corporate Finance | BUS 4202 Production Management |
| | BUS 4303 Human Resources Management | BUS 4204 Small Scale Business Management |
| | BUS 4305 Marketing Management | BUS 4206 International Business |
| | BUS 4207 Contemporary Management Issues | BUS 4208 Globalization and Business |
| | BUS 4209 Business Policy and Strategy | BUS 4210 Corporate Strategy |
| | BUS 4211 Analysis for Business Decisions | BUS 4212 Total Quality Management |
| | BUS 4213 Security Analysis and Nigerian Capital Market | BUS 4414 Research Project |
| | EEP 4201 Business Creation and Growth | |

PROGRAMME/SUB-DISCIPLINE/DISCIPLINE WORKLOAD BY STUDENTS

| Grouping | Course No/Level | Course/ Subject | Pre-requisite | Contact Hours/Week | | | Total Week Load |
|--|-----------------|------------------------------------|---------------|--------------------|----------|-----------|-----------------|
| | | | | Lecture | Tutorial | Practical | |
| (a) General Studies Courses, e.g. Humanities, | FMS1201 | Introduction to Management Science | | 2 | | | 2 |
| | FMS 1202 | Mathematics for Management | | 2 | | | 2 |

| | | | | | | | | |
|----------------------------------|-------------------------|----------|--|--|--------|---|--|--------|
| Communication and Sciences | Soc. | | Sciences | | 2 | | | 2 |
| | | GSP 1201 | Use of English | | 2 | | | 2 |
| | | GSP1202 | Use of Library, Study Skills &ICT | | 2 2 | | | 2 2 |
| | | GSP 2205 | Logic and Philosophy | | 2 | | | 2 |
| | | GSP2202 | Use of Library, Study Skills & ICT (Only for DE Students) | | 2 | | | 2 |
| | | GSP2205 | Logic and Philosophy | | 2 | | | 2 |
| | | GSP2201 | Use of English (Only for DE Students) | | 2 | | | 2 |
| | | GSP2206 | Science, Technology & Society | | | | | |
| | | GSP2222 | Peace Studies &Conflict Resolution | | | | | |
| | | FMS2201 | Introduction to Computer | | 2 | | | 2 |
| FMS 3313 | Ethics in Management | | 2 | | | 2 | | |

| | | | | | | | |
|-----------------------------------|--------------------------------|--------------------------------------|--|---|--|--|---|
| | | Sciences | | 2 | | | 2 |
| | FMS 3203 | Principles of Deposit Insurance | | | | | |
| | FMS 3204 | Practice of Deposit Insurance System | | 2 | | | 2 |
| | EEP 3201 | Entrepreneurship and Innovation | | 2 | | | 2 |
| | EEP 4201 | Business Creation and Growth | | 2 | | | 2 |
| (b) Core/Compulsory Courses | See Appendix B attached | ALL COURSES ARE CORE | | | | | |
| (c) Electives/Optional Courses | NONE | | | | | | |

B. SC. ENTREPRENEURSHIP INTRODUCTION

In line with the changing global dynamics and considering the need to bridge the national capacity gap in entrepreneurship education, the Department of Business Administration introduces B.Sc. Entrepreneurship. This is in line with the contemporary trend in the academic world to make education truly functional. The introduction of the programme will also enable the university consolidates on its leading role in fostering entrepreneurship education and research in Nigeria.

PHILOSOPHY AND OBJECTIVES

The new guiding principle of this programme is to facilitate the development of creative minds, innovative and entrepreneurial personalities who are prepared for leadership responsibilities in industry, government and non-profit organizations; and who are

developed to establish new high value businesses, reinvent organizations, create new jobs and nurture a sustainable enterprise culture.

ADMISSION REQUIREMENTS

To be admitted into B. Sc. Business Entrepreneurship, candidates must obtain a minimum of 180 points in the Unified Tertiary Matriculation Examination (UTME). Two of the courses to be taken in this exam must be relevant to Business Administration. In addition, candidates must also possess at least five (5) ordinary level credits which must include Mathematics, English and two other relevant subjects, obtained at not more than two sittings. Qualifications equivalent to this is also considered.

COURSE STRUCTURE

Just like in B. Sc. Business Administration, to graduate with B. Sc. Entrepreneurship, students coming through UMTE are expected to earn a total of 152 credits while those on Direct Entry must earn 119 credits in order to be awarded the degree of B. Sc. Entrepreneurship. The distribution of credits across the four levels and the relevant departments is shown by the table below:

| Departments | Levels | | | | | Total | |
|--------------------|-----------|-----------|-----------|-----------|-----------|------------|------------|
| | One | Two | | Three | Four | UTME | DE |
| | | UTME | DE | | | | |
| Entrepreneurship | 19 | 14 | 14 | 34 | 32 | 99 | 80 |
| Accounting | 6 | 10 | 10 | - | - | 16 | 10 |
| Economics | 4 | 6 | 6 | - | - | 10 | 6 |
| Faculty Courses | 4 | 2 | 2 | 7 | - | 13 | 9 |
| University Courses | 4 | 6 | 10 | 2 | 2 | 14 | 14 |
| Total | 37 | 38 | 42 | 43 | 34 | 152 | 119 |

| Level | First Semester Courses | Second Semester Courses |
|-------|--|---|
| One | ENT1301 Business Mathematics | ENT1302 Business Mathematics II |
| | ENT1203 Introduction to Business | ENT1304 Elements of Business |
| | ENT1205 Business Communication Skills | ENT1306 Introduction to Entrepreneurship |
| | ENT1307 Elements of Government | ACC1306 Principles of Accounting II |
| | ACC1305 Principles of Accounting I | ECO1202 Economics Theory and Principles II |
| | ECO1201 Economics Theory and Principles I | FMS1202 Mathematics for Management Sciences |
| | FMS1201 Introduction to Management Science Methods | GSP1201 Use of English |
| | GSP 1202 Use of Library, Study Skills & ICT | |
| Two | ENT2201 Business Statistics | ENT2202 Quantitative Analysis |
| | ENT2303 Principles of Business Administration | ENT2304 Management Theories |
| | ENT2205 Business Law | ENT2208 Commercial Law |
| | ACC2305 Financial Accounting I | ACC2304 Financial Accounting II |
| | ACC2203 Cost and Management Accounting I | ACC2204 Cost and Management Accounting II |
| | ECO2301 Micro-Economics | ECO2302 Macroeconomics |

| | | |
|-------|--|---|
| | GSP2205 Logic and Philosophy | FMS2201 Introduction to Computers |
| | GSP2202 Use of Library, Study Skills & ICT (Only for DE Students) | GSP2203 Science, Technology and Society |
| | | GSP2206 Peace Studies and Conflict Resolution GSP 2201 Use of English (Only for DE Students) |
| Three | ENT3301 Human and Organisational Behaviour | ENT3302 Research Methodology |
| | ENT3303 Entrepreneurial Finance | ENT3204 Feasibility Study and Business Planning |
| | ENT3205 Entrepreneurial Marketing | ENT3206 Element of Human Resource |
| | ENT3307 Entrepreneurship Development | ENT3308 Applied Business Communication Skills |
| | ENT3309 Risk Management and Insurance | ENT3310 E-Business |
| | ENT3211 Management Information System | ENT3212 Family Business and Succession Plan |
| | ENT3213 Theory of Entrepreneurship FMS 3313 Ethics in Management Sciences FMS 3203 Principles of Deposit Insurance | FMS3204 Practice of Deposit Insurance System EEP 3201 Entrepreneurship and Innovation |

| | | |
|-------------|--|---|
| Four | ENT4201 Enterprise Funding | ENT4202 Project Management |
| | ENT 4203 Venture Creation and Growth | ENT4204 Small Scale Business Management |
| | ENT 4205 Technological Entrepreneurship and Intellectual Property Right | ENT4206 Rethinking Traditional Occupation |
| | ENT4307 Entrepreneurial Creativity and Innovation | ENT4208 Globalisation and Entrepreneurship |
| | ENT4209 Contemporary Management Issues | ENT4210 Social Entrepreneurship and Community Development |
| | ENT4211 Enterprise Policy and Strategy | ENT4414 Research Project |
| | ENT4213 Natural Resource Management ENT4315 Customer Relationship Management EEP 4201 Business Creation and Growth | |

PROGRAMME/SUB-DISCIPLINE/DISCIPLINE WORKLOAD BY STUDENTS

| Grouping | Course No/Lev | Course/ Subject | Pre-requisite | Contact Hours/Week | Total Wee |
|----------|---------------|-----------------|---------------|--------------------|-----------|
|----------|---------------|-----------------|---------------|--------------------|-----------|

| | el | | | Lecture | Tutorial | Practical | Work Load |
|---|---------|---|--|---------|----------|-----------|-----------|
| (a) General Studies Courses, e.g. Humanities, Communication and Soc. Sciences | FMS1201 | Introduction to Management Science | | | | | |
| | FMS1202 | Mathematics for Management Sciences | | | | | |
| | GSP1201 | Use of English | | | | | |
| | GSP1202 | Use of Library, Study Skills & ICT | | | | | |
| | GSP2205 | Logic and Philosophy | | | | | |
| | GSP2202 | Use of Library, Study Skills & ICT (Only for DE Students) | | | | | |
| | GSP2205 | Logic and Philosophy | | | | | |
| | GSP2201 | Use of English (Only for DE Students) | | | | | |
| | GSP2206 | Science, Technology & Society | | | | | |
| | | Peace Studies & Conflict | | | | | |

| | | | | | | | |
|-----------------------------------|--|---|--|--|--|--|--|
| | GSP2222 | Resolution | | | | | |
| | FMS 2201 | Introduction to Computer | | | | | |
| | FMS 3313 | Ethics in Management Sciences | | | | | |
| | FMS 3203 | Principles of Deposit Insurance | | | | | |
| | FMS 3204 | Practice of Deposit Insurance System | | | | | |
| | EEP 3201 | Entrepreneurs hip and Innovation | | | | | |
| | EEP 4201 | Business Creation and Growth | | | | | |
| (b) Core/Compulsory Courses | See Appendix B attached | ALL COURSES ARE CORE | | | | | |
| (c) Electives/Optional Courses | NONE | | | | | | |

COURSES DESCRIPTION

BUS/ENT 1301 BUSINESS MATHEMATICS I (3 Units)

The course is designed to provide students with mathematical skills that business owners and their employees need to succeed in the business world. The students will learn what mathematical equations are all about, how to formulate them, and their business applications. Students will also learn Mathematics used in trade/cash discount, pricing and finance.

BUS/ENT 1203 INTRODUCTION TO BUSINESS (2 Units)

The Scope of Business, the Character of business from social, legal and economic perspectives, forms of ownership, organization and Management.

BUS/ENT 1205 BUSINESS COMMUNICATION SKILLS (2 Units)

Rudiments of Communication: Communication Defined, Elements of Communication, Principles of Communication; Oral, Written and Nonverbal Communication: Language Defined, Non-verbal communication, Listening, Oral and written Communication; Functions and settings of Communication: Functions of Communication, Communication setting; Communication Theories and Models: Linear Model, Interactional Model, Transactional Model etc. Writing and Communication Methods: Writing Defined, stages of Writing, other Aspects of the Writing Process, Corporate and Public Communications, Commercial Communication Method and Letter Writing.

BUS/ENT 1307 ELEMENTS OF GOVERNMENT (3 Units)

Nature of Politics, Society and Social Organization, the State, the problem of Law, Constitution and Constitutionalism, Political Ideology, the Classical Heritage, Plato, Aristotle; Stoicism and Pax Romana, Revolt towards the Mass Management Organs of Government (National Governmental Institutions), Public Administration, Political Parties and Pressure Groups, Public Opinion and Propaganda, Elections, International Order.

ACC 1305 PRINCIPLES OF ACCOUNTING 1 (3 UNITS)

Book-keeping, Preparation of Ledger Accounts, Trial balance, Profit and Loss Account, Income and Expenditure Account and Balance Sheet, Analysis and Interpretation of various financial and accounting statements, Cost accounting, Fixed and Variable Costs, Standard costs, techniques for cost estimation and control, Management Accounting, Profitability/Planning and Measurement.

ECO 1201 ECONOMICS THEORY AND PRINCIPLES I (2 UNITS)

An introduction to the nature of economic science; the methodology of economics, the major areas of specialization in economics, with emphasis on the historical development of ideas, Elementary principles of micro- and macro-economics, the basic problem of scarcity and choice, the general principles of resource allocation, the concept of optimality and equity, equilibrium and disequilibrium, demand, supply and price, types of resource allocation decision, methods of resource allocation in an economy and introduction to Welfare Economics.

FMS 1201 INTRODUCTION TO MANAGEMENT SCIENCES METHODS

The course is intended to introduce students to the basic distinction between Management and Natural Sciences. Their methods/ approaches and the sequence of scientific inquiry on the one hand and logic on the other hand are discussed. Introduction is made on the elements of statistics and measurement of data in the social sciences and the process of drawing valid conclusions. Students are also introduced to the

changes brought about by the advent of ICT in the social sciences. An appreciation of relevant tools and packages used by social sciences is also required.

GSP 1202: USE OF LIBRARY, STUDY SKILLS AND ICT (2 UNITS)

Brief history of libraries; Library and education; University libraries and other types of libraries; Study skills (reference services); Types of library materials, using library resources including e-learning, e-materials, etc.; Understanding library catalogues (card, OPAC, etc.) and classification; Copyright and its implications; Database resources; Bibliographic citations and referencing. Development of modern ICT; Hardware technology; Software technology; Input devices; Storage devices; Output devices; Communication and internet services; Word processing skills (typing, etc).

BUS/ENT 1302 BUSINESS MATHEMATIC II (3 UNITS)

Transcendental functions, Hyperbolic functions, inverse functions, logarithmic, differentiation, methods of integration, integration functions, integration by parts, improper integrals, applications, areas and volumes, centre of mass, ordinary differential equations, first-order equations with variable separable, first order linear equations, second order homogeneous equations with constant coefficients, applications, plane analytic geometry, rectangular cartesian co-ordinates, distance between two points, the straight line, loci, the circle, parabola, ellipsis and hyperbola, second degree curves, plan polar co-ordinate system, graphs of polar equations, plane areas in polar co-ordinates, vectors, vector addition and multiplications, products of three or more vectors, vector functions and their derivatives, velocity and acceleration, matrix algebra, addition and multiplications, transpose, determinants, inverse of non-singular matrices, cramer's rule and application to the solution of linear equations. (Examples should be limited to $m \times n$ matrices where $m \geq 3$, $n \geq 3$), transformations of the plane, translation, reflection, rotation, enlargement, shear, composition, composition of transformations, invariant points and lines.

BUS/ENT 1304 ELEMENT OF BUSINESS (3 UNITS)

The Scope of business, the character of business from social, legal and economic perspectives, forms of ownership, organization and management, marketing, production, finance and accounting functions, government and business, the social responsibility of business, international business, problems of Nigerian business enterprises.

BUS/ENT 1306 INTRODUCTION TO ENTREPRENEURSHIP (3 UNITS)

Introduction to entrepreneurship and new venture creation; Entrepreneurship in theory and practice; The opportunity, Forms of business, Staffing, Marketing and the new venture; Determining capital requirements, Raising capital; Financial planning and management; Starting a new business, Feasibility studies; Innovation; Legal Issues; Insurance and environmental considerations and Possible business opportunities in Nigeria.

ACC 1306 PRINCIPLES OF ACCOUNTING II

This course will focus on Partnership Accounts covering Partnership business, Partners' share of profits, Partners' current and capital accounts, Account for changes in partnership (admission, retirement and dissolution, change of interest and treatment of goodwill on admission/retirement. Amalgamation of partnerships, Conversion of partnerships to Limited companies. Not-For-Profit Entities' Accounts to include, Receipt and payment account, Income and expenditure account and Balance Sheet. Incomplete

Records to include Accounts from incomplete records and Statement of Affairs, Departmental Accounts, Branch (Home and Foreign) Accounts, Bill of exchange.

ECO 1202: ECONOMICS THEORY AND PRINCIPLES II (2 UNITS)

Introduction to Macroeconomics: National Income Determination; the Public Sector in the National Economy; Macroeconomic Policy Objectives and Instruments; Introduction to Money and Banking, Introduction to Economic Growth and Development, trade politics with particular reference to Nigeria.

FMS 1202 MATHEMATICS FOR MANAGEMENT SCIENCES

The use of mathematics in business; Basic concepts of mathematics; Proportion, ratio, rate and percentages, Set theory, Linear equation, Inequalities, functions solution of quadratic and simultaneous equations; Financial mathematics; simple interest, compound interest, discounting, annuities, perpetuities. Rules of indices and logarithms, series and progression. Basic statistics; data presentation (frequency distribution, Ogive, quartiles, deciles and percentiles etc.); measure of central tendency, measure of dispersion, permutations and combinations, basic trigonometry and coordinate geometry.

GSP 1201: USE OF ENGLISH (2 UNITS)

Logical presentation of papers; Phonetics; Instruction on lexis; Art of public speaking and oral communication; Figures of speech; Précis; Report writing.

BUS/ENT 2201 BUSINESS STATISTICS (2 UNITS)

Nature of Statistics, Statistical Inquiries, Forms and Design, the Role of Statistics, Basic Concepts in Statistics, Discrete and Continuous Variable, Functional Relationships, Sources of Data, Methods of Collecting Primary Data, Presentation of Statistical Data, Measures of Central Tendency, Measures of Dispersion, Moments, Skewness and Kurtosis, Elementary Probability Distribution, Normal Binomial, Poisson and Hyper geometric, Elementary Sampling Theory, Descriptive Statistics; Probability Concepts; Random Variables; Probability Distributions: Binomial, Poisson and Normal; Estimation with Confidence Intervals; data tabulation, sampling distribution, interval estimation.

BUS/ENT 2303 PRINCIPLES OF BUSINESS ADMINISTRATION(3 UNITS)

The course is a general introduction to the concept, principles, processes and significance of management in the context of a changing socio-economic environment particularly in developing nations. Other issues discussed are the role of management and the management functions of planning, organizing, staffing, communication, coordination, motivation, directing and controlling.

BUS/ENT 2205 BUSINESS LAW(2 UNITS)

The Nigerian Legal System: Sources of Nigerian Law; Hierarchy of Nigerian Court, Commercial Arbitration. Law of Contracts: Commercial Contracts; Commercial Relations between Persons; Unfair Competition. Passing off and "Trade Libel"

ACC 2305 FINANCIAL ACCOUNTING

This course is designed to offer a comprehensive understanding of Miscellaneous Accounts to include preparation and treatment of Joint Venture accounts, Consignment accounts, Contract account, Royalties accounts, Hire Purchase accounts, Sinking Fund and Annuities.

ACC 2203 COST & MANAGEMENT ACCOUNTING I

Introduction to Cost Accounting: Definition and purpose of cost accounting, cost classification and cost terminology. Analysis of cost behaviour pattern. Material costing: stock recording and inventory control, inventory procurement and pricing methods. Valuation, just-in-time purchasing and production. Labour costing: General features, basic methods of remuneration, labour costing and labour cost control, impact on labour cost of job evaluation, merit rating, labour turnover. Overhead costing: Selection and attributable costs, products and departments, over-head classification and analysis, activity based costing.

ECO 2301 MICRO ECONOMICS (3 UNITS)

The Basic Problem of scarcity and Choice: the Methodology of Economic Science; the General Principles of Resource Allocation; the Concepts of Optimality and Equity; Equilibrium and Disequilibrium; Micro-economics versus Macroeconomics: Demand, Supply and Price: Types of Resources Allocation Decision; Methods of Resource Allocation in an Economy: Theory of the Firm; Introduction to Welfare Economics

GSP 2205: LOGIC, PHILOSOPHY AND HUMAN EXISTENCE (2 UNITS)

A brief survey of the main branches of Philosophy; Symbolic logic; Special symbols in symbolic logic-conjunction, negation, affirmation, disjunction, equivalent and conditional statements, law of tort, the method of deduction using rules of inference and bi-conditionals, qualification theory. Types of discourse, nature or arguments, validity and soundness, techniques for evaluating arguments, distinction between inductive and deductive inferences; etc. (Illustrations will be taken from familiar texts, including literature materials, novels, law reports and newspaper publications)

GSP 2202: USE OF LIBRARY, STUDY SKILLS AND ICT (2 UNITS)

Brief history of libraries; Library and education; University libraries and other types of libraries; Study skills (reference services); Types of library materials, using library resources including e-learning, e-materials, etc.; Understanding library catalogues (card, OPAC, etc.) and classification; Copyright and its implications; Database resources; Bibliographic citations and referencing. Development of modern ICT; Hardware technology; Software technology; Input devices; Storage devices; Output devices; Communication and internet services; Word processing skills (typing, etc).

BUS/ENT 2202 QUANTITATIVE ANALYSIS (2 UNITS)

Test of Hypothesis, Chi-Square tests, Analysis of Variance, Simple Regression, Correlation Analysis and Time Series Analysis.

BUS/ENT 2304 MANAGEMENT THEORY (3 UNITS)

Concepts of theory in the physical and social sciences, levels of theory, the features of theory in management, links between management theories and management models, practice of management conduct as a test of good management theory, existing difficulties of developing useful management theories in Nigeria and other developing countries, theories of management, e.g. the scientific management movement, the human relations movement, the systems movement, and the managerial behavioural movement, Theory X and Theory Y, the Grid approach, participative models, management by objectives, quantitative and behavioural control models, testing specific theories and models in Nigeria, criteria for

locating bad management practices, and ideas of how better management theories may be introduced to particular Nigerian organizations.

BUS/ENT 2208 COMMERCIAL LAW (2 UNITS)

The Nigerian Legal System: Sources of Nigerian Law, Hierarchy of Nigerian Court, Commercial Arbitration, Law of Agency, Hire Purchase, Commercial Contracts, Commercial Relations between Persons, Unfair Competition, Passing off and "Trade Libel", Company Law: introduction to Company Law, powers and functions of Directors, Introduction to Taxation Laws.

ACC 2304 FINANCIAL ACCOUNTING II

This course covers two semesters. Topics covered include : Miscellaneous Accounts: Joint Venture, Consignment, Container Account, Royalties, Branch (Home and Foreign) Accounts, Bill of Exchange, Departmental Account, Sinking Fund and Annuities, Insurance Accounts and Contract Account. Accounting for Specialized Businesses: Trustee, Estate Agencies, Farmers, Investments, Leasing, Hire Purchase, Solicitors, Underwriters, Unit Trust, Voyage, Cooperative Societies, Stock Brokerage, Pension funds and Property companies, introduction to Conceptual framework for Financial Accounting (for Direct Entry), and the Study of the Principles of Small and Medium-sized Entities Guidelines on Accounting (SMEGA) Level 3.

ACC 2204 COST & MANAGEMENT ACCOUNTING II

Introduction to Decision Making: Uses of Marginal Costing in decision making involving: make or buy decision, close/shut down decision accept or reject decision, replacement of equipment, cost volume profit analysis. Costing Methods: specific order cost, process costing, joints and by products costing and semi costing. Budgeting and Budgetary Control: Budgeting process and organization, preparation of functional budgets, types of budgets such as fixed and flexible budgets, cash budgets and waste budgets, Behavioural aspects of budgeting control. Standard Cost Techniques: types and bases of setting standards, methods of setting standard cost and its uses, introduction to variance analysis. Cost Control Technique: Control and reduction techniques such as value analysis work study, method study, quality control techniques, merit rating, job evaluation, write measurement and cost audit. Developments in Cost Accounting: back flush accounting, life cycle cost, target costing and advanced manufacturing techniques (AMT). Cost control & Cost Reduction.

ECO 2302 MACRO ECONOMICS (3 UNITS)

Introduction to Macroeconomics: National Income Determination; the Public Sector in the National Economy; Macroeconomic Policy Objectives and Instruments; Introduction to Money and Banking, Introduction to Economic Growth and Development, Trade Politics with Particular reference to Nigeria.

FMS 2201 INTRODUCTION TO COMPUTER

History and Development of Computers and its application in business Technology; computer Types: Analog, Digital, and Hybrid. Input and output devices: Data capture, transmission, nature, speed and error detection. The Why and How of Computers; computer application in accounting, insurance, taxation and finance; Data Capture and Validation including Error Detection. Transaction data, master data, payroll and accounting/ taxation system and sales process applications like POS and online sales processing. System Analysis and Design online VAT etc.

GSP 2203 SCIENCE, TECHNOLOGY AND SOCIETY

The Scientific Evolution of Man – Science, and need for science, history of science, classifications, modern scientific methods; Science and Man’s Environment – Terrestrial and Cosmic Life; Harnessing Science – Climate and vegetation. Production, processing, conservation, distribution; Energy Resources – solar, thermal, nuclear energy – fossil fuels, estimates of energy reserves in Nigeria. Key Revolutions in Technology – technology, electronics and computer technology, robotics and cybernetics, everyday applications; technology; history of technology, robotics and cybernetics, everyday applications; technology; history of technological evolution/practice in Nigeria, role of technology in the national economy; Education for Technology – Past, Present and future; Constraints in the Utilizations of New Technological Products – reliability, quality control, cost effectiveness, politics and environment; effects of merchandization consumerism; Social Implication of Scientific Advances – Science in the civilization of man, science and culture; society – social implications of scientific advances e.g. population explosion, environmental pollution; Social Implications of Technology Research and Advances – e.g. displacement of man by machines , space travel, threat of nuclear and neutron war, genetic research, energy crisis; Ethics in Technology – ethics, professionalism, legal aspects, Tort. The method of deduction using rules of inference and bi-conditionals qualification theory, Types of discourse, Nature or arguments, Validity and soundness; Techniques for evaluating arguments; Distinction between inductive and deductive inferences; etc. (Illustrations will be taken from familiar texts, Including literature materials, Novels, Law reports and newspaper publications).

GSP 2206 PEACE STUDIES AND CONFLICT RESOLUTION (2 UNITS)

Basic Concepts in the peace studies and Conflict Resolution, Peace as vehicle of unity and development, conflict issues, Root causes of conflicts and violence in Africa, Indigene/settler phenomenon, peace-building, Management of conflict and security. Elements of peace – building, Management of conflict and security, Elements of peace studies and conflict resolution, Developing a culture of peace, Peace mediation and peace-keeping, Alternative Dispute Resolution (ADR), Dialogue/arbitration in conflict resolution, Role of international organizations in conflict resolution, e.g. ECOWAS, African Union, United Nations.

GSP 2201 USE OF ENGLISH (ONLY FOR DE STUDENTS)

Effective communication and writing in English, Study skills, language skill, Writing of essay, instructions on tense, sentence construction, outlines and paragraph, Logical presentation of papers; Phonetics; Instruction on lexis; Art of public speaking and oral communication; Figures of speech; Précis; and Report writing.

BUS/ENT 3301: HUMAN AND ORGANISATIONAL BEHAVIOR (3 UNITS)

The most important aspects of organisations are the people: the men and women who make up management as well as the work force. The aim of this course is to provide a systematic understanding of organisational life as created by the human beings in the firm. Students will be encouraged to understand issues such as group dynamics, individual differences, values and perceptions, organisational politics as well as interpersonal interactions, theories, concepts and issues in the field of organizational behaviour with an emphasis on individual and team processes, Core topics include employee motivation and performance, stress management, communication, work perceptions and attitudes, decision-making, team dynamics, employee involvement and conflict management.

BUS/ENT 3303: BUSINESS FINANCE (2 UNITS)

Nature and Scope of Finance: Meaning of Finance, The finance Function, Goals of the Firm, Finance and Related Disciplines, The Role of Financial Managers, Finance Decisions and Risk Return Trade off, Finance in the Organization Structure of the Firm. Basic Forms of Business organizations; Sources of Business Finance; Introduction of Financial Analysis; Profit planning; Financial Forecasting; and Introduction to Working Capital Management.

BUS/ENT 3205 ELEMENTS OF MARKETING (2 UNITS)

Introduction: Marketing definition, concept, Evolution, Role and Importance, The Marketing System. The Market Analysis: Marketing Environment, Buyer Behavior, Market Segmentation; Market Measurement and Forecasting; Marketing Research. The Marketing Mix: The Product Concept, Development and Live Cycle; Product Classification and Marketing Strategies, Pricing, Management of the Channels of Distribution. Promotion: Advertising, Personnel Selling, Public Relations and Sales Promotion, Marketing of Professional Services, Appraising the Marketing Effort.

BUS/ENT 3207: ENTREPRENEURSHIP DEVELOPMENT (2 UNITS)

This course is design to equip students with the various dimensions of entrepreneurship and how to develop an entrepreneurship mindset. The course covers economic, social and vocational aspect of entrepreneurship. Specifically, the topic border on concept definitions; role of entrepreneurship in economic development; entrepreneurship job creation and poverty reduction; positive thinking; quest for productivity; new value creation; social and organizational transformation, Entrepreneurship culture, learning from business incubators, entrepreneurship centers, micro finance banks in Nigeria; mentoring and industry development as well as issues in Islamic entrepreneurship. Audio visuals and guest speakers from the industry are essential to the course delivery.

BUS/ENT 3209: RISK MANAGEMENT AND INSURANCE (2 UNITS)

Introduction to concepts of risk and uncertainty, attitudes to risk, types of losses arising from pure risks, the cost of risks for households, firms; and society. The aim of risk management: An analysis of the objectives of risk management for the individual and for firms, Relationship to corporate goals, role of a risk manager within an organization, Analysis of information, the identification of risk; the measurement of risk. Risk reduction, statutory requirements, evaluation, the costs and benefits of risk reduction, Risk Transfer: Non-insurance methods (contract conditions, sub-contracting etc.): insurance. Financing Retained Risk: Methods (absorb as operating costs; funding, captive insurance company, contingency loans); Relative costs, including tax treatment.

BUS/ENT 3211: MANAGEMENT INFORMATION SYSTEM (2 UNITS)

Introduction to Fundamentals of Data Processing –brief history and conventional data processing methods; Manual methods and mechanized methods, classification of systems and their relative merits, closed loop and open loop systems: effect on time-lag; the total system approach and objectives; total systems and subsystems, Data processing and Management Information Systems (MIS), the organization of MIS including the use of mechanical and electronic accounting machines, flow charting and the principles of systems design and documentation, managerial uses of the information output as a basis for developing criteria and systems, information needs of management and design of MIS, computer and Data Processing – evolution of the Computer and the Computer system Input, output and central

processing unit, hardware and software, introduction to common computer programming languages used in business (COBOL, FORTRAN, SPSS etc.), electronic, Data Processing (EDP) methods; batch processing, real-time processing and the management of EDP, Business Systems hierarchical structure of Organizations; the sub-optimization issue.

BUS 3213 PENSION MANAGEMENT & ADMINISTRATION (2 UNITS)

FMS 3313 ETHICS IN MANAGEMENT SCIENCE (3 UNITS)

FMS 3203 PRINCIPLES OF DEPOSIT INSURANCE

This course is designed to introduce the students to the basic knowledge of Deposit Insurance System (DIS) services in Nigeria and around the world. In addition, the course will expose the students on the rationale behind the establishment of DIS and how the Nigeria Deposit Insurance Corporation (NDIC) operates. The course contents covers the Concept of Financial Safety Net and Deposit Insurance System (DIS), Types of DIS, Sound Accounting and Financial Reporting Regime, Coverage (Scope and Level), Mandate, Powers and Governance, Bank Failure, Failure Resolution, Systemic Financial Crisis Containment and Resolution, Financial Stability Board (FSB), Liquidation & Public Awareness and International Association of Deposit Insurance (IADI)

BUS 3302: RESEARCH METHODOLOGY (3 UNITS)

Skills of Scientific Investigation, information Gathering, Analysis and interpretation in dealing with business and organizational behavior problems in Nigeria; the art of problem identification and analysis, data gathering, analysis and report writing; the problems and prospects of business research in a seller's market like Nigeria.

BUS 3204 INNOVATION MANAGEMENT (2 UNITS)

The course aims to equip management students with an understanding of the main issues in the Management of innovation and an appreciation of the relevant skills needed to manage innovation at both strategic and operational levels. It provides evidence of different approaches based on real-world examples and experiences of leading organisations from around the world. The management of innovation is one of the most important and challenging aspects of modern organisation. Innovation is a fundamental driver of competitiveness and it plays a large part in improving quality of life. Innovation, and particularly technological innovation, is inherently difficult, uncertain and risky, and most new technologies fail to be translated into successful products and services. Given this, it is essential that students understand the strategies, tools and techniques for managing innovation, which often requires a different set of management knowledge and skills from those employed in everyday business administration. The course itself draws upon research activities of the Innovation and Entrepreneurship Group within Imperial College Business School.

BUS3206 CONSUMER BEHAVIOR (2 UNITS)

This course focuses on understanding and predicting consumer behavior by integrating theories from psychology, sociology, anthropology and economics. Emphasis will be on how behavior is shaped by internal and external influences.

BUS/ENT 3308 APPLIED BUSINESS COMMUNICATION SKILLS (2 UNITS)

Process of Meetings, Conferences, Seminars, Symposium and Debates: Meeting Defined, Conduct, Procedures, aims and benefits/disadvantages of meetings, written rules affecting meetings, conference, seminar, symposium and debates, uses of Words, sentences and figurative expressions, words and their meanings, synonyms and antonym, dynamism in words, and predication, suffixation, sentences/figurative expression, reports and handover notes: Types of Reports, Components of Reports and Handover Notes. Organization communication: The concept of organizational communication, Factors Affecting Effectiveness of Organizational Communication, types of organizational Communication, public relations and marketing communication.

BUS/ENT 3310 E-BUSINESS (2 UNITS)

This course is intended to equip students with the broad knowledge of electronic commerce. Topics will cover concept definitions, an overview of internet and mobile telecommunication, importance of e-business, website design, internet advertisements, achieving competitive advantages using E- adverts; online sales, E- payments, ATM, debit and credit cards. Students are expected to be exposed to practical applications

BUS 3312 THE STRUCTURE OF THE NIGERIAN ECONOMY (3 UNITS)

Beginning with the analysis of development of the Nigerian economy in the pre-colonial and post-colonial periods, the course also covers the development of economic and social organizations, the role of agriculture, industry, as well as monetization and banking. It also examines the role of international trade in Nigerian economic development. In addition, growth of income, employment, wages and prices are discussed as well as public development institutions, national income and expenditure. The related topics of monetary and fiscal policies, monetary institutions, trade and transport systems and contributions of sectors of the Nigerian economy to national output, relationship between these sectors are also discussed.

FMS3204 PRACTICE OF DEPOSIT INSURANCE SYSTEM (2 UNITS)

The programme is designed to acquaint participants with the rudiments of Deposit Insurance practice in Nigeria and other jurisdictions.

EEP 3201 ENTREPRENEURSHIP & INNOVATION (2 UNITS)

This course introduces students into Entrepreneurship and corporate governance. This course exposes the students into entrepreneurship and business opportunities for accounting major both at the local and international levels. Topics include definition, concept and classes of entrepreneurship, its phases, entrepreneurial window, youth entrepreneurship, entrepreneurial agencies, challenges, economic and socio entrepreneurship, consultancies, services, various forms of business (one man, partnership and company). Business information, business incorporation, company quotation, seeking for quotation, entrepreneurial idea generation, screening of ideas, business plan, feasibility studies, non- auditing

services, pricing of services, management of resources, source/types of entrepreneurial funds, etc. marketing of products/services. Various forms of financial/management consultancy services. Functional areas of business, corporate winding up, Nigerian financial systems, international markets, models of corporate governance, corporate governance framework, issues in corporate governance, and effect of corporate governance on growth and development, management role in corporate governance, a study of corporate governance in Nigeria etc.

BUS 4201 CORPORATE FINANCIAL MANAGEMENT (2 UNITS)

The nature, scope and purpose of Financial Management; Introduction to Nigerian Financial System, Sources and costs of short, medium and long-term finance; sources and problems of new financing, capital budgeting; management of working capital, Analysis and interpretation of basic financial statements; business mergers and take-over's; determinants and implications of dividend policy, valuation of securities, assets and enterprises, Risks of Finance and methods of avoiding them, Banking systems and industrial finance, Mortgage Finance, Portfolio Management, Capital Structure of Nigerian firms.

BUS 4303 HUMAN RESOURCE MANAGEMENT (3 UNITS)

Introduction to the management of an organization's workforce through the design and implementation of effective human resources policies and procedures. Current issues and practices are examined. Topics include the need for human resources management and its growing professionalism; human resource planning including job design and analysis; recruitment and selection; compensation; harassment; employee development; workplace health and safety; and employee relations.

BUS 4305: MARKETING MANAGEMENT (3 UNITS)

Application of the fundamental principles of management to the Marketing Function, the Organisation, Planning, Control and Co-ordination of the Marketing Function, Organization of the Marketing Plan, Co-ordination and interaction of the whole marketing function (Product, Physical Distribution, Pricing and Promotion), Marketing and Social Responsibility, Consumer Behaviour, etc.

BUS 4207: CONTEMPORARY MANAGEMENT ISSUES (2 UNITS)

Contemporary Management Issues aims to engage students with the current issues they face in management and leadership, and to explore implications for public and community sector organisations. Drawing on organisational theories and research, the course aims to enable students to develop frameworks and skills for analysis of organisational context, management practices and personal action. The workshops are designed to cover the key and current issues for managers. Topics will include managing in the current political climate, futures thinking and direction-setting, employee participation, organisational diagnostics, work process design and people management.

BUS 4209: BUSINESS POLICY AND STRATEGY (2 UNITS)

Concepts of strategy in relation to business, Corporations, and Management, Linkage between organization and their environments, Concepts of policies, decision-making, business objectives, performance criteria, structure, and managerial behaviours, Practice in calculating simple financial and economic indices from business data and other accounting information, Learning the behavioural implications of courses of action, Analyzing a firm's opportunities and threats, strengths and weaknesses, Selecting strategies and structures of public liability companies from their published annual reports, Developing clear business objectives, setting clear strategies and policies, and presenting structures that are capable of being used in implementing chosen strategies.

BUS 4211 ANALYSIS FOR BUSINESS DECISION (2 UNITS)

Elements of Decision Analysis, Types of Decision Situations, Decision Trees; Operational Research Approach to Decision Analysis, Systems and System Analysis; Modeling in OR, Simulation; Cases for OR Analysis, Mathematical Programming; Transportation Model, Assignment Model, Conflict Analysis and Game Theory, Project Management, other OR Models: Inventory, Replacement, Line Balancing, Routing and Sequencing, and Search.

BUS 4213 SECURITY ANALYSIS & NIGERIAN CAPITAL MARKET (2 UNITS)

The course is designed to provide the tools, drawn from accounting, finance, economics, and strategy, required to: analyze the performance of securities, value securities, and assess returns on active investment strategies. The course will also familiarize the participants with the stock markets of Nigeria, its terminology, types of securities, and the determinants of the price behavior of securities.

EEP 4201 VENTURE CREATION AND GROWTH

The course equips the students with the analytical tools for understanding the dynamics of the business environment in a globalized world. It enables the students to acquire the latest methods and means of developing strategic decisions. It also exposes the students to the dynamics of strategy, conceptual frameworks and models for the analysis of competitive situations and rudiments of strategic management. Topics to be covered include: corporate strategy relating to the environment, and opportunities and constraints facing business organizations, with particular reference to the following strategic areas: organization; execution and evaluation of decisions; corporation and society; corporation and government; and case studies and analysis.

BUS 4202 PRODUCTION MANAGEMENT (2 UNITS)

This course addresses issues and methods of production management. It gives you an introduction to the functional area of production and operations management as practiced in manufacturing industries and the services sector. Topics include: Elements of Production; Production and Process Design and Management, Facility location and Layout; Modern Tools and Machinery of Production, Standards Definition, Line Balancing, Automation, Production Scheduling and Control, Work Study, Maintenance and Tools and Equipment, Quality Control. Inventory Control, Project Planning, Forecasting, Aggregate Planning Control and material Resource Planning.

BUS 4204 SMALL SCALE BUSINESS MANAGEMENT (2 UNITS)

The objective of the course is to make students realize the vital role played by SMEs in an economy, and also to help them develop entrepreneurial thinking and motivation to start own ventures. In addition, the course enables student to integratively apply knowledge as well as skills acquired from other functional areas of business education towards the successful management of SMEs. In sum, the student is taught to understand the activities, financing, development and management of SMEs, Organization and operation of the small-scale retail, trading, service or manufacturing business, Location, financing, marketing, labour, accounting and the case of manufacturing, production, plus related problems of stock control, taxes and insurance.

BUS 4206 INTERNATIONAL BUSINESS (2 UNITS)

Introduction: The concept of International Business, Classical Trade Theory: Introduction, Mercantilism and Nation Building, Free Trade (Theory of Absolute Advantage), Theory of comparative advantage, The Assumptions of classical Trade Theory, Modern Trade Theory: Factor Proportions and Factor Intensity, Offer Curves – Reciprocal Demand and Supply, Dynamic Factors. Changing the Basis of Trade, Terms of Trade Measures, and The Effects of Tariff; International Finance: Balance of Payments Accounting – Credits, Debits, and Current Account, Balance of Payment Accounting – The Financing Accounts, National Income, Prices and Trade Balance, The Foreign Exchange Markets, Relatively Fixed Rate System, The Gold and Gold Exchange standard, International Business Environments.

BUS 4208 GLOBALISATION AND BUSINESS (2 UNITS)

Globalisation is a widely used term in business, politics & trade but its real meaning& implications are often misunderstood. This course takes students through the major issues relating to globalisation. These are the different meanings that are associated with the concept, the causes & effects of the globalisation process, the roles of various players, in particular the multinational firm & governments & the likely future directions of world business in a global context. Criticisms of globalisation are reviewed in the light of their wide appeal.

BUS 4210 CORPORATE STRATEGY (2 UNITS)

Business functions of marketing, production, finance, and personnel in Nigeria, Management process of corporate planning, Budgeting and control, business performance appraisal, managing by objectives, motivating group and individual efforts, and generally relating an organization to the changes taking place in its environment, Predicting the dynamic environment, Impact of environmental changes on the strategies and performance of a firm, Analysis of the role of employee and managerial behaviour in success or failure of strategy implementation, Integrated analysis, Recent developments affecting the strategy formulation and implementation processes of firms in Nigeria.

BUS 4212 TOTAL QUALITY MANAGEMENT (2 UNIT)

This course provides learners with an understanding of quality control and improvement systems. The course includes study of topics related to quality management approaches, design and implementation of quality-related procedures, and related technologies. The focus of the course is on enhancing goods, services, and the business environment.

BUS 4414: RESEARCH PROJECT (4 UNITS)

The project is undertaken during the second semester in the fourth year of study and is equivalent to one course unit. This is a systematic field research on a current finance topic approved by a project supervisor. A satisfactory report of reasonable and acceptable length and quality must be completed and marked by the supervisor(s). The project shall be graded independently out of a maximum of 100 marks.

ENT3204: FEASIBILITIES AND BUSINESS STUDIES (2 UNITS)

This topic deals with business plan within task groups from the concept to all elements of a professionally written business plan. This topic affords students high interaction with businesses and entrepreneurs to further refine and improve their plans and/or prepare for national business plan competitions. This component also consists in practical evaluation of students dream businesses and career life, exposition on how best to prepare feasibility report and appraisal of projects before investment; and project evaluation

techniques: traditional methods such as Accounting Rate of Return (ARR), Pay Back Period (PBP), Net present Value (NPV) Internal Rate of Return (IRR) and Profitability Index(PI).

ENT3206ELEMENT HUMAN RESOURCE MANAGEMENT (3 UNITS)

Introduction to the management of an organization's workforce through the design and implementation of effective human resources policies and procedures. Current issues and practices are examined. Topics include the need for human resources management and its growing professionalism; human resource planning including job design and analysis; recruitment and selection; compensation; harassment; employee development; workplace health and safety; and employee relations.

ENT3212 FAMILY BUSINESS AND SUCCESSION PLAN (2 UNITS)

Family-controlled businesses are characterized by challenges that threaten their continuity and distinct core competencies that can result in unique competitive advantages. The course will examine family business continuity challenges and best management and governance practices of leading family-owned businesses.

ENT4201: ENTERPRISE FUNDING (2 UNITS)

This topic examines the elements of entrepreneurial financing, focusing on technology-based start-up ventures and new ways of creating value; addresses key questions which challenge all entrepreneurs: how much money can and should be raised, when should it be raised and from whom, what is a reasonable valuation of the company, and how funding, employment contracts and exit decisions should be structured. It also aims at preparing students for these decisions, both as entrepreneurs and venture capitalists.

ENT4203: VENTURE CREATION AND GROWTH (2 UNITS)

This course introduces students to the basics ideas of starting a business and how to use value chain analysis to discover a profitable venture. It also introduces students to the need to become self-employed, how to generate business ideas, how to overcome environmental challenges and how to source funds. Topic will cover business location, marketing, record keeping and financial discipline, business registration, and how to grow modern businesses. At the end of the course, students will be able to conceptualize a business idea and prepare a good feasibility study.

ENT4205 TECHNOLOGICAL ENTREPRENEURSHIP & INTELLECTUAL PROPOERTY RIGHT (2 UNITS)

The course aims to groom students in the concept of technological entrepreneurship which is geared towards enabling the student of entrepreneurship come up with innovative ideas in the area of technological entrepreneurship. Sooner or later, the students, after their studies, will be able to model their businesses along with this concept. A good foundational knowledge of the concept of technological entrepreneurship in Nigeria and notable backers towards entrepreneurship development in Nigeria will give students the opportunity to understand the importance of this concept of technological entrepreneurship in the Nigeria context.

ENT4307: ENTREPRENEURIAL CREATIVITY AND INNOVATION (3 UNITS)

This course will equip participants with various methods, models, tools, concepts and practical exercises that enhance individuals' capacity to think of and translate new ideas into humanly desired, technologically feasible and economically viable products and/or service.

ENT4209: CONTEMPORARY MANAGEMENT ISSUES (2 UNITS)

Course is to make students be aware of current issues in start-up and entrepreneurship generally. It will delve into (but not limited to) current practices, challenges and opportunities in ideas generation, enterprise funding, technology, management issues (including diversity and minority interests), legal and political regimes, geopolitical issues, venture growth, exit strategies, buzzwords etc. Topics for discussion are supposed to be driven by current realities of business creation, management, scaling and exit.

ENT4211: ENTERPRISE POLICY AND STRATEGY (2 UNITS)

This course is designed to give participants advance theoretical and practical insights for creating and running an organization that is highly competitive, distinctive and impactful. At the completion of the course, participants would have a high sense of self-awareness as an individual as well as be able to do an intelligent analysis of organizational situations, especially strengths and weakness vis-a-vis external opportunities and threats. Further, participants will be able to make effective decisions regarding the future direction of an organization and then establish appropriate systems, structures and processes to execute organization's chosen direction and position (or reposition). Ultimately, a key deliverable of the course is the participants' possession of the tools to compete more effectively and constantly stay ahead of others within a particular environment, industry or market.

ENT4213 NATURAL RESOURCE MANAGEMENT (2 UNITS)

This course is designed to enable students to appreciate the resource endowments of Nigeria and how mineral resources could be better managed to achieve growth and human and economic development. Topics shall cover an overview of Nigeria's resources, mining and oil gas exploration, socio-cultural issues in mineral exploration, resource allocation and misapplication of resources.

ENT4315: CUSTOMER RELATIONSHIP MANAGEMENT (3 UNITS)

Teaches students to do rigorous, explicit, customer-based marketing analysis, which is most appropriate for new ventures. This topic also discusses ways to implement marketing strategies when resources are very limited. The practical aspect would relate to how to develop and market various forms of business and social organizations.

ENT4202: PROJECT MANAGEMENT (2 UNITS)

Project Concept, Planning Team, Cost, Procurement, Project Implementation, Strategy, Reporting, Monitoring and Evaluation, Development and Usage, Project Management Template

ENT4204: SMALL SCALE BUSINESS MANAGEMENT (2 UNITS)

The objective of this course is to give students an insight into the operations and management of small business. Topics will cover an overview of small business in the Nigerian economy; definition of small business; state and trend of small business; financial and administrative control; future of small business; and legal dimensions in the management of small business.

ENT4206 RETHINKING TRADITIONAL OCCUPATION (2 UNITS)

The aim of this course is to examine the various occupations engaged by ordinary people within a specified locality. This will entail identifying local talents, skills and competencies required for the production of goods and services. The aim is to explore ways of developing such competencies into formal ventures capable of achieving sustainable growth and competitiveness. It is expected that students would use insight from this course to convert local knowledge and expertise into a prosperous business venture. Equally, they would be equipped with various tools of promoting local businesses required for policy measures aimed at economic transformation.

ENT4208 GLOBALIZATION AND ENTREPRENEURSHIP (2 UNITS)

This topic will consider opportunities and risks firms face in today's global world. Also to be considered are conceptual tools for analysing how governments and social institutions influence economic competition among firms in different national settings; and public policies and institutions in developed and emerging markets. This will challenge students to conceptualize how to change public policies in line with global trends.

ENT4210 SOCIAL ENTREPRENEURSHIP & COMMUNITY DEVELOPMENT (2 UNITS)

This course explores the innovative concepts, practices and strategies related to Social Entrepreneurship. It attempts to instill social entrepreneurial attitudes by challenging students' current thinking and assumptions about what works and why and how to fix identified needs in the community. The essence is to enable students to think of ways of creating social ventures and organizations that will address environmental issues, politics, crime, poverty, diseases and violence in the society.

GENERAL EXAMINATION & ACADEMIC REGULATION

The examinations in any course shall be conducted by the Chief Examiner. The Head of Department is the Chief Examiner for the Department. The duties of a Chief Examiner shall be generally to make arrangements for the examinations in the courses taught in his Department and in particular for the preparation and security of examination papers and for the marking and the determination of results by the Department Panel of Examiners. He carries responsibility, together with the External Examiners where any are appointed, for the standard of the examination papers.

The Chief Examiner may require any internal examiner to carry out any or all, of the following duties:

- (a) To participate in assessment of coursework,
- (b) To prepare and sign draft question papers.
- (c) To mark answer scripts, before moderation by the External Examiner, where that is required.
- (d) To be present and accessible in the University's academic buildings during the sitting of any examination paper for which they have prepared questions.
- (e) To attend meetings of the Departmental Panel of Examiners.
- (f) To invigilate at any examination.
- (g) To perform any other duties appropriate to the examination.

EXTERNAL EXAMINER

- a. External Examiner(s) shall be appointed for all degree examinations to moderate draft question papers for all levels and to moderate the scripts for final year courses as well as final year projects.
- b. Each session, External Examiner(s) shall be appointed by the Senate on the recommendations of the Faculty Boards. Each External Examiner must be a person of high professional standing. (S)He must have had extensive experience of teaching and examination in his/her field and will usually be a member of the academic staff of another University. When an External Examiner is recommended to the relevant Faculty Board and to Senate, his/her degrees, relevant professional qualifications, rank and current University or other appointment shall be stated, together with information concerning any previous connection with Bayero University, Kano.
- c. There shall normally be one External Examiner in each programme in which a degree is awarded. However, Faculty Boards and Senate may consider cases made by Departments for the appointment of additional External Examiners.
- d. Each External Examiner shall be, appointed for a period covering six consecutive semesters, or for a period not exceeding ten semesters if his/her appointment is interrupted involving a maximum of three separate appointments.
- e. An External Examiner may be eligible for a reappointment provided at least six consecutive, semesters have elapsed since the expiration of his/her last appointment.
- f. Staff of the University and members of the Governing Council shall not serve as External Examiners. Any person who previously taught in the University shall

not be appointed as External Examiner if any student taught by him/her at any time is a candidate in the examinations concerned.

The duties of an External Examiner shall be:

- (a) To moderate draft question papers for all levels and to recommend such alterations as he may think fit in order to ensure the maintenance of a good standard.
- (b) If possible, to be present in the University during the period of examinations and to conduct or participate in. practical, or oral examinations and practical teaching tests.
- (c) To moderate the marking of examination scripts of the final year courses for which (s) he is examiner at the end of the session.
- (d) If present in the University, to attend meetings of the Departmental Panel of Examiners and to approve and certify the mark list in any course examined by him and where possible the relevant overall pass list or lists.
- (e) If present in the University, to attend the meeting or meetings of the Departmental Board of Examiners.
- (f) To submit a written report to the Vice-Chancellor at the end of each session. With a copy to the Chief Examiner concerned on the following matters:
 - i. The standard of the examinations questions;
 - ii. The standard of marking by the Internal Examiners;
 - iii. The standard of project or coursework;
 - iv. The pass list and honours classification; and
 - v. Any other relevant comments he may wish to make.
- g. In the event of a disagreement between External and Internal Examiners, not resolvable by consultation, separate reports shall be made by Chief and External Examiners to the Board of Examiners which shall take appropriate action to arrive at a decision.
- h. An External Examiner shall be remunerated at rates to be agreed by Senate from time to time.

SECURITY OF EXAMINATION MATERIALS

- a. Question papers for examinations shall be set at approved time.
- b. All question papers shall be signed by the Chief Examiner, at least one of the University Examiner concerned, and where there is an External Examiner, by the External Examiner as well.

- c. It shall be the duty of all examiners to ensure strict scrutiny and security of question papers, examination scripts, marks, and other examination materials at all times.
- d. In particular, there shall be proper documentation and chain of custody when answer scripts are passed from one person to another.
- e. All answer scripts shall be marked within Kano Metropolis and no examiner shall take the scripts outside this area for whatever reason.

PREPARATION OF AND SECURITY OF EXAMINATION MATERIALS

- a. Question papers for examinations shall be set at approved time.
- b. All question papers shall be signed by the Chief Examiner, at least one of the University Examiner concerned, and where there is an External Examiner, by the External Examiner as well.
- c. It shall be the duty of all examiners to ensure strict scrutiny and security of question papers, examination scripts, marks, and other examination materials at all times.
- d. The Chief Examiner shall ensure that each paper bears an appropriate rubric showing:
 - i. Faculty and Department
 - ii. Programme of study
 - iii. Course code and course title
 - iv. The date on which the paper is to be taken (or month, if the day is not known when the paper is prepared)
 - v. The times or duration of the paper.
 - vi. The number of questions to be answered and any restrictions as to choice.
 - vii. Any instructions regarding the use of answer booklets
 - viii. Any additional materials to be supplied by the Invigilator to candidates.
- e. Where possible, draft papers shall be passed by hand and only between persons directly concerned and in envelopes marked "Strictly Confidential". Where transmission by post (say to External Examiners) is unavoidable, drafts shall be in double envelopes, the inner carrying a security seal and marked "Strictly Confidential to be opened only by (name)". The outer envelope shall not be marked as confidential but shall be strongly sealed and sent "by registered post. Where draft question papers have to be sent electronically, the files shall be password protected and the password shall be communicated over a secure, but different medium of communication.

- f. The Chief Examiner shall arrange for examination papers to be duplicated in secure conditions, ensuring that no unauthorized person has access to them and that all spare copies, stencils, etc, are destroyed. Sealed packets of papers shall be marked to show the Faculty, Department, course by title and code, level and date of the examination (if known) and the number of copies,
- g. The Chief Examiner shall be responsible for ensuring that the sealed packets of question papers, clearly marked as described, are handed to the Examinations Officer before the examination,
- h. After the examinations have been held, the Examinations Officer concerned shall send three copies of each question paper to the University Librarian. Copies shall also be placed in faculty and departmental libraries where they exist.
- i. In particular, there shall be proper documentation and chain of custody when answer scripts are passed from one person to another.
- j. All answer scripts shall be marked within Kano Metropolis and no examiner shall take the scripts outside this area for whatever reason.

DEPARTMENTAL EXAMINATIONS OFFICER

- a. Departmental Examinations Officer shall be appointed by the Head of Department. He shall be remunerated at a rate to be agreed by the Senate from time to time,
- b. Examination Rooms:**
 - (a) An area of at least 1.8 square metres per candidate, should, if possible, be allowed in the room. The room should have only one usable entrance during the examination, but adequate ventilation should be ensured.
 - (b) There should be not less than one invigilator for each 50 candidates. At least one of the invigilators should normally be a teacher of the students sitting the examination and thus able to identify candidates. In addition one of the invigilators should be designated as Senior Invigilator.
 - (c) The Central Examinations Committee may inspect and decide upon the suitability of any room proposed for use in examinations
- c. The Examinations Officer, in consultation with the Head of Department, shall appoint:
 - (a) Invigilators-for each examination room, to whom he shall make available a copy of these Regulations.
 - (b) Examination Attendants, so that in any room where there are male students at least one of the attendants is a man, and where there are female students at least one is a woman. „
 - (c) The persons specified in sub-paragraph (a) and (b) shall be:

- i. Full-time University staff
 - ii. Subject to the instructions of the Invigilator or Senior Invigilator
- d. The Examinations Officer shall perform the following functions, among others:
- (a) Ordering and control of Examination materials for the Department;
 - (b) Preparation of examination timetables -and arranging the examinations venues (including the provision of all items required therein);
 - (c) Collection of sealed packets of question papers and their distribution to invigilators;
 - (d) Provision of receipt forms for examination scripts and any other matter in accordance with instructions issued by the Dean and the Registrar.
 - (e) Giving appropriate instructions to the Invigilators. In particular he shall ensure that sealed packets of question papers are handed over to Invigilators not less than 20 minutes before the scheduled times of commencement of examinations.
 - (f) He should be available throughout the period of each examination, oversee the conduct of all examinations, and report to the Chief Examiner, the Dean and the Registrar on any case of illness, disturbance or irregularity in the conduct of the examinations. He shall however recognize the Invigilator as responsible for procedure within the room during the conduct of an examination.
 - (g) After each examination the Examination Officer shall receive the completed answer scripts from the Invigilator in charge and issue a receipt, of which both persons shall keep a copy. He will also collect all unused examination materials as well as any reports and exhibits pertaining to examination malpractice. He will then convey the completed answer scripts to the appropriate course lecturer who will sign a receipt of which both persons will keep a copy.
 - (h) The Examinations Officer shall announce the time and venue(s) fixed for any examination at least two weeks before the commencement of the examinations. No backward change of time shall be made after the final timetable has been displayed, unless where it becomes absolutely unavoidable.
 - (i) The Examinations Officer shall liaise with the Faculty Examination Officer, present and reconcile draft examinations timetable of his/her Department with those of other Departments and share examination venues with other Departments.

INVIGILATION PROCEDURES

- a. Only academic staff members and technologists attached to academic units shall serve as examination invigilators.
- b. The duties of an invigilator are as follows:-
 - i. To arrive at the examination room at least 30 minutes before the examination and ensure that it is correctly laid out with desks, chairs, answer booklets, any other material required for the paper. He should see that there are spare answer booklets, etc, and that a clock is visible to all candidates. He should ensure that any books or papers left near desks are removed,
 - ii. To receive from the Examinations Officer the sealed packet of question papers and to open it in the presence of the candidates, 15 minutes before the examination begins and check it for number of copies and the availability of required materials.
 - iii. To admit all candidates 10 minutes before the examination is to commence. Before starting the examinations he should ensure that candidates are duly informed of any special instructions relevant to the examination, and are reminded to fill in their attendance register. He writes the time (as shown by local clock) of starting and finishing the examination on a board,
 - iv. To exercise continuous vigilance over the behaviour of candidates and at intervals check the desks of candidates for the presence of unauthorized materials. Conversation between invigilators, etc, should be kept to a strict minimum during an examination.
 - v. After the examination has begun, to direct the attendants to check that no books, etc, have been hidden in toilet areas.
 - vi. To notify the Examinations Officer promptly of any case of illness or irregularity in the conduct of examinations or of a lack of any material.
 - vii. If any student is found to be, or is suspected of infringing the provisions of the Regulations or in any way cheating "disturbing the conduct of the examination, the Invigilator shall take possession of any relevant evidence, fill in the relevant form, obtain statements from the student(s) concerned by giving him the relevant form to fill and/or make them sign exhibit and report to the Examinations Officer immediately. The student(s) concerned shall be allowed to continue with the examination' provided no disturbances are caused.

- viii. The Examinations Officer shall report all cases of suspected examination malpractice to the Dean through the Head of Department, who shall cause preliminary investigations to be made, assemble exhibits, conduct interviews, give the accused the chance to defend themselves, and obtain statements from all concerned and forward the report (including exhibits and other relevant documents) to the Senate Standing Committee on examination malpractices within one month of completion of the examinations. The Committee will investigate the case further and report to Senate, recommending the action to be taken.
- ix. To announce the time to the candidates 15 minutes before the end of the examination, and to observe strictly the prescribed duration of the examination.
- x. Ten minute before the end of the examination, to arrange for candidates to be prevented from leaving.
- xi. On completion of the examination, to ensure that each candidates script, together with unused scripts, etc, are collected from his desk before permitting any candidate to leave his place. Also to double check the number of answer scripts, bearing in mind the number of candidates present and the fact that the work of one candidate may spread over more than one answer script-supplementary answer sheets which must be submitted to the Invigilator.
- xii. A candidate arriving late shall be admitted up to thirty minutes after the start of the examination, but he should not be allowed extra time. If he arrives more than thirty minutes late but before one half of the total duration of the examination has elapsed, the Invigilator may at his discretion admit him if he is satisfied that the candidate has good reason for his lateness, and provided that no candidate has already left. No candidate shall be admitted after half the duration of the examination has elapsed. The Invigilator shall report on all those admitted late to the Examinations Officer who shall inform the Chief Examiner. The Chief Examiner shall recommend to the Board of Examiners whether to accept the student's paper or not.
- xiii. A student may be permitted by the Invigilator to leave the examination room during the course of an examination provided that:-
 - a) No student shall normally be allowed to leave during the first thirty minutes or the last ten minutes of the examination.

- b) A student leaving must sign out and hand his script over to the Invigilator before leaving if s/he does not intend to return.
 - c) A student who leaves the examination room shall not be re-admitted unless throughout the period of his absence he has been continually under the supervision of an invigilator or Examination Attendant.
- xiv. No student shall speak to any other student or, except as essential, to the Invigilator or make any noise or disturbance during the examination. Smoking is not permitted in the Examination hall during any examination.
 - xv. A student must not directly or indirectly give assistance to any other student or permit any other student to copy from or otherwise use his papers. Similarly, a student must not directly or indirectly accept assistance from any other student or use any other student's papers.
 - xvi. A student shall not use a mobile phone or any other unauthorized ICT device in the examination hall for any purpose and doing so is an offence. All handsets shall be switched off and be out of sight.
 - xvii. A student is responsible for protecting his work so that it is not exposed to other students.
 - xviii. Any student accused of involvement in examination malpractice should fill in the prescribed form giving his/her version of events. A student that fails to fill in the form is denying him/herself an important opportunity.
 - xix. At the end of the time allotted, each student shall stop writing when instructed to do so and shall gather his scripts together. He shall then remain at his desk until all Candidates' scripts have been collected, and he has been given permission by the Invigilator to leave. It shall be the candidate's responsibility to ensure that his/her answer scripts are collected by the University officials in the examination room before he/she leaves.
 - xx. Except for the printed question paper, a student may not remove from the examination room or mutilate any paper or other materials supplied.

ABSENCE FROM COURSE WORK AND/OR EXAMINATIONS

- a. Students are expected to attend their registered courses regularly and continuously. The University is under no obligation to repeat coursework or examinations for whatever reason. No degree, except an aegrotat degree as described in Part 16 of these Regulations, will be awarded unless the candidate passes all formal examinations concerned.

- b. A student planning to be away from the University when the University is in session shall submit a written application at least two weeks before the planned travel day so that the application could be processed and replied to before the planned travel.
 - i. For travels within the country, a student shall apply to the Dean of his/her faculty through his/her Head of Department, attaching all supporting documents. Such applications are to be treated by the Dean on their merit, with- the decision communicated to the student, his/her Head of Department and course lecturers.
 - ii. For travels outside the country, a student shall apply to the Dean of Students Affairs through his/her Head of Department attaching all supporting documents. The Dean of Students Affairs shall, on behalf of, the Vice-Chancellor, treat all such applications on their own merit and communicate the decision to the student, the Head of Department and Dean of Faculty.
 - iii. A student may be permitted to travel out of the country for religious reasons not more than once during his/her programme of study.
 - iv. Where the absence involves absence from examinations, and/or more than 25% of coursework, copies of the approval letter shall be attached to the submission to Senate requesting 'Incomplete' grading or suspension of studies for the student.
- c. Dispensation from coursework and/or examinations may be granted to a student who is absent from the University on medical or other pertinent grounds. In special circumstances, and for good cause, the Senate may approve the request of a student to be absent from coursework and/or examinations. In both cases, such academic concession will be confined to the period of sick-leave, or leave of absence granted to him/her.
- d. Where only an examination is involved, the performance in the affected course will be recorded as 'Incomplete' and the credit load will not be counted in the calculation of the student's Grade Point Average (GPA) for the semester or the Cumulative Grade Point Average (CGPA) . The student will write the examination when next available. For a student requiring only such 'Incomplete' course(s) to graduate, or in a case where the affected course is being phased out, a faculty may recommend to Senate the completion of "incomplete" course(s) through the administration of special examination(s) if such an option is considered feasible.

- e. Where course work for substantial part of the semester is involved the Faculty Board shall recommend "Suspension of Studies" for the student. The student shall be required to take the courses afresh (but not as carryovers) undertake alternative ones (if permitted by the regulations) on his/her return. No GPA shall be computed for a semester where the student is on suspension of studies. However, if the suspension is only for one semester, performance in the other semester shall be used in computing the Cumulative Grade Point Average (CGPA).
- f. Where a student takes certificated sick-leave, and in all cases where he falls ill during or within a period of up to 3 days before an examination, he must obtain a sick-leave certificate within 24 hours of the commencement of his absence. If he attends an examination during a period of authorized sick leave no subsequent appeal for consideration of failure in the examination will be entertained.

TIMELY APPLICATION/SUBMISSION OF DOCUMENTS

- a. Students are to apply for excuse from coursework and/or examination on time clearly indicating the grounds for the application and attaching any supporting document(s). Late submission of sick-leave certificates or other appropriate documents will be entertained only in exceptional circumstances. However, applications for excuses on medical or other grounds submitted after the publication of examination results or more than 30 days after the last examination paper in the semester was taken (whichever comes first) shall not be considered.
- b. An absence for a period which exceeds 30 consecutive days, or 30 days plus the duration of any official vacation which intervenes, will normally be permitted only on medical or other pertinent grounds. If an application with appropriate sick leave certificate or other supporting document is not submitted before the end of this period, the student will be regarded by Senate as having withdrawn voluntarily from the University.

MATERNITY LEAVE

- c. A female student must submit a medical certificate, showing the expected date of delivery (EDD) not less than 6 weeks in advance of the date, and can be granted dispensation from coursework for a period of 12 weeks, commencing 16 weeks before the (EDD). Incomplete grade will normally be awarded only if the examination occurs within a period beginning six weeks before the expected date of delivery and ending nine weeks after the actual date of delivery. A Faculty Board may, at its discretion, extend this period on receipt of all medical

statement indicating exceptional circumstances. If the expected date of delivery interferes with a substantial part of the semester's coursework, the department concerned shall recommend suspension of studies for the student.

d. According to the Regulations the term "Sick-leave certificate" and "Submit "or "Submission" will be interpreted as follows:

i. Sick - Leave Certificate

- a) If a student falls sick while resident in the University campus or in the Kano Metropolitan Area, each sick leave certificate must be obtained from the University Clinic or from a reputable hospital. In the latter case the certificate should be on official headed form stamped and counter-signed by the Head of Department or the Medical Superintendent in charge of the Hospital, as appropriate.
- b) If a student falls sick outside the Kano Area or is taken in emergency to a hospital in Kano, he must similarly obtain his certificate from a Medical Officer employed by a University or by a Government Hospital on an official headed form stamped and counter-signed by the Head of Department or Medical Superintendent in charge' of the -Hospital, as appropriate.
- c) If a student falls sick outside Nigeria, he must send, without delay, an official sick-leave certificate to the Director, University Health Services, who may at his discretion, refer the certificate for authentication to the Nigerian Diplomatic representative in the country concerned, or to any other appropriate body.
- d) If a student is granted a sick-leave or maternity leave before the examination and if he/she decides to take the examinations, the sick leave or maternity leave shall be withdrawn and (s)he will be obliged to take all the examinations.

ii. Submission

- a) If the student obtains a sick-leave certificate from the University Clinic, (s)he must present it personally or through a messenger without delay to the Dean of his/her Faculty and obtain a receipt for it.
- b) If the certificate is obtained from another hospital it must be presented personally or through a messenger without delay-to

the Director, University Health Services, and a receipt obtained for it.

- c) If the certificate is obtained as in paragraph 10.8(b) it must be sent immediately by messenger or by registered post to the Director University Health Service and a receipt of delivery or posting (as appropriate) obtained. If sent by post, the student must retain a copy. The student must meanwhile endeavour to notify the Dean by telephone, telegram or by messenger, stating his exact address, and the number of days of sick-leave given.
- e. In all cases the receipt for delivery or posting of a certificate, and the copy where appropriate, must be retained and produced to the Dean if required later.
- f. On receipt of a certificate issued by another doctor, the Director University Health Services will notify the Dean of the student's Faculty. The Director may consider it necessary to send a member of the Health Services Staff to verify the student's condition, and any change of address or condition must be communicated to the Director without delay. The Director will not further consider a certificate if the address given is found to be false.

Disputed Cases

i. Disputed cases will normally be referred for advice to a reputable consultant. In certain cases, reference would be made to a Medical Panel composed by the Vice-Chancellor.

PROCEDURES FOR ASSESSMENT

- a. The proportion of the total marks for a particular course to be allocated to continuous assessment (CA) shall be recommended by the Department concerned along with the relevant syllabus, to the Faculty Board and Senate for approval. The proportion approved shall be made known to the students at or before the beginning of the course. Questions set for CA and the marks obtained shall be made available to the External Examiner (if any) for inspection.
- b. The continuous assessments shall account for between 30% and 40% of the total marks for a taught course, while the end-of-semester examination shall account for 60% to 70%, unless approved otherwise by Senate.
- c. A student repeating a failed course loses the CA obtained when the course was taken previously. Thus, such a student must repeat all aspects of the course.
- d. The CA marks for a course graded 'Incomplete' shall be carried forward and added to the examination marks obtained by the student when (s) he completes the course.

EXAMINATIONS

- a) Each credit should have a minimum of 45 minutes and a maximum of one hour of examination. However, the duration of the examination of any course should not be less than one hour and not more than three hours.
- b) The procedure for marking of examination scripts shall be a matter for agreement between the examiners for the course concerned. The mark for each course shall be expressed as a percentage. A fractional mark of 0.5% or above should be rounded up to the next whole number, and one less than 0.5% should be dropped. The pass mark shall be 40%.

MODERATION BY EXTERNAL EXAMINER

- a) Draft question papers for courses at all levels of a degree programme are subject to moderation by the External Examiner. However, only the marked scripts for final year courses are to be moderated by the External Examiner.
- b) Where a student could complete his/her degree requirements during the first semester, the following procedure shall be adopted to assess his/her scripts for final year courses.
 1. After marking by the course lecturer(s), the scripts shall be internally moderated.
 2. In case of disagreement between the course lecturer(s) and the internal moderator that could not be resolved through consultation, the matter shall be referred to the Departmental Board of Examiners which shall take appropriate action to arrive at a decision.
 3. Where a candidate is permitted as a special case to take an examination other than the end of a semester, the draft question paper(s) and his performance shall be subject to normal moderation.

CUSTODY OF MARKED SCRIPTS

- a) Marked scripts shall be kept securely in each Department for at least 24 months after the examination. Thereafter they shall be transferred to Registry Department where they shall be kept until all the students who have sat for the examination might have graduated.
- b) The scripts may then be destroyed centrally under confidential conditions.
- c) No student and no person or organization outside the University except an appointed External Examiner may have access to any marked scripts.
- d) Full records of marks shall be preserved indefinitely.

CLASSIFICATION OF DEGREES

- a) The performance of a student in a semester will be reported by the Grade Point Average (GPA) while the overall performance at the end of a session (and/or at

any point in his study programme) will be reported by the Cumulative Grade Point Average (CGPA).

- b) The classification of a degree shall be determined by the final CGPA as shown below:

CALCULATIONS OF GPA AND CGPA

- a) Letter Grades and Grade Points shall be derived from the actual percentage score obtained in a given course as follows:

| Percent Score | Letter Grade |
|----------------------|---------------------|
| 70 - 100 | A |
| 60 - 69 | B |
| 50 - 59 | C |
| 45 - 49 | D |
| 40 - 44 | E |
| 00 - 39 | F |

INCOMPLETE

- 1) A Weighted Grade Point shall be determined for the performance in each course by multiplying the Grade Point obtained in the course by the Credit load of the course, except that all incomplete courses shall be ignored.
 - 2) A Grade Point Average (GPA) shall be calculated for a semester by adding up the weighted Grade Points obtained in all the courses offered in the semester and dividing the sum by the total value of the credits of all the courses, except those graded as Incomplete.
 - 3) A Cumulative Grade Point Average (CGPA) shall be calculated by adding the Weighted Grade Points obtained in all the courses offered by the student in all the semesters up to the end of a given session (or up to a particular point in a student's programme) and dividing the sum by the total value of the credits of all the courses registered by the student in all semesters, ignoring credits of courses graded 'Incomplete'.
- c. GPA and CGPA shall be rounded to two places of decimal. A value of 0.005 or higher shall cause the number in the second decimal place to be increased by one, while a value of less than 0.005 shall be discarded.
- d. To qualify for the award of Bachelor's degree, a student must:

- a) Obtain a minimum of credits as outlined in the table under course structure above;
- b) Pass all compulsory courses in the particular programme, department and faculty.
- c) Pass all relevant compulsory General Studies and Entrepreneurship Programme courses for his/her degree programme, as may be set by Senate from time to time.
- d) Satisfy all relevant departmental and faculty requirements for the programme.

CONCESSIONAL PASS

A last chance spill-over student (except degree students at the Faculties of Law and Medicine) who has satisfied all the graduation requirements except in one course, and who has scored 30% or more in the said course shall be given a Concessional Pass (CP) in the affected course and be allowed to graduate. The score in the course is retained, a grade of (CP) is given, and the grade point of zero is retained. However, the course is treated as if it has been passed in order to allow the student to graduate.

THE CLASSIFICATION

- a. Degree classes will be designated with reference to the final CGPA as follows:

| <i>Final CGPA</i> | <i>Degree Class</i> |
|-------------------|----------------------------|
| 4.50-5.00 | First Class Honours |
| 3.50-4.49 | Upper Second Class Honours |
| 2.40 - 3.49 | Lower Second Class Honours |
| 1.50-2.39 | Third Class Honours |
| 1.00 - 1.49 | Pass |
| 0.00- 0.99 | No degree awarded |

- b. The transcripts of students awarded Degrees shall show the letter grades, grade points and weighted grade point obtained in each course, the GPA for each Semester and the final CGPA.
- c. The period of study of any student for a degree shall not exceed by more than four semesters the normal number of semesters laid down for it.

FUNCTION OF BOARDS OF EXAMINERS, SBC AND SENATE

DEPARTMENTAL BOARDS OF EXAMINERS

- b. There shall be constituted a Departmental Board of Examiners, where applicable, to consider the marks obtained by candidates in the courses taught by that Department. The Chief Examiner shall be the Chairman of the

Panel. External Examiners, if present in the University and all Internal Examiners who are concerned with the teaching and/or assessment of the courses or who are nominated by the Chief Examiner shall be entitled to sit on the Panel. The final mark list for the courses shall be submitted in the name of the Panel, and shall be certified by the Chief Examiner and by the External Examiner if present. The duties of a Departmental Board of Examiners, where applicable, shall be:

- (a) To make a detailed study of the marks for the course concerned and hence, to determine the pass and failure lists and the classification of degrees: also to transmit these with appropriate recommendation on each candidate to the Faculty Board for approval.
- (b) To inform the Faculty Board of any observations made by the members and/or by an External Examiner.

FACULTY BOARD OF EXAMINERS

a. The Board of each Faculty offering degrees shall constitute one or more Boards of Examiners for the courses taught by the Faculty. A Board of Examiner shall comprise the Chief Examiners, Internal Examiners and External Examiners for the courses examined, and the Dean or, in his absence, other member of the Faculty nominated by the Faculty Board, shall be the Chairman of the Board of Examiners. However, if candidates have also been examined in a course taught by a department outside the Faculty, the Board of Examiners shall include the Chief and (if available) the External Examiner for that course, together with such other internal examiners as that Chief Examiner may nominate to attend. This provision shall apply to candidates for the B.A. (Education), B.Sc. (Education) and B.Ed. (Technical), among others.

b. In the case of candidates offering main subjects from two different Faculties in a Combined Honours programme, the Board of Examiners shall consist of all the Chief Internal and (if available) External Examiners for the two main subjects. For any subsidiary subjects concerned, the appropriate Chief Examiner, together with any Internal Examiners whom he may nominate, shall be included. The Faculty awarding the degree shall be responsible for arranging for the Board to meet.

c. Results in General Studies and Entrepreneurship Programme shall be determined by the Academic Board of the School of General and Entrepreneurship Studies, subject to the approval of the Senate Business Committee and Senate, and shall be transmitted as early as possible to the candidates' Departments for inclusion in the departmental results.

FACULTY BOARDS

The duties of Faculty Board shall be:

- (a) To consider and approve the full results submitted by Departmental Boards of Examiners and appropriate recommendations and transmit them to Senate, through the Senate Business Committee (SBC), for approval.
- (b) To inform the Senate, through SBC, of any observations made by the members and/or External Examiners.
- (c) To exercise the duties of Departmental Board of Examiners [12.2 (a)] in respect of faculty-based courses.
- (d) As per University Statutes, Faculty Boards and Faculty Boards of Examiners may, for just cause, adjust examination results within a range of ± 2 marks.

SENATE AND SENATE BUSINESS COMMITTEE (SBC)

- a. All examination results require the approval of the Senate and the decision of the Senate shall be final.
- b. The Senate Business Committee (SBC) shall serve as a vetting and clearinghouse of Senate on all examinations results.
- c. All examinations results other than the results of final year and spill-over students terminate at SBC (as mandated by Senate), except that probations, withdrawals and similar cases require Senate approval, irrespective of the level of the students concerned.

Results of all final year and spill-over students require Senate's approval. The Chairman of Senate may, in exceptional circumstances, give administrative approval of examination results on behalf of Senate (especially after the consideration of such results by SBC). Such administrative approvals shall be ratified by Senate at its next sitting. Senate shall cause any suspected breach of these regulations, or any improper procedures, to be investigated, and shall take appropriate steps to penalize, any person or persons found to be at fault, as detailed in Part 19 of these regulations.

NOTIFICATION OF EXAMINATIONS RESULTS

- a. No results of examinations may normally be announced until after they have been approved by SBC or Senate, as the case may be. However, the Chairman of the Senate may give approval in advance for the earlier announcement of results on a provisional basis and subject to Senate approval, to be made in case where special urgency exists."
- b. The results of semester examinations for all levels should be released after the approval of the Senate or SBC, as the case may be.
- c. Unless otherwise approved in advance by Senate, written statements of first semester results shall not be issued to a student or other unauthorized person,

d. At other times Deans and Heads of Department may make known to students, either verbally or by posting lists in a public place within the University area, the SBC/ Senate approved summary of the results as well as the letter grades which they have obtained in their courses. These grades shall be determined as in paragraph 11.11.

e. After the Senate has approved the results of an examination, a report of each session's performance (except the final "classified" performance) shall be issued to each student by the Departments. Each report must be signed by the Head of the relevant Department.

f. Transcripts of examinations results shall be signed and stamped by Deans of Faculties and countersigned by the Registrar or his representative and shall be in such form as may be approved from time to time. Numerical marks in individual courses shall not be given but letter grades and other variables specified in Paragraph 11.11 shall be shown.

g. One copy of a transcript showing grades obtained will be given on request to a candidate on completion of his programme of studies. Such copy of the transcript cannot be used for official purposes, and this shall be so indicated on the copy. Further copies will be issued subsequently, but sent directly to institutions, on request and on payment of a prescribed fee to the University. Each page must be individually signed and stamped.

h. Certificates of the award of degrees approved by the Senate shall be sealed with the Common seal of the University and signed by the Vice-Chancellor and the Registrar.

PROBATION

A student whose CGPA is less than 1.00 at the end of any session shall be placed on academic probation for one session to enable him/her to upgrade his/her CGPA to at least 1.00. Such a student shall be informed of his status in writing by the Faculty and copies of the letter should be sent to the Registrar and the Department.

WITHDRAWAL

Withdrawal from the University shall be recommended by the Faculty Boards to the Senate on any of the following grounds:

- (a) Failure to register within the time set by Senate for registration.
- (b) Failure to obtain a CGPA of at least 1.00 after a probation period.
- (c) A failure rate so great that, at the point of consideration, the student would not be able to graduate within the remaining time available to him/her even if (s)he is to register for, and pass, the maximum number of credits allowed by the regulations in each of the sessions available to him/her. [For example if a student

has only a maximum of two sessions to earn 90 credits and (s) he can register for only 40 credits per session.

- (d) Failure to attend classes for a period which exceeds 30 consecutive days except upon approved medical or other grounds (Part 10.3)
- (e) Failure to complete the stated requirements for the award of a degree within the maximum number of semesters laid down for the programme (Regulation 11.16)
- (f) Failure to sit for the entire semester examinations without any admissible reason.
- (g) Failure to satisfy any other Faculty Regulation, subject to 1.8.
- (h) If a student is required to withdraw from the University, (s) he may seek fresh admission into the University through the normal admission process. However, if (s)he is admitted, (s)he cannot transfer/claim any credits earned in the programme from which (s) he was withdrawn, except as explained in 17.19 below.

AEGROTAT DEGREES

A. An aegrotat degree may be awarded to a student if he applies for it and if the Senate is satisfied that:

- (a) The student has successfully completed the relevant programme of study except for the final examinations;
- (b) The student was prevented from successfully completing the final examinations by valid cause; and the records of the student's progress through the programme indicate beyond reasonable doubt that under normal circumstances, he would have been awarded the degree.

B. If a Chief Examiner has reason to believe that a student may, if he applies, be deemed eligible for an aegrotat award, then the Chief Examiner shall submit to the Board of Examiners evidence relating to Paragraph 16.1 and the Board of Examiners shall assess this evidence and report to the Faculty Board.

C. An application by a student or, if he is incapacitated, by a person acting on his behalf, must be submitted to the Dean of the Faculty as soon as possible and normally not later than 30 days from the last examination paper written in the course. The Dean shall cause such enquiries as may appear necessary to be made to determine whether the student was prevented from successfully completing the final examinations by serious illness or other cause, and he shall submit the evidence to the Faculty Board.

D. The Faculty Board shall thereupon consider all of the evidence submitted to it in accordance with paragraph 16.1 to 16.3 and make recommendations to the Senate whether or not to make an aegrotat award. The decision of the Senate shall be final.

E An aegrotat degree shall be unclassified.

F A holder of an aegrotat degree shall not be permitted to re-enter for the same examinations.

REGISTRATION

Registration is the actual process of enrolling in and paying for a programme. Typically, registration must be completed within two weeks of resumption date. Students who fail to complete registration within the prescribed period will be surcharged late registration fee which is determined by the University management from time to time. Students failing to register within a reasonable period may have their offer of admission cancelled. Both first and second semester registrations are done at the beginning of each session.

DEADLINE FOR REGISTRATION

Fresh students shall ordinarily complete all registration formalities one week before matriculation day. All other candidates shall normally complete their registration formalities within two weeks of the commencement of the first semester of the session.

ACADEMIC CONDUCT

All students have a responsibility both to maintain the academic integrity of the department and to meet the highest standards of academic conduct. Students are expected to do their own work on examinations, class presentations and assignments. Where group assignments are undertaken, each student must make an equitable contribution to both the quantity and quality of work performed. Academic conduct contrary to these principles will be subject to disciplinary action, including failure in the course, probation, or dismissal from the University. Academic dishonesty includes, but is not limited to, cheating on examinations, plagiarism, bribery, and falsification of student records or improper attempts to influence a lecturer.

GUIDELINES ON ACADEMIC WRITING

1. All students of the University shall maintain the highest academic integrity when writing projects, reports, essays, terms papers, assignments and any other work required for any degree or diploma programme or course. Such standards include, but are not limited to, the following.
2. A student shall not submit the work of others as his/her own work.

3. A student shall not submit any work submitted earlier for another purpose (either by him/herself or by others; either at the University or somewhere else) in order to satisfy the requirement for a course or programme.
4. A student must cite appropriate sources of his/her ideas, facts, etc. In particular, the following require citation by a student:
 - (a) Direct and indirect quotations, as well as paraphrasing and summaries.
 - (b) Opinions, theories, principles, ideas, critical methods, and so on that were formulated by someone else.
 - (c) Data and evidence that are not collected by the student as primary data.
 - (d) Figures, graphs, tables, charts, photographs, drawings, illustrations, etc not created by the student.
 - (e) Research sources that were gathered by someone else.
 - (f) Ideas, materials, information and soon collected from online sources.
5. A student shall not plagiarize any works by others, be they in books, journals, over the World Wide Web, and so on. As a general rule direct use of three or more words from someone else must be enclosed in quotation marks ("") with the source appropriately indicated.
6. A student shall not fabricate, nor misrepresent data, results of experiments or analysis, sources of information and so on.
7. A student shall not sabotage the work of others. Examples include deliberate destruction, damaging or stealing of another student's project, experiment or computer program.
8. Even though some forms of discussions and exchange of ideas may be in order, students shall not collaborate in any work meant to be done individually.
9. A student will be held responsible for any work (s)he submits bearing his/her name. Such a student will be held responsible for any wrongs discovered within such work submitted in his/her name.

ACADEMIC MISCONDUCT

Examination Malpractices and Leakages

Candidates for any examination in the University are to conduct themselves properly in and around the examination halls as explained in Part 9 of these regulations. Deviations from these proper conducts may constitute examination malpractice which are punishable by the penalties described below.

Malpractice in Examination Hall Vicinity, Hostels and Other Institutions

1. For the purpose of this part, the vicinity of an examination hall is considered to be part of the examination hall. Thus, any student caught with unauthorized materials or writing in the vicinity of the examination hall (after the student has seen the question paper) shall be treated as if the materials are found on him/her in the examination hall. Similarly, any student caught cheating in any way in students' hostels or other areas shall be appropriately treated.
2. For the purpose of this part, any student of the University who commits an offence punishable under this part in any other institution will be treated as if he/she has committed such an offence in the University, and shall therefore be liable for any appropriate punishment.
3. Examination malpractice cases discovered during the marking of the examination scripts are also subject to appropriate investigations and further necessary action.

Procedure for Investigating Examination Malpractices and Leakages

1. If any student is found to be, or is suspected of, infringing the provisions of Part 9 of these Regulations or in any way cheating or disturbing the conduct of an examination, the Invigilator shall take possession of any relevant evidence, fill the relevant form, obtain statement(s) from the student(s) concerned by giving him/her/them the relevant forms to fill and/or make them sign exhibits.
2. A student accused of involvement in examination malpractice shall be allowed to continue with the examinations provided no disturbances are caused. (S)He shall sign any exhibits collected from him/her and give his/her own version of events by completing the appropriate form.
3. After the examination, the invigilator shall submit his/her report(s), the form(s) completed by the students and all exhibits and other documents on all examination malpractice cases to the Faculty examinations Officer.
4. Upon receipt of any case of examination malpractice, the Faculty Examinations Officer shall report to the Dean, who shall set up a committee to investigate the case further.
5. The Faculty Committee on Examinations Malpractice shall invite all students accused of involvement to defend themselves of the accusations. A widely publicised notice on notice-boards which gives the names and registration numbers of the students being invited as well as the date, time and venue of the Committee's deliberations shall serve as enough evidence of invitation, but invitation letters may also be sent to individual students. Students that fail to honour the first invitation shall be given a second chance.

6. A student accused of involvement in examination malpractice should defend himself before the Faculty Investigative Committee set up by the Dean.
7. After hearing from all concerned, the Committee shall write a comprehensive report on each case brought before it clearly indicating its findings, as to the degree of involvement, or otherwise, of each accused. It shall submit the report together with all relevant documents to the Senate Committee on Examination Malpractice and Leakages.
8. After going through the reports of the Faculty Committees on Examination Malpractice and carrying further investigations (where that becomes necessary), the Senate Committee shall report to Senate recommending the appropriate punishment to any student found to be guilty.
9. A staff member who reports a case of examination malpractice shall not sit on a Faculty or Senate Examination Malpractice Committee when the Committee is considering the case.
10. If the question paper for an examination that is yet to take place is suspected as having been leaked, the Chief Examiner shall immediately:
 - (a) Withdraw the paper and cause another one to be set in its stead, even if this means shifting the examination date and/or time forward;
 - (b) Report the matter to the Dean who shall further direct the Faculty Committee on Examination Malpractice to investigate the case as a matter of urgency and then proceed as in 19.10 and 19.11, above.
11. If the question paper for an examination that has already taken place is suspected as having been leaked, the Chief Examiner shall immediately:
 - (a) Report the matter to the Dean who shall further direct the Faculty Committee on Examination Malpractice to investigate the case as a matter of utmost urgency.
 - (b) Report to the Vice-Chancellor who is the Chairman of Senate.
12. If the Faculty Committee confirms that a paper that was already taken' has indeed leaked, the Dean shall cause the paper to be cancelled and another one set in its place. The Dean shall brief the Vice-Chancellor about the case. This is in addition to the procedures in 19.10 and 19.11 above.

CATEGORIES OF OFFENCES AND PUNISHMENTS

The following are the categories of examination malpractice and leakage offences, as well as the appropriate punishments for the offences.

A. Category of Offences Punishable by Expulsion from the University

- i. Impersonating another student, or being impersonated by another student at an examination.

- ii. Exchanging names and/or numbers on answer scripts/sheets.
- iii. Introduction and use of relevant unauthorized material(s) into the examination hall.
- iv. Exchange of materials (such as question papers, examination cards) containing jottings which are relevant to the ongoing examination in the examination hall.
- v. Theft and/or illegal removal of examination scripts.
- vi. Any kind of mischief likely to hinder the smooth conduct of the examination. For example causing fire, flooding, or engaging in physical violence.
- vii. Collaborating with, or copying from, another candidate.
- viii. Cheating outside the examination hall, such as in toilets, hall of residence, etc.
- ix. An offence which falls under category B committed by a student who was previously rusticated.
- x. Any offence under this category committed by a student of this University in another institution.
- xi. Destruction of exhibit by candidates.
- xii. Any other malpractice deemed by the Senate Committee on Examination Malpractice and Senate to warrant expulsion.

B. CATEGORY OF OFFENCES PUNISHABLE BY RUSTICATION

- (a) Facilitating/Abetting/Aiding cheating by another candidate.
- (b) Introduction, but not use, of relevant unauthorised materials to the examination hall.
- (c) Acts of misconduct (such as speaking/conversation) during the examination which is likely to disrupt the conduct of the examination.
- (d) An offence in category C committed by a previously warned or rusticated student.
- (e) Any offence under this category committed by a student of this University in another institution.
- (f) Any other malpractice deemed by the Senate Committee on Examination Malpractice and Senate to warrant rustication.

A. CATEGORY OF OFFENCES PUNISHABLE BY WRITTEN WARNING

- (a) Introduction of unauthorized irrelevant materials into the examination hall.
- (b) Writing on the question paper.
- (c) Any offence under this category committed by a student of this University in another institution.

- (d) Any other malpractice deemed by the Senate Committee on Examination Malpractice and Senate to warrant warning.

INVOLVEMENT OF STAFF MEMBERS

1. Involvement of staff members in examination malpractice and/or leakage cases could take any of the following forms (among others):
 - (a) Failure to report and/or covering up of cases of examination malpractice.
 - (b) Intervening on behalf of students involved in examination malpractice.
 - (c) Encouraging examination malpractice or leakage by such acts as careless handling of examination materials or invigilation.
 - (d) Aiding and abetting examination malpractice.
 - (e) Leakage of examination questions, or question papers.
 - (f) Unlawful alteration of examination results or marks.
2. If a Faculty Committee on Examination Malpractice establishes *prima facie* case against a staff member, the Dean shall, immediately upon the receipt of the Committee's report, write to the Registrar and copy the Vice-Chancellor giving details of the degree of involvement of each of the staff members so accused.
3. Upon receipt of the report from the Dean, the Registrar shall advise the Vice-Chancellor on the appropriate action(s) to be taken against such staff members.

MISCONDUCTS RELATED TO PROJECTS, ESSAYS, ETC

Students are to observe the universally accepted high standards of academic integrity while writing any work related to their programmes as described in Part 18 of these regulations. Deviations from these high standards may constitute misconducts which are punishable by the penalties described below.

A. PROCEDURES FOR PREVENTING AND DEALING WITH THE MISCONDUCTS

1. Lecturers and supervisors should try their utmost best to guide students on the correct ways of writing projects, essays, and so on, that are in line with Part 18, above. The attention of the student should be drawn to any infringements to the accepted norms and standards as soon as it is observed.
2. In case a lecturer/supervisor suspects a student of gross infringements on the provisions of Part 18 of these regulations, the following procedures should be adopted in treating the case.

3. For an ongoing work (such as a project being supervised), the student should be asked to address the problem identified. For example, if a student plagiarized or rewrite a chapter completely or otherwise, provide missing citations. If the student refuses to rectify the situation, the lecturer/supervisor should resort to other actions as described below:

- a) If a student submits work that is part of a course (such as an essay, term paper, assignment, etc) which infringes the provision of Part 1 8, the lecturer should impose a punishment that corresponds to the degree of the offence. For example, a score of zero could be given for papers simply downloaded from the Internet, for re-submitting the work of another student in the previous years, for direct copy from books or journals, etc. On the other hand, the penalty might be minor if the offence is only failure to cite some of the sources of information. At any rate, the lecturer should be able to defend his/her actions with clear evidence of the infringement.
- b) If a student submits the final draft of a work that is a course on its own (such as a degree project) which infringes the provisions of Part 1 8, (s) he should be made to re-write it, even if this means registering again in the following session.
- c) Where the student refuses to re-write the project, or where the lecturer/supervisor believes that the student has committed an offence, the student shall be referred to the Faculty Committee on

ACADEMIC ETHICS

- a) After hearing from all concerned, the Committee shall write a comprehensive report on each case brought before it clearly indicating its findings, as to the degree of involvement, or otherwise, of each accused. It shall submit the report together with all relevant documents to the Senate Committee on Academic Ethics.
- b) After going through the reports of the Faculty Committees on Academic Ethics and carrying further investigations (where that becomes necessary), the Senate Committee shall report to Senate recommending the appropriate punishment to any student found to be guilty.

CATEGORIES OF OFFENCES AND PUNISHMENTS

If the Senate Committee on Academic Ethics establishes that a student has violated the University standards on academic writing outlined in Part 18, it shall recommend appropriate punishment to the Senate in line with the following general guidelines.

Students punished under categories D. and E. would, in addition be graded 'F' in the final year project.

A. Offences Punishable by Expulsion

- i. Submitting a final year project that was done by someone else.
- ii. Submitting, as final year project, a work submitted earlier for another purpose (by him/ herself or by others, at the University or somewhere else).
- iii. Repackaging a whole project as his/her own product.
- iv. Any other offence related to final year project deemed by the Committee to merit expulsion.

B. OFFENCES PUNISHABLE BY RUSTICATION

- i. Substantial plagiarism of the work (s) of others in final year projects.
- ii. Fabrication or intentional misrepresentation of data, experimental results, analysis, etc used in final year projects.
- iii. Intentional sabotage of the final year project (or part thereof) of other students.
- iv. Any other offence related to final year project deemed by the Committee to merit rustication.

C. OFFENCES PUNISHABLE BY WRITTEN WARNING

- i. Failure to credit sources in final year projects.
- ii. Faking of citations in final year projects.
- iii. Submitting a report written by someone else for SIWES, Internship,
- iv. Teaching Practice and other courses where such reports form substantial part of the assessment
- v. Submitting, as SIWES/Internship/Teaching Practice report, a work submitted earlier for another purpose (by him/herself or by others, at the University or somewhere else).
- vi. Repackaging a whole report as his/her own product.
- vii. Substantial plagiarism of the work of others in SIWES/Internship and other reports.

- viii. Fabrication or intentional misrepresentation of data, experimental results, analysis, etc used in SIWES/Internship/Teaching Practice and other similar reports.
- ix. Any other offence related to final year project or reports deemed by the Committee to merit a written warning.

D. OFFENCES PUNISHABLE BY FAILURE IN THE COURSE

- i. Any of the offences in categories D. and E. committed by a student in respect of homework, assignment, and other aspects of the continuous assessment of a course would lead to an ‘F’ grade in the course.

RIGHT OF APPEAL

1. Any student accused of involvement in examination malpractice, leakage of question papers or misconduct related to academic writings has a right to fair hearing. Indeed, a number of the proceeding provisions are meant to guarantee that. However, refusal/failure by a student to fill the appropriate form giving his/her own version of events, or to appear before a Faculty Committee should not be viewed as denial of such rights.
2. Any student punished by Senate for involvement in examination malpractice, leakage or other academic misconduct may appeal directly to Senate indicating the grounds of the appeal and attaching any supporting documents. The onus is on the appellant to make a case for Senate to reconsider its earlier decision on him/her.
3. Upon receipt of an appeal from a student punished for involvement in examination malpractice, leakage or other academic misconducts, Senate or its Chairman, shall refer it to the Senate Appeal Committee on Academic Misconduct. The Committee shall consider each appeal on its own merit depending on the grounds of the appeal and any supporting document provided by the appellant and make appropriate recommendations to Senate.

ACADEMIC STAFF AND THEIR AREAS OF SPECIALIZATION

| S/N | Name | Qualifications | Area of specialization |
|-----|-----------------------------|----------------------|---------------------------------|
| 1 | Prof. Aminu K. Kurfi | PhD, MSc MBA, B.Sc, | Finance and Human Resource |
| 2 | Prof. Bala Ado K/Mata | PhD, MSc, B.Sc | Finance and Entrepreneurship |
| 3 | Prof. Murtala Sabo Sagagi | PhD, MBA, M.Sc, | Management and Entrepreneurship |
| 4 | Prof. Garba Bala Bello | PhD, MBA, B.Sc | Human Resource Management |
| 5 | Prof. Abdu Ja'afaru Bambale | PhD, M.Sc, MBA, B.Sc | Human Resource Management |

| | | | |
|----|-----------------------------|----------------------|---------------------------|
| 6 | Prof. Mukhtar Halliru | PhD, MBA, B.Sc | Marketing |
| 7 | Prof. Talatu M. Barwa | PhD, MBA, B.Sc | Quantitative Techniques |
| 8 | Prof. Balarabe A. Jakada | PhD, MBA, B.Sc | Marketing |
| 9 | Ass. Prof. Ali M. Garba | PhD, MA (Kent), | Corporate Strategy |
| 10 | Amina M. Liman | M.Sc, MBA, B.Sc | Marketing |
| 11 | Ass. Prof. Mukhtar Shehu | PhD, MBA, B.Sc | Management |
| 12 | Ass. Prof. Maiyaki A. Ahmed | PhD, M.Sc, MBA, B.Sc | Marketing |
| 13 | Dr. Shukurat M. Bello | PhD, MBA, B.Sc | Entrepreneurship |
| 14 | Dr. Murtala Aminu Ibrahim | PhD, M.Sc, B.Sc | Entrepreneurship |
| 15 | Dr. Baffa M. Sani | PhD, M.Sc, MBA, B.Sc | Entrepreneurship |
| 16 | Muhammad Auwallisah | M.Sc, B.Sc | Management |
| 17 | Dr. Aisha Aminu | PhD, M.Sc, B.Sc | Entrepreneurship |
| 18 | Dr. Muhammad Yadudu | PhD, M.Sc, MA, B.Sc | Finance |
| 19 | Dr. Aliyu Mukhtar Daneji | PhD, M.Sc, MBA, B.Sc | Human Resource Management |
| 20 | Dr. Ibrahim Garba | PhD, M.Sc, B.Sc | Management |
| 21 | Dr. Najafi Auwalu Ibrahim | PhD, M.Sc, B.Sc | Entrepreneurship |
| 22 | Dr. Aminu M. Bello | PhD, M.Sc, | Finance |
| 23 | Muhammed Alhaji Abubakar | M. Sc, B. Sc. | Finance |
| 24 | Dr. Muazu Hassan Muazu | PhD, M. Sc, B. Sc. | Entrepreneurship |
| 25 | Dr. Adams Adeiza | PhD, M. Sc, B. Sc. | Entrepreneurship |
| 26 | Rabiu Hassan | M. Sc, B. Sc. | Management |
| 27 | Habiba Ali Yaqub | M.Sc., B.Sc. | Management |
| 28 | Fatima Ibrahim | M.Sc, B.Sc. | Finance |

ADMINISTRATIVE STAFF IN THE HODS OFFICE

| S/N | Name | Qualifications | Rank |
|-----|---------------------|-------------------------|--------------------------|
| 1 | Joy A. Osuala | ND, ADPA, HND in | Administrative Secretary |
| 2 | Yusuf Isa | HND in OTM | Confidential Secretary |
| 3 | Iliya Yusuf | Primary Certificate | Cleaner |
| 4 | Shuaibu Tijjani | Primary Certificate | Head Messenger |
| 5 | Shafiu Hamisu | Primary Certificate | Chief Gardener |
| 6 | Auwalu Sabo | SSCE | Cleaner |
| 7 | Dahiru M. Abdullahi | SSCE | Cleaner |
| 8 | Adamu Garba | SSCE, Diploma (In view) | Caretaker |



Prof Aminu KadoKurfi
Head of Department



Prof. Bala Ado Kofar Mata



Prof. Talatu M. Barwa
Dean, Dangote Business School



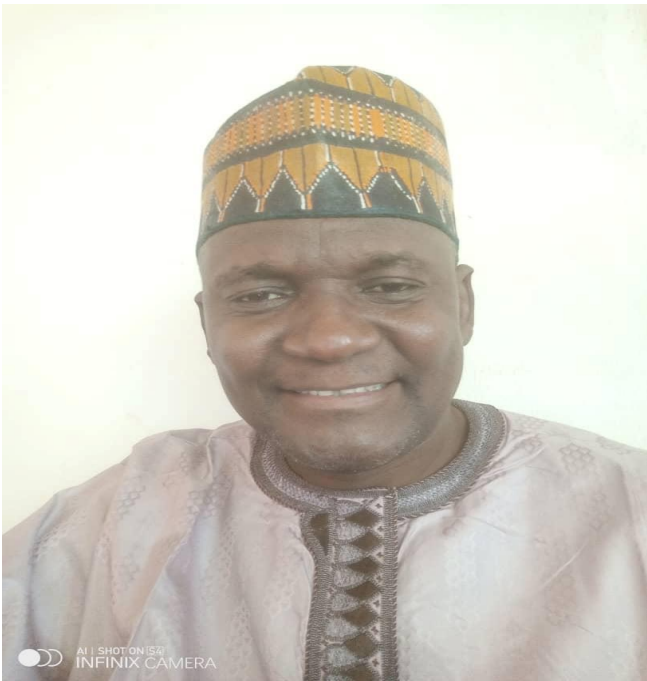
Prof. Garba Bala Bello



Prof. Murtala Sagagi



Prof. Mukhtar Halliru



Dr. Mukhtar Shehu



Dr. Ahmad A Maiyaki



Dr. Shukurat M. Bello



Dr. Murtala Aminu Ibrahim



Dr. Baffa Muhammad Sani



Dr. Aliyu Mukhtar Daneji



Dr. Muhammad Yadudu



Dr. Aisha Aminu



Dr. Ibrahim Garba Muhammad



Dr. Najafi Auwalu Ibrahim



Dr. Aminu Muhammad Bello



Dr. Muazu Hassan Muazu



Rabiu Hassan



Fatima Ibrahim

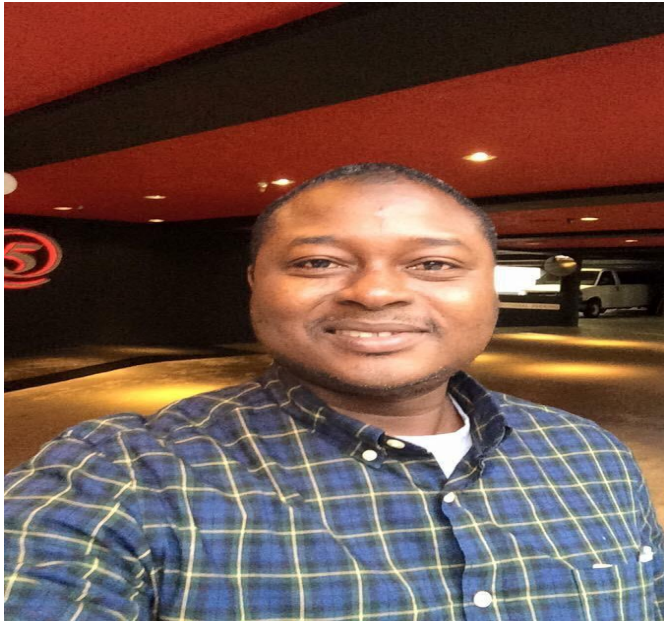
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