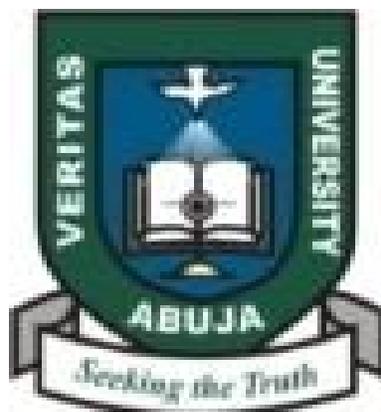# VERITAS UNIVERSITY ABUJA

(The Catholic University of Nigeria)

Bwari Area Council FCT, Abuja.

COLLEGE OF MANAGEMENT SCIENCES
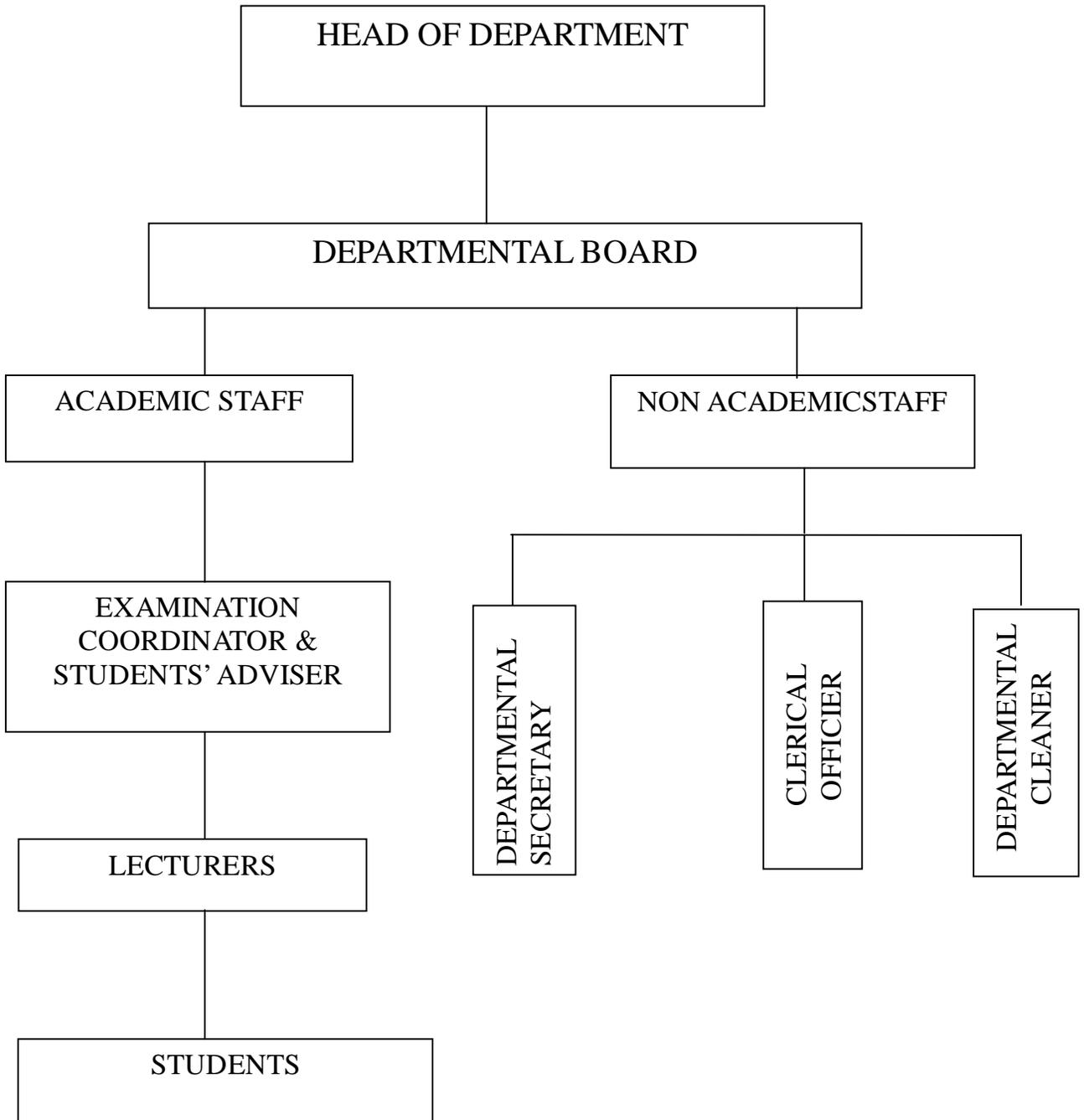## DEPARTMENT OF PUBLIC ADMINISTRATION

NEW STUDENTS' HAND BOOK
FOR
UNDERGRADUATE PROGRAMME
2017 – 2021

Website: www.veritas.edu.ng

:::::::: TABLE OF CONTENTS::::::::

CONTENT		PAGE

DEPARTMENTAL STRUCTURE

```
                    ┌─────────────────────────────┐
                    │     HEAD OF DEPARTMENT       │
                    └──────────────┬──────────────┘
                                   │
              ┌────────────────────┴────────────────────┐
              │          DEPARTMENTAL BOARD              │
              └──────┬───────────────────────────┬───────┘
                     │                           │
         ┌───────────┴──────────┐     ┌──────────┴───────────┐
         │   ACADEMIC STAFF     │     │   NON ACADEMICSTAFF  │
         └───────────┬──────────┘     └──────────┬───────────┘
                     │                           │
         ┌───────────┴──────────┐      ┌─────────┼──────────┐
         │     EXAMINATION      │      │         │          │
         │   COORDINATOR &      │   SECRETARY  CLERICAL   CLEANER
         │  STUDENTS' ADVISER   │  (DEPARTMENTAL)(OFFICIER)(DEPARTMENTAL)
         └───────────┬──────────┘
                     │
         ┌───────────┴──────────┐
         │      LECTURERS       │
         └───────────┬──────────┘
                     │
         ┌───────────┴──────────┐
         │      STUDENTS        │
         └──────────────────────┘
```

- HEAD OF DEPARTMENT
- DEPARTMENTAL BOARD
- ACADEMIC STAFF
- NON ACADEMICSTAFF
- EXAMINATION COORDINATOR & STUDENTS' ADVISER
- LECTURERS
- STUDENTS
- DEPARTMENTAL SECRETARY
- CLERICAL OFFICIER
- DEPARTMENTAL CLEANER

FOREWORD

The cardinal philosophy behind a B. Sc. in Public Administration is to underscore the dynamic interaction between administrative structures and functions on the one hand, and the general political, economic, and social environment on the other. Thus, the intention of the syllabus is to impact both theoretical and practical knowledge on prospective students in an attempt to make them become innovative and self-reliant in the field of public Administration and also, to inculcate in them, the potentials of becoming fit and proper leaders of tomorrow. This handbook, a product of joint efforts and commitments by all and sundry in the Department of Public Administration, is with a view of familiarizing both staff and students with the Department's current curriculum for full-time undergraduate programme. It is a must read material for all who intend to acquaint themselves with first-hand information concerning undergraduate programme in Department of Public Administration, VERITAS University Abuja.

Rev. Fr. Dr. Dominic Shimawua
Head of Department
Public Administration.

University Principal Officers

1. Vice-Chancellor –Professor Michael Kwanashie
2. Registrar–Rev. Fr. Dr. Peter Ik. Okonkwo
3. Bursar –   Rev. Sr. Grace Akpan
4. University Librarian (Representative) – Mr. Benjamin Alafiatayo
5. Special Adviser to VC – Administration –Professor OgbonnayaOfor
6. Special Adviser to VC – Academics –Dr. Gabriel B. Egbe
7. Special Adviser to the VC , Special Duties-Rev. Fr. Dr. Basil A. Ekot

Principal Officers of the College of Management Sciences

1. Rev. Fr. Dr.Dominic Shimawua   Dean, College of Management Sciences
2. Mr.Oriaku Christian   College Examination Officer
3. Mr.Inyamkume A. Richard   College Officer

LIST OF ACADEMIC STAFF OF THE DEPARTMENT

S/NO	NAMES OF STAFF	RANK	STATUS
1.	Prof Moti Ukertor Gabriel	Professor	Visiting
2.	Dr. Charles E. Nwekeaku	Associate Professor	Visiting
3.	Dr. Dahida D. Philip	Associate Professor	Visiting
4.	Dr. Yaki Katuka	Associate Professor	Visiting
5.	Rev. Fr. Dr. Dominic Shimawua	Senior Lecturer (Ag. HOD)	Tenured
6.	Dr.Moses Atakpa	Senior Lecturer	Contract
7.	Dr.Rev. Fr. Dr Jooji Innocent	Senior Lecturer	Tenured
8.	Dr. Sunday Otinche	Senior Lecturer	Visiting
9.	Dr.Anthony Ihuoma	Senior Lecturer	Tenured
10.	Dr. Barr. Theophilus UcheOkechukwu	Lecturer I	Tenured
11.	Dr. Phillip Vande	Lecturer I	Tenured
12.	Mr.Chenge Andrew Aondohembe	Lecturer II	Tenured
13.	Mr.Oigbochie Abel	Asst. Lecturer	Tenured
14.	Mr.Iorhemen Peter	Asst. Lecturer	Tenured

LIST OF NON-ACADEMIC STAFF OF THE DEPARTMENT

S/NO	NAMES OF STAFF	Position	Qualification	STATUS
1.	Mrs.Anyinkwa Miracle	Secretary	BSc	FULL TIME
2.	Olushola Dada	Clerical Assistant	SSCE	FULL TIME
3.	Daniel Mary	Cleaner	-	FULL TIME

A. INTRODUCTION

The Departmentoffers a four-year program leading to the award of a Bachelor of Science (B.Sc.) degree in Public Administration. The degree program is designed to provide an academic and professional base which graduates needs to continue their personal, academic and professional development as they assume managerial responsibilities in the private or public sectors of the society. The program is therefore, rigorous and demanding, but in all respect worthwhile and rewarding.

B.Sc. Public Administration graduates of Veritas University Abuja will acquire knowledge of an interdisciplinary nature as is required of Public Administration in line with the National Universities Commission's Benchmark and Minimum Academic Standards [BMASS]. In addition to understanding and gaining competences in Public Administration, graduates of this field will be equipped with effective communication skills.

Graduates of B.Sc. Public Administration may be considered suitable as administrators in international firms, managers of national and international Organizations, government and non-governmental projects and also workers in other fields. The graduates are equally prepared for further studies and research endeavours at the Masters level and as participant in research teams.

B. MISSION OF DEPARTMNT

The mission of The Veritas University Abuja is to provide students with an integral and holistic formation that combines academic and professional training with physical, moral, spiritual, social and cultural formation in line with the social teachings of the church. Specifically, the mission of the Department is to effectively structure the discipline to professionally equip her students with relevant skills needed to administer government and the society at large, thereby enhancing the political, socio- economic and moral development of the country.

C. VISION OF DEPARTMNT

To be a Department where culture of excellence and best practices are inculcated via deeper knowledge of Public Administration theories, practice and research for efficient societal development and a just world order.

D. BRIEF HISTORY OF DEPARTMENT

Public Administration was initially a sub-discipline in the Department of Political Science and Diplomacy within the College of Social Sciences. Following a Senate decision in 2014,

the Department of Public Administration was created and was hosted in the College of Management Sciences of the University. The Department was created to offer a B.Sc. Degree in Public Administration and others in due course.

At inception, the Department had Three (3) lecturers, made up of two (2) senior lecturers and one (1) Assistant Lecturer. Between 2014 and 2017 the number of lecturers has risen to eleven (13). At inception, **REV. FR. DR. DOMINIC SHIMAWUA** coordinated the affairs of the Department.

E. ADMINISTRATION

At the helm of affairs is the Head of Department (HOD). All academic members of staff participate in the decision making process on matters within the purview of the Department. Departmental meetings are held regularly, during which academic and non-academic matters are deliberated upon. Decisions are made by consensus of opinion of all members. In case of urgent issues, the Head of Department calls for emergency meetings.If urgent administrative consent is needed, he handles the matter and thereafter tables it at the next Departmental meeting for ratification.

The University encourages academic staff to go for further studies, with support from the University either on full-time or part-time basis.

F. PHILOSOPHY OF THE PROGRAMME

The philosophy of the programme spans from that of the University which states that all knowledge originates from God and is for the service of humanity, hence should be disseminated to all individuals without hindrance. In line with the above, the Department provides a holistic training which enables students to perform justly, skilfully and professionally in the economy. The Department of Public Administration is poised to produce graduates with sound judgment, knowledgeableand with proficiency in the application of both theoretical and practical skills of administration; and to provide the nation with quality and adaptable manpower with dynamic ability to interpret and implement broad policies both in the public sector and other industrial set-ups. Therefore, the traditional role of the programme is to impact on students the knowledge and skills to be self-reliant and resourceful to themselves and Nigeria at large.

G. OBJECTIVES OF THE PROGRAMME

The major objective of Public Administration is to build capacity and competence in contemporary administrative and relational skills in managing public and private institutions.

The specific objectives are as follows;

1. To expose undergraduates to the literary foundations and recent developments in the field of Public Administration and Management so as to prepare them for future managerial positions and higher degree programmes;

2. To equip students with modern techniques for the practice of Public Administration and Management

3. To equip undergraduates with analytical skills needed for reorganizing, defining and solving problems as well as training in decision making.

4. To equip students with administration/management tools for self-employment;

5. To provide a forum for a better appreciation of the developmental problems of the Nigerian State.

6. To provide general exposure to Public Administration and Management studies for undergraduates so as to prepare them for effective and efficient best practices of decision making.

H. ENTRY QUALIFICATIONS

Admission of candidates into B.Sc. Public Administration program is through the UTME and Direct Entry.

i. UTME Admission

Candidates seeking admission through the UTME must possess 5 credits at Ordinary Level in English Language, Mathematics, Government or History, Economics or Commerce and any other social sciences or art subjects in Senior Secondary Examination Certificate (SSCE) or National Examination Council (NECO), National Business and Technical Education Board (NABTEB) or its' equivalent at a maximum of two (2) sittings. Such candidate must satisfy the University cut-off point at the UTME examination.

ii. Direct Entry Admission.

Candidates for direct entry must:
   (a) Satisfy the above 'O' level requirements
   (b) Obtain at least upper credit pass in National Diploma in relevant fields.
   (c) National Certificate of Education (NCE) with upper credit passes in relevant fields.
   (d) G. C. E. Advance Level Pass in which must include Government or History.

iii. Inter - University Transfers

Intra-Departmental and intra-college transfers are permissible only in 100 and 200 levels of

study if the student has satisfied the entry requirements of the receiving programme. However, request for intra-Departmental or intra-college transfer should be made through the University Registrar and if approved, effected at the beginning of the academic session.

I. ACADEMIC REGULATIONS

There are different regulations which guide your academic activities in VUNA. You will have different types of assessments to take and assignments to write throughout the year. It is important that you understand the rules and guidelines in relation to them. Unlike secondary school, you will have examinations and assignments during each semester. You need to be familiar with words such as **'plagiarism'** which is a form of copying, **'citing and referencing'**, etc.

1. REGISTRATION

i. Course Registration

At the beginning of every semester, all students are requested to register on-line and manually for all their courses for the semester.

A student is not fully registered for an academic session unless and until these on-line and manual procedures have been completed.

Students are advised to register for each semester following these procedures:

1. Pay fees and get clearance from the Bursary
2. Collect course registration form from the department
3. Complete the form duly signed by all course lecturers with the guidance of the course adviser
4. Proceed to the Veritas University, Abuja e-campus online registration page and register the courses duly signed by the course lecturers
5. Print out the completed on-line course registration form
6. The Course adviser will cross check to ensure that the on-line registration has been made before endorsing the manual course registration form
7. The Head of Department will endorse both the printout of the online and the manual course registration forms
8. The College Dean will also endorse both the printout of the online and manual course registration forms

9. The student will produce the forms in quadruplet and submit one each in the department, College and Record Office in the Registry and keep a copy for him/herself.

Note that the University policy on course registration states that any student that fails to register within two weeks shall be liable to late registration and would be required to pay the specified fine of five thousand naira daily.

Any student who fails to register for the first semester WITHIN FOUR WEEKS of the beginning of the session shall not be allowed to register for the session any more. For the candidate admitted to 100 Level of Study or through Direct Entry or Transfer, his/her admission shall be considered to have lapsed.

Any returning student who fails to register within TWO MONTHS of the beginning of the new session shall be deemed to have VOLUNTARILY WITHDRAWN from the University and shall forfeit the benefit of taking any examination in any semester of that session. In addition, such a student shall be re-admitted in a subsequent session only with the approval of Senate

At the beginning of every semester, all students are required to register for the approved appropriate level of courses within the specified period as directed above.

ii. Add/Drop Course Registration

Any change or alteration in the student's course registration form after it has been duly endorsed by designatedauthorities shall not be admitted without the consent of the Head of Department. Such a change, either by way of addition, reduction or substitution, must be effected on completing the **'Add/Drop Course Form'** within the first four (4) weeks of the semester.

Any returning student who fails to register after two consecutive semesters without formal notification and approval by Senate shall be deemed to have voluntarily withdrawn from the University. Such a student shall be re-admitted in a subsequent session only with the approval of Senate.

iii. Deferment of Admission/Studies

A candidate offered admission by the University shall be allowed to defer the admission if he/she satisfies the following conditions:

a. Accept the offer of admission by completing the University acceptance form and online registration.

b. Pay all prescribed fees for the session in which he/she was admitted.

c. Apply to the Registrar in writing for the deferment of admission or studies to a specific academic session.

d. Apply in writing to the Registrar for resumption on expiration of the deferment period.

The maximum period of deferment of admission/studies shall be one academic session unless otherwise extended by approval of Senate. A student who fails to return to the University at the expiration of the deferment period shall forfeit his/her right of admission/studies.

iv. Condition for Voluntary Withdrawal

Any student who fails to register and attend lectures for one academic year without approval of Senate shall be considered to have voluntarily withdrawn from his/her programme.

v. Matriculation and Induction Ceremony

Every new student of the Department must be matriculated before he/she is recognized as having entered the academic community of the University. At the ceremony, students are expected to take the matriculation oath. All students are required to be formally dressed (i.e. complete with academic gowns)during the induction ceremony. Matriculation usually marks the end of students' registration. Students are usually issued with matriculation numbers, with which they will obtain identity cards from the Students' Affairs Unit.

vi. Course Credit System

The University operates a course credit system in which subject areas are broken down into examinable units called Course Units. Instructions in every academic programme shall be by course units and students shall be required to take an approved combination of course units as may be determined from time to time by the University Senate on the recommendations of the Departmental and College Boards of Studies.

vii. Credit Units

Consist of specified number of student-teacher contact hours per week per semester. Credit Units are used in two complementary ways: one, as a measure of course weighting, and the other, as an indicator of student work load.

a. As a measure of course weighting for each Unit course (e.g. PAD 101), the credit unit to be earned for satisfactorily completing the course is specified; e.g., a 2-credit unit course may mean 2-hour lecture per week.

b. As a measure of work load, '*One Credit unit'* means:

- one hour of lecture per week;

- one hour of tutorial per week;

- two hours of seminar per week;

- three hours of laboratory or field work, studio practice per week;

- six hours of teaching practice per week; or

- four weeks of industrial attachment where applicable

viii. Grading System

a. A 5-point scale grading system using both letter (A-F) and figure (5-0) respectively is used for degree classification for students admitted before 2016/2017 session. Following new guidelines for 'Course System and Grade Point Average approved by NUC in October, 2015, a 4-point scale grading system using both letter (A-E) and figure (4-0) respectively was approved for degree classification by the University Senate to commence with students admitted into 100 level of 2016/2017.

b. The Percentage Score, Letter Grades, Grade Point Average (GPA), Cumulative Grade Point Average (CGPA) and Classes of Degree, as approved for adoption are as shown in Tables 1-4 below.

c. A minimum score of 45% to earn a Grade point of 1.0 and 1.5 on a 4- and 5-point scale is approved to pass a course. Also a minimum CPGA of 1.0 and 1.5 on a 4- and 5-point scale is required for graduation.

Table 1: Students admitted before 2016/2017 Session

Marks %	Letter Grade	Grade Point (GP)
70 -100	A	5
60 – 69	B	4
50 – 59	C	3
45 – 49	D	2
40 - 44	E	1
0-39	F	0

Table 2: Students admitted into 100 level from 2016/2017 Session onward:

Marks %	Letter Grade	Grade Point (GP)
70 -100	A	4
60 – 69	B	3
50 – 59	C	2
45 – 49	D	1
00 - 44	E	0

The Grade Point (**GP**) derives from the actual percentage raw score for a given course. The raw score is converted into a letter grade and grade point. For example, a score of 60 attracts the letter B whose grade point is 3 on a 4-point scale.

The grade point average (**GPA**) is the indices for reporting students' performance in course evaluation. It is achieved by calculating the weighted grades earned in the courses taken during the semester. The grade point obtained in each course is multiplied by the number of credit units assigned to that course and then summing up these and dividing them by the total number of credit units registered for the semester.

GPA== <u>Sum of credit units for a course corresponding GP gained</u>
        Sum of credit units registered

From the second semester of study in the University, the cumulative grade point average (**CGPA**) is the form taken by students' performance report. The **CGPA** is the up-to-date means of grade points earned by a student from semester to semester.

CGPA == <u>Sum of GP gained at all levels</u> =   <u>CGP</u>
Sum of CU registered at all levels   CTCR

    ix. Degree Classifications

Classes of degree are to be awarded depending on the cumulative grade point average (CGPA) obtained. The classes of degrees awarded are:

Table 3: Students graduating by 2018/2019 Session

CGPA	CLASS OF DEGREE
4.50 – 5.00	First Class
3.50 – 4.49	Second Class (Upper Division)
2.40 – 3.49	Second Class (Lower Division)
1.50 – 2.39	Third Class
Less than 1.5	Fail

The university's degree grading in Table 3 is to be for students who will graduate by 2019.

Table 4: Students graduating as from 2019/2020 Session:

CGPA	CLASS OF DEGREE
3.50 - 4.00	First Class
3.00 - 3.49	Second Class (Upper Division)
2.00 - 2.99	Second Class (Lower Division)
1.0 - 1.99	Third Class
Less than 1.0	Fail

x.   Probation and Withdrawal

Conditions for Probation

The Cumulative Grade Point Average (CGPA) is used as a guide for assessing students for withdrawal and probation taking into account the minimum CGPA of 1.0 and 1.5 required for graduation on a 4- and 5-point scale respectively. Probation is a status granted to a student whose academic performance falls below an acceptable standard.

If at the end of the session, a student's Cumulative Grade Point Average (CGPA) is less than 1.0 or 1.5 on a 4- or 5-point scale, then he/she earns a period of probation for one academic session. A student who is on probation should re-register for all the failed courses before registering the current ones. Such a student should not exceed a credit load of 15 for that semester.

xi.   Withdrawal from Programme and University

If at the end of a probation period, your CGPA is still less than 1.0 or 1.5 on a 4- or 5-point scale respectively, you will be advised to **withdraw from the university**.

However, early attrition is better for the System. Where a student has demonstrated early poor performance with CGPA of less than 1.0 in the first and second semesters of 100 Level, the student should be advised to **withdraw from the programme**. If you are in such a situation, you may complete the **'Change of Programme Form'** to another programme that you have

the admission requirements, in any Department, within and outside the College that may be willing to accept you. Seek advice from your Head of Department as well as the Academic Support unit.

2. AWARD OF DEGREES

The type of degree awarded to a student will be determined by the final Cumulative Grade Point Average of the student in his/her final year.

i.   Withdrawal of Degrees

All Degrees awarded by Veritas University, Abuja remain the property of the University. The University may withdraw or effect correction at any time that a Degree was awarded in error.

ii.   Withdrawing from the University

This is the voluntary termination of studentship at the student's volition for whatever reason. A student who cannot return to his/her course of study at the end of one academic session, such a student is deemed to have withdrawn from the University.

3. STUDENT WORK LOAD

All undergraduate programmes offered in the College are full-time and fully residential. Students may not undertake any regular paid employment within or outside the university while in the programme.

A student shall normally register for a minimum of fifteen credit units and maximum of twenty-four credit units in any semester, except in the case of inter-university transfer students.

In the case of Direct Entry and Inter-University transfer students, who follow a three-year degree programme, this maximum may be exceeded by the number of credit units assigned to the non-NUC General Studies courses.

i.   Excess Credit Units

Final year students can apply to Senate through their Head of Department and Dean to carry a maximum of 6 excess Credit Units if that will facilitate their graduation within a given academic session by completing the **'Excess Credit Units Form'.**

J.   PROGRAMME CURRICULUM

i.   GENERAL STUDIES

In line with the NUC guidelines, Veritas University provides courses which are designed as General studies courses. They are Compulsory courses. These courses are:

COURSE CODE	COURSE TITLE	CREDIT UNITS
GES 1011	Communication in English I	2
GES 1031	Nigerian People and Culture	2
GES 1041	Use of Library, Study Skills and ICT	2
GES 1012	Communication in English II	2
GES 1022	Logic and Philosophy of Human Existence	2
GES 1021	History and Philosophy of Science	2
GES 2021	Entrepreneurship and Innovation	2
GES 1032	Communication in French	2
GES 2012	Business Creation and Growth	2
GES 1042	Community Service	2

ii.   **COURSE STRUCTURES**

100 Level   **First Semester**

Course Code	Course title	Credit unit
PAD 101	Introduction to Public Administration	3
SOC 101	Introduction to Sociology	3
GES 115	History and philosophy of science	2
GES 113	Nigerian people and culture	2
GES 111	Communication in English Skills I	2
LAW 101	Nigerian Legal System	2
ECO 101	Principles Of Economics1	2
PSD 101	Introduction to Political Science	3
ACC 101	Introduction to Accounting	2
PAD 121	Introduction to Computer	2
	TOTAL CREDIT UNITS	**23**

100 Level Second Semester

Course Code	Course title	Credit unit
GES 122	Communication in English II	2
GES 112	Logic, Philosophy and human existence	2
GES 124	Communication in French	2
GES 142	Community Service	1
THG 172	Introduction to Church History	2
LAW 102	Nigerian Legal system II	2
PAD 102	Individuals, groups and Society	3
PAD 112	Elements of Government	2
ECO 102	Principles of Economics II	2
ACC 102	Introduction to Accounting II	3
PAD 122	Mathematics for Public Administration	2
	TOTAL CREDIT UNIT	**23**

200 LEVEL   First Semester

Course Code	Course title	Credit unit
GES 221	Peace and Conflict Resolution	2
GES 223	Entrepreneurship and Innovation	2
THG 211	Spiritual Theology and Catechesis	2
PAD 201	Descriptive Statistics for Public Administration	2
PAD 211	Nigerian Government and Administration I	2
ECO201	Intro to Micro Economics	2
PAD 221	Element of public administration	3
PAD 231	Introduction to Local Government	2
BUS 241	Elements of Business Administration	2
	TOTAL CREDIT UNITS	**19**

200 level Second Semester

Course Code	Course title	Credit unit
GES 312	Business creation and growth	2
THG 272	Social teachings of the church	2
PAD 202	Inferential Statistics for Public Admin	3
ECO 212	Introduction to Macro Economics	2
PAD 212	Social Psychology	3
PAD 222	Economic and Social Development	3
PAD 232	Financial Accounting	3
	TOTAL CREDIT UNIT	**18**

300 LevelFirst Semester

Course Code	Course title	Credit unit
PAD 301	Administrative Theory	3
PAD 311	Administrative Law	3
PAD 321	Public Personnel Administration	3
PAD 331	Comparative Public Administration	3
PAD 341	E- Governance	3
PAD 351	International relation	3
	ELECTIVES (ANY 1)	
PAD 361	Nigerian Economy I	2
PAD 371	Social and Welfare policy in Nigeria	2
	TOTAL CREDIT UNIT	**20**

300 Level   **Second Semester**

Course Code	Course title	Credit unit
PAD 302	Administrative Behavior	3
PAD 312	Development administration	3
PAD 322	Comparative Local Government	3
PAD 332	Research methods in Public Administration	3
PAD 342	Traditional Administrative System in Nigeria	3
	ELECTIVES (ANY 1)	
PAD 352	Nigerian Economy II	2
PAD 362	Rural and Community Development	2
	TOTAL CREDIT UNIT	**18**

400 LevelFirst Semester

Course Code	Course title	Credit unit
PAD 401	Public Enterprises Management	3
PAD 411	Public Policy Making and Analysis	3
PAD 421	Public Financial Administration	3
PAD 431	Theory and Practice of Planning	3
PAD 441	Project Analysis and Management	3
	ELECTIVES *(ANY 1)*	
PAD 451	Civil Society Organization	2
PAD 461	Conflict Management	2
	TOTAL CREDIT UNITS	**17**

400 Level   Second Semester

Course Code	Course title	Credit unit
PAD 402	Research Project	6
PAD 412	Inter-Governmental Relations	3
PAD 422	Workshop in Public Administration	3
PAD 432	Democratic studies	3
	ELECTIVES *(ANY 1)*	
PAD 442	Government and Administration of Urban System	2
PAD 452	Gender Studies	2
	TOTAL CREDIT UNIT	**17**

Summary of Total Credit Unit Requirement

LEVELS	CREDIT UNITS
100 Level	46
200 Level	37
300 Level	38
400 Level	34
Total Credit Units	**155**

Required minimum credit units for graduating UTME Students = **120**
Required minimum credit units for graduating Direct Entry Students = **90**

iii. COURSES DESCRIPTION

<u>100 LEVEL</u>

PAD 101: Introduction to Public Administration

Constitutional Background to Public Administration; Nature of Public Administration; Similarities and Differences between Public and Private Administration, Functions of Public Administration, Schools or Conceptual Approaches to the study of Public Administration; the Goal Model, System Model, Decision-Making Model, the Classical Model, Human Relations Model, Sociological Model, Classifications or Typologies of Organisations. Bureaucracy – Nature, Strengths and Weaknesses, Features of Ideal type Bureaucracy, Functions, and Public Administration in National Development – Growth and Development, Reforms of the Civil Service, Changing Role of Socio-Economic and Political Transformation.International Public Administration and its Relationship with Domestic Public Administration.

PAD 102: Individuals, groups and Societies

Study of Nigerian history, culture and arts in pre-colonial times, Nigerian's perception of his world, Culture areas of Nigeria and their characteristics, Evolution of Nigeria as a political unit, Indigene/settler phenomenon, Concepts of trade, Economic self-reliance, Social justice, Individual and national development, Norms and values, Negative attitudes and conducts (cultism and related vices), Re-orientation of moral Environmental problems

PAD 112: Elements of Government

The course explores the concept of politics, what is politics, is there a science of politics? What is government and scope of government? The course also discusses the subject matter of politics, concept of state, sources of conflict and Conflict resolution in politics. Similarly the course structure examines forms of government, sovereignty and its implication, rule of law, citizenship, separation of powers, supremacy of parliament: it principles and limitations, delegated legislation and finally Nigerian independence and its character, as well as the independence constitution of 1960 and subsequent constitutions.

PAD 111: Mathematics for Public Administration

The course is designed to teach students the application of mathematics to public administration. Topics include: numbers; concepts of set theory; simple and compound interest; annuity, present values and sinking fund; arithmetic and geometric progression.

PAD 201: Descriptive Statistics for Public Administration

This explores methods of collecting, presenting and analyzing data. Topics to be treated include measures of central tendencies, dispersion, skewness, expectations and decisions. Elementary probability theory, probability distributions, sampling and sampling distributions.

PAD 211: Nigerian Government and Administration I

The objective of the course is to acquaint students with the major colonial and post-colonial political, constitutional and administrative development in Nigeria. At the end of the study, the students would have been better informed of the reasons for and impact of colonialism on the political and administrative development in Nigeria. The students are also expected to have been more enlightened on the pattern of organization of governmental institutions in terms of composition, structure, functions and the relationships between and within them. This is expected to lead the students to the identification of the different systems of government as well as a better understanding of the origin, structure, functions and landmark reforms of the civil service in Nigeria. The following key issues shall be considered:

- ➢ British conquest and colonial administration in Nigeria.
- ➢ Political and constitutional development in Nigeria.
- ➢ Federalism in Nigeria.
- ➢ Origin, structure and functions of the civil service Composition and functions of other executive agencies.
- ➢ The relationships between the civil service, the legislature and the judiciary.
- ➢ The electoral process in Nigeria.
- ➢ Civil service reforms and public accountability.

PAD 221: Elements of Public Administration

Nature of Public Administrations, similarities and differences between Public and private administration, functions of public administration, schools or conceptual approaches to the study of Public Administration, the goal model, system model, decision making model, the classical model, human relations model, sociological model, classification or typologies of organizations. Bureaucracy - Nature, strengths and weaknesses, features of ideal type of bureaucracy, reform of the Civil Service, international Public Administration and its relationship with domestic Public Administration.

PAD 231: Introduction to Local Government

This course is an introduction to the concept and principles of decentralization in government (De-concentration and Devolution). This is followed by definition and characteristics to the discussion of political and organizational structures of local government people's participation in policy making process at grassroots level; management of resources and intergovernmental relations. The course ends with a brief look at how local governments operate in Britain, France and the United States of America.

PAD 202: Inferential Statistics for Public Administration

Elementary Sample Theory, types of hypotheses for small and large samples; (chi-square distribution and text of goodness of fit), analysis of variance, linear regression and correlation, calculation of index numbers, time series and analysis of time series.

PAD 212: Social Psychology

Scope and methods of contemporary social psychology.Nature and functions of theories in social psychology.The social context of behaviour.Social learning.Motivation and perception.Person perception.Theories of social interaction.Co-operation and Competition.Problems of aggression.Violence and War. Group processes and inter-group relations. Attitude formation and change.Communication and effect of mass media.Psycholinguistics, Cross cultural studies of personality and cognition.Social Psychological aspects of social change.Attitude change. Changing the Behaviour of others; Conformity, Compliance, and obedience. Unintentional Social Influence.Inter-personal Attraction.Altruism and Helping.

PAD 222: Economic and Social Development

Classical and contemporary theories of development should be explored. Development planning and implementations, general aspects of economic growth, general aspects of social change with emphasis on the Nigerian experience. It will therefore, consists of: exposing students to development dynamics; exploring various theories of development-classical, neo-classical and modern; examining the linkage between economic growth and development; making students appreciate the linkage between the stage of Nigeria's growth and development with historical/colonial circumstances; examining the Nigerian social setting and the inherent characteristics that require changes and demonstrating to students the rationale behind the processes of national development plan and implementation.

300 LEVEL

PAD 301: Administrative theory

Origins, Structure and Management of Organisations, Formal and Informal Organisations.The Impact on Informal Norms in Formal Organisation.Organization Theories; Co-ordination, Efficiency, Retrenchment and Growth, Motivation, Leadership, Communication and Dynamics of Change in Orgainsation.The concept of Administration, its Emergence, Complexity and Maintenance; Efficiency in Public Administration, Politics and Administration dichotomy.Decentralisation, Deconcentration and Devolution, Delegation, Conflict Resolution strategies; Leadership and innovation, communication Skills.

PAD 311: Administrative Law

This course exposes the students to the knowledge of the general principles of administrative law as well as the skills required in the application of the principles in the operation of public administrative authorities. The outline includes: The State, the Law and the Citizens; Delegation of Powers; Administrative Adjudication; Administrative Law Institutions; Administrative Rule Making; Control of Administrative Powers; Judicial Review of Administrative Actions; Non-Judicial/Administrative Review Remedies; and Judicial Review/Common Law Remedies.

PAD 321: Public Personnel Management

The course involves Introduction to Personnel Administration, meaning, objectives, functions of Personnel Administration. Personnel Management Principles, approaches to Personnel Management. Position classification, line and staff organization structure, personnel policies, recruitment procedures and processes, advancement, training and development, promotion, job evaluation systems. Employees conduct and discipline. Incentive systems, job analysis, manpower planning and employee services programme. It involves wages and salary administration, workman compensation, safety and health programmes, employees integration, industrial relations e.g. collective bargaining, trade disputes, grievances and grievance procedures and trade unionism in Nigeria. It will also include employees' separation/retirement, pension and gratuity. Human resource management in the Nigerian public service.

PAD 331: Comparative Public Administration

This course provides an overview of a cross-national study of public administration in developed and developing countries. The major focus is on the nature and operation of bureaucracies in these countries. Issues examined include Evolution, Significance,

Approaches, and Limitations of comparative public administration; frameworks of comparison; features of public administration in both developed and developing countries; selected countries focus covering North America: United States of America; (b) Europe: Britain, France & Germany; (c) Asia: Japan & Singapore; Africa: Botswana & Nigeria; international administrative institutions and practices, global fight against corruption and maladministration, and globalization and public administration.

PAD 341: E- Governance

The objectives of the course are to enable the students understand the concept of and appreciate the use of ICT in Public Sector Management. Also, they identify barriers to the effective use of ICT in governance and polities that will promote the use of ICT in governance. The course examines: the definitions, development and functions of ICT; the benefits and opportunities of ICT in public sector management; recent ICT developments and opportunities in the public sector; e.g. the internet, Electronic Service Delivery (ESD), workflow system knowledge management and Enterprise Resource Planning (ERD); barriers to ICT applications in the public sector; and policies to promote the use of ICT in the public sector.

PAD 351: International Relations

The international environment plays an important role in engendering or hampering the functions of public administrators. This largely is the result of increased globalization and improved contacts across boundaries of nation-states. In these global villages, the public administration student needs to be conversant with the factors and forces that shapes national and international activity. The overriding objectives of this course, therefore, is to enable the student appreciate and understand this reality to enhance his capacity to deliver. The course is broken into topics such as: introduction; basic concepts; methodology of international analysis; foreign aid; international law and international organizations. Balance of power, diplomacy and elements of foreign policy, non-alignment and uni-polarity are treated. Structure and functions of the U.N.O., Commonwealth of Nations, ECOWAS and position of Nigeria in these international and regional organizations and world politics is explored generally.

PAD 361: Nigerian Economy I

Analysis of development in the pre-colonial and post-colonial periods with regards to development of economic and social organization.Role of agriculture, industry, money and

banking and international trade in the context of Nigeria's economic development.Growth of income, employment, wages and prices.Public development institutions.

PAD 371: Social and Welfare Policy in Nigeria

Nature and Development of Social Policy in the context of changing Nigerian Social Conditions and of the Impact Upon Family and Group Organization. Welfare Policies and Social services: Criminology, Policies and Problems in Education, Housing, Health, Provision of Food.

PAD 302: Administrative Behavior

Concept of Administrative behaviours, Decision Making and Organization, some problems of Administrative theory, facts and values in decision-making, rationality in administrative organization, the relevance of information technology to organizational design, selected preparations, the birth of an organization, problems of organizational design, organizational politics, personality development, organizational change, frustration, stress, conflict and leadership.

PAD 312: Development Administration

Development analysis-exploring the meaning and dimensions of development planning, Foreign trade setting, Environment of Development Administration, political economy, Administrative and socio-cultural factors affecting Government development efforts.Models of Economic Development strategies and policies of National Development.

PAD 322: Comparative Local Government

The course deal with: the history of local government in Nigeria; pre-colonial and post-colonial periods; comparative study of local government in the world, their impact on Africa and Nigeria; Determinants of the size of local government structure arrangement; Source and management of local government revenue; role of local government in national development; inter-governmental relation.

PAD 332: Research Methods in Public Administration

This is course is designed to introduce students to theie issues, concepts and techniques of research in r management sciences (with special emphasis on research in administration). By the end of the study, students should understand what scientific research is all about, in theory and practice. The course will also equip them with tools of performing an undergraduate research, which is a key requirement of the programme. Key issues to be focused are as follows

  ➢ Nature of administrative and management sciences research

- ➢ Identification of research problems
- ➢ Literature review
- ➢ Conceptual framework development
- ➢ Determination of research methodology Process and strategies for selecting respondents
- ➢ Data interpretation and
- ➢ Writing the Research Report and documenting the studies

PAD 342: Traditional Administrative System in Nigeria

Early History of Nigeria, Nok Culture in Delta, Migration and Formation of Centralized Institutions.Hausa State.Kanem-Borno; Yoruba States, Benin etc.Administration in those states.Formation of Acapahellous Groups East and West of the Niger, Delta, North and South of the Benue; Administration within these groups.State formations.Early history of Nigeria and cultures in detail.Migration and formation of centralized institutions.Hausa States, KanemBorno, Yoruba States, Benin, Oyo e.t.c. and Administration in these States.Formation of acephalous groups, East and West of the Niger Delta, North and South of the Benue Administration within these groups. Pre-colonial and post colonial, Local government reforms 1976, 1988, Etsu-Nupe Local Government Reform. Early History of Nigeria, Nok Culture in Delta, Migration and Formation of Centralized Institutions.Hausa State.Kanem-Borno; Yoruba States, Benin etc.Administration in those states.Formation of Acapahellous Groups East and West of the Niger, Delta, North and South of the Benue; Administration within these groups.

PAD 352: Nigerian Economy II

National Income and expenditure.Monetary and fiscal policies in Nigeria.Monetary institutions.Trade and transport systems.Contributions of sectors of the Nigerian economy to national output and the relationship between these sectors.Role of national institutions.Economic Development and social change, Introduction to Economic History of Nigeria; Casual factors and theories of development.Population, labour and employment.Trade and investment.Industrialization strategy.Investment choice and Project Appraisal.Agricultural development.Money and Finance.

PAD 362: Rural and Community Development

Characteristics of rural areas, the special role of community development and the dynamics of community leadership, concepts to be discussed are ruralism, communalism, traditional institutions and rural elite groups, change, self-help and felt-needs oriented projects and programmes and cooperative organizations. The role of government in Agriculture, rural and community development.

400 LEVEL

PAD 401: Public Enterprise Management

Objectives and Classification of Public Enterprises in Nigeria.Organization and Problems; Performance Measurement and Control; Capital Structure and Funding, Relationship between State and Federal Parastatals; Detailed Consideration of Commissioned Reports on Parastatals, Privatization and commercialization of public enterprise.

PAD 402: Research Project

This course is a follow-up on research method. It deals largely with qualitative and quantitative presentation and analysis of data. It focuses on how these two types of data are processed as in collection, classifying, presentation and analysis. Greater emphasis shall be placed on instruments of data analysis. The format for producing a project report will also be revisited to enable students to structure their research projects properly. At the end of this course, all students are supposed to develop a proposal for their research projects.

PAD 411: Public Policy Making and Analysis

Nature and Complexity of Policy Making; Implementation and Evaluation; Basic concepts like Policy, Plan, Programme, Project, Actors, Stakeholders, Policy Arena, etc. are defined and illustrated; the main body of the course is divided into two sections. Section I covers the Theoretical Aspect of the course, including the following topics; The Policy Cycle; Agenda Setting in Policy Formulation; Formal and Informal ways of Generating Policy. Relevant Ideas; Theories of Decision-making; Selected Models in Policy-Analysis. The Second Section covers case studies of selected policies in Nigeria, Among which are:- General Economic and Social Development Policy, Health, Sanitation and Welfare Policy; Housing Policy; Defence and Foreign Policy; Education Policy; Agriculture and Rural Development Policy, etc.

PAD 421: Public Financial Administration

Environmental and Distinguishing Characteristics of Government and Institutional Accounting: State and Local Government Organisation for Financial Management; Special

Methods of Accounting within the Legal and Financial Constraints for ; Local Government, Hospitals, and state-owned Companies; Planning in the Public Sector; Planning Programming, Budgeting, Accounting and the Budget Process; Problems of Developing Output. Measure and quantification of effectiveness; Control and Accountability; Control, Government Control; Reporting and Auditing in the Public Sector; Accountability to the Electorate.

PAD 431: Project Analysis and Management

The inter-relationships between projects and development plans, the project cycle, different aspects of project appraisals such as economic, technical, organizational, managerial, cone and --financial, the methodology for social benefit cost analysis and criteria for project choice. Project environment, organizational aspects of project management and project management techniques such as PERT and CPM

PAD 441:Civil Society Organization

This course is aimed at developing the capabilities of students in the understanding of non-governmental sector, developing their skills in the development of a project plan to funding agencies, to be conversant with management principles, and to be equipped with a sound understanding of the issues facing NGOs. Topics to be covered include: Introduction – Understanding NGOs, its strategies, structures and systems; Project development – definition of project objectives, etc, project management – identifying supporting team members, communication and documentation, etc; managing people (in the NGO); mobilizing and managing financial resources – fund raising, sources of NGO funds, etc; financial management in NGOs; analysis of key issues and challenges facing NGOs as development partners; managing for effective impact – M&E in NGO work, approaches to measuring impact, role of NGO managers, etc; Management Information system in the NGO sector – identifying the main issues in gathering and using information for accountability, learning and managing people, tracking; relations with stakeholders – sustainability, etc; and project evaluation – concluding the project.

PAD 451: Conflict Management

The aim of the course is to acquaint students with the meanings, nature, causes, types, dimensions and effects of conflict. The theories of conflict shall also be critically examined. The strategies for conflict management will be identified and X-rayed. The efficacy of the

strategies will be examined within the context of organizational, national and international arena.

PAD 461: Rural and Community Development

Characteristics of rural areas, the special role of community development and the dynamics of community leadership. Concepts to be discussed are ruralism, communalism, traditional institutions and rural elite groups, social mobilization and value orientation change, self-help and felt – needs oriented projects and programmes and cooperative organizations. The role of government in agriculture, rural and community development.

PAD 412: Intergovernmental Relations

Federalism and IGR: Theories and Approaches to Federalism and IGR, Historical Development of the Nigeria system; Regulatory federalism: The changing Roles of federal, State and Local Governments; Intergovernmental Politics and Actors: The Legislative, Executive, Judiciary, Bureaucracy and Interest Groups; Politics and Actors: The Legislative Executive, Judiciary, Bureaucracy and Interest Groups: Political Aspects of IGR: Bureaucracy, Politics and Public Policy; Fiscal Federalism and Financing: the Assignment of Expenditure Responsibilities and Revenue Rights – Sole and Concurrent Responsibilities, Taxes and other sources of Revenue, and vertical Imbalance and Horizontal Disparities: The Future of IGR: Reforming Bureaucracy, Intergovernmental Programmes, Policy Making and Implementation.

PAD 422: Workshop in Public Administration

The purpose and use of files, the content and application of the civil service rules, the financial instructions, the financial memoranda, the stores regulations, the Civil Service Commission Regulations, the art of minuting, drafting; and letter writing, the preparation of annual reports and handling over notes, etc, office norms and languages such as priority, action and reference slips, channels of correspondence, glossary of office abbreviations, etc.

PAD 432: Democratic Studies

The Concept of Democracy; Political Theories of Democracy; Analysis of Processes and Institutions of Democracy; Democracy and Democratic Dynamics in Nigeria; Electoral Participation and Procedures in Nigeria: Trends, Problems and Prospects; Human Rights and Democracy; National/Global Context of Democracy, Developing Techniques for the

Empowerment of Constituencies; Parameters which Constrain Collective Institutions and the State.

PAD 442: Theory and Practice of Planning

Planning, its meaning and nature, basic features of planning, various approaches and theories of planning.Socialist and capitalist planning, factors that determines the choice and success of planning.Manpower and strategic planning, annual plans and budget.The planning process and administration of development plans.

PAD 452: Gender Studies

This course will examine the social, political and economic aspects of gender relations, and their relation to the development process. The course will also provide an introduction to tools of gender analysis which are used to influence policy decisions as well as gender – based barriers to the participation of woken in devilment. Topics to be covered include: Introduction to the Social Construction of Gender; Introduction to the Concept of Development; Women and development; Mainstreaming gender in development policy; Economic, political and social contexts of gender discriminations; Women, work and the global economy; Education and equal opportunity; Globalisation and economic restructuring; Tools and framework of gender analysis and gender planning.

K. EXAMINATION

Students are graded using both formative and summative assessments. The formative assessments take the form of continuous assessment, while the semester examinations forms the summative assessment.

i.   Continuous Assessment

Continuous assessment carries 40 per cent weighting of total course assessment in any course of study leaving 60 per cent for the semester examination summative assessment. At least four sets of continuous assessment of students are given per semester from a combination of term papers, tests, assignments, assessment in workshops, laboratories, studios, projects, and so on as applicable to a specific course.

ii.   Semester Examination

Examinations are administered at the end of each course, which is usually at the end of the

semester. Semester examinations normally carry 60% of the overall scores

    iii.   **Pass**

A pass in a course is obtained by having a minimum cumulative score 45% for both continuous assessment (formative) and semester (summative) examinations.

    iv.   **Setting of Questions**

All examinations should have:

    i.   First examiner(s) (normally the academic staff member(s) handling the course.

    ii.   Second Internal Examiner (a Moderator) as may be approved by the Departmental Board of Examiners for 100 to 300 level examinations.

    iii.   In the case of 400 level examinations, External Examiners shall participate in the moderation of question papers and vetting of the answer scripts.

Examiners shall submit question papers, marking schemes, marked answer booklets and raw scores within two weeks after the date of examination.

    iv.   **External Examination System**

For undergraduate programmes, External Examiners are used only in the final year to assess final year courses and projects, and to certify the overall performance of the graduating students as well as the quality of teaching and facilities.

    L. **EXAMINATION REGULATIONS**

    i.   **Requirements for taking examination**

In order to be admitted to a University examination, the student MUST:

- have duly registered for the course
- follow the approved course of study for a prescribed period
- have paid all prescribed fees by Senate as and when required
- satisfy 75% attendance at lectures
- comply with any additional requirements approved by Senate from time to time.

    ii.   **Organization of Examination**

- The Department shall be responsible for the organization and conduct of examinations for all courses taught in the Department.
- The Department shall appoint an examination officer who shall be responsible for preparing timetable, arranging for invigilation, and other requirements necessary for

conducting all examinations in the Department. The responsibility for supervision of examination processes shall rest with the Head of Department as the Chief Examiner for the Department.

iii. Scheduling of Examinations

Course examinations shall be scheduled at the end of the semester in which the teaching of the course is completed and on dates approved by Senate. If the University, for unavoidable reasons, is obliged to postpone an examination, the Registrar, in consultation with Deans of affected Colleges and the Director of Academic Planning shall re-schedule such examinations.

iv. Duration of Examinations

- The duration of written examinations shall normally be between two-three hours depending on the Credit units of the course.
- The duration for practical examinations shall be a minimum of three hours.

v. Examination Timetable

The Director of Academic Planning shall compile and publish a draft timetable for all University examinations at least four weeks before the commencement of each examination and a final timetable not later than two weeks before the commencement of the examinations.

vi. Setting and Administration of Examination Questions

- Each Lecturer teaching a course shall submit questions to the Head of Department at least two weeks to the examination date.
- The Chief Examiner will in turn arrange for the moderation of the questions.
- The Head of Department shall ensure that all results of the courses examined are collated by all the examiners of the courses and submitted along with answer scripts, attendance register and marking scheme(s) two weeks after the examination as approved by Senate.
- The Head of Department shall be held responsible for any lapses arising from teaching, examination, preparation and submission of results as and when due as approved by Senate.

vii.   Invigilation of Examination

For each examination, there shall be a Chief Invigilator provided he/she is not the course lecturer of the said course. The course lecturer shall be available during examinations to make explanations if his attention is needed.

viii.   Duties of Invigilators

The chief invigilator shall

- Collect examination answer booklets and question papers from the Head of Department
- Maintain an attendance register which shall be completed and lodged with the Head of Department at the end of the examination
- Receive from invigilators, report on any misconduct observed or suspected and in turn report the same to the Head of Department after the examination
- Deposit answer scripts with the Head of Department immediately after the examination
- Ensure that:
  - Within the first 30 minutes of the examination, no candidate leaves the examination room except on cases of emergency
  - After the first 60 minutes of the examination, no candidate enters the examination room
  - During the last 15 minutes of the examination, no candidate leaves the examination room.

ix.   Administration of Examination

Conduct

a) Students shall be at the examination venue at least 30 minutes before the advertised time for the examination. Students MUST BE PROPERLY DRESSED before entering the examination room.

b) Students must produce their identity card on entry to every examination and display them conspicuously throughout the duration of the examination. It shall be the duty of the invigilator(s) to ensure that students write their names, registration numbers and other required information in the attendance register

c) Students shall complete all information required of them in the answer booklets including continuation sheets.

d) The scripts of students who leave the examination room during emergency must be retrieved by the Invigilator before the student leaves the room.

e) The Invigilator shall arrange the answer scripts in labelled envelopes and submit same to the Chief examiner within 30 minutes after the completion of the examination. It shall be the responsibility of the Chief Examiner or Course Coordinator to collect and confirm the number of scripts received from the Chief invigilator.

x. **Examination Misconduct**

In Veritas University, Examination Misconduct is defined as any action or inaction of any student and /or staff before, during and after an examination capable of undermining or compromising the integrity or sanctity of an examination. Examination misconduct include but not limited to:

i. Obstructing any invigilator or any other examination official in the performance of his/her duties, thereby causing harm or damage.

ii. Destroying evidence/exhibits by chewing or by any other means or and attempt to do same.

iii. Use of scripts other than those designated for the examination.

iv. Use of answer booklet consisting mainly of loose or continuous sheets

v. Bringing into examination any unauthorized material/gadgets relevant to the examination being taken.

vi. Copying with or without cooperation.

vii. Presentation of identical responses to the same question by two or more students even in cancellation.

viii. All forms of communications during examination (passing papers or dropping papers, conscious or unconscious)

ix. Appearance of different handwritings in a student's scripts

x. Courier (smuggling of examination question papers out of the examination room.

xi. Reading of notes/textbook in the convenience room during the examination or under any guise

xii. Falsification of test or examination marks/grade

xiii. Failing to sign in examination misconduct form when caught cheating in an examination hall.

xiv.   Examination impersonation, which is writing examination or test for another student

xv.   Plagiarism: Copying and downloading other people's work for the profect or assignment.

A candidate caught in any act of examination misconduct will be made to face disciplinary actions.

xi.   **Rules and Regulations Governing Conduct of Examinations**

a.   Candidates must **wait outside** the examination hall until they are **checked** in by an invigilator.

b.   Candidates **will not be allowed** to come into the examination hall **30 minutes** after the start of the examination.

c.   Candidates **CANNOT** leave the examination hall earlier than **an hour** after the commencement of the examination and should not leave during the **last ten minutes** of the examination.

d.   At the end of the examination, candidates **must** remain seated until the invigilators have collected all the scripts. **It is the candidate's responsibilityto ensure that his/her script is handed over to the invigilator.**

e.   Candidates must be quiet when entering or leaving examination hall and must not speak to anyone other than an invigilator. **A candidate creating a sceneor disturbing other candidates will be made to face disciplinary actions.**

f.   A candidate leaving the examination hall and intending to return **must** be accompanied by an invigilator.

g.   **Bags, briefcases, purses, wallet etc. should not be taken into the examination hall.**

h.   Candidates should not bring textbooks, notes or similar aids into the examination hall unless this has been specifically authorized for the examination paper concerned.

i.   **Mobile telephones must not be brought into the examination hall. Ipods, IPads, Bluetooth facilities and Blackberry are not allowed in and within the examination hall.**

j.   Candidates may use only **non-programmable** calculators in examination. **Use of any programmable calculator will be deemed examination misconduct and the candidate will face disciplinary actions.**

k.   It is in the candidate's interest that **handwritings are legible.** Therefore only black, blue or blue-black ink pens biro should be used except where additional colours may be needed in diagrams.

l.   All rough works must be done in the answer booklet(s) provided. Such work should be crossed out to distinguish it from answers to questions.

m.   It is an offence to remove any part of an answer booklet.

n.   **No food or drink is permitted in the examination hall.**

o.   **Lost identity cards should be replaced before the examination.** Cases of loss of identity card should be reported to the Students' Affairs Unit early enough for replacement.

p.   **Lost examination pass should be replaced before the examination.** Cases of loss of examination pass should be reported immediately to the Registry for replacement.

q.   **No inscription, jottings or writing should be made on any part of the candidate's body or examination pass.**

r.   Photocopy version of the examination pass is not acceptable at the examination hall.

s.   Impersonation is an offence and serious examination misconduct.

xii.   Instructions to Candidates

a.   Candidates must be present at the examination hall promptly at the times assigned to their papers and must be ready to be let into the examination hall fifteen minutes before the commencement of the examination.

b.   Candidates must show their identity cards before they are allowed into the examination hall. They may be searched by the Invigilator before they are allowed into the examination hall, and while in the examination hall.

c.   Candidates shall not leave the examination hall during the first and last thirty minutes of the examination except with the special permission of the Chief Invigilator.

d.   Candidates must display their University identity cards on their desk during each examination.

e.   Candidates must bring their own ink, pen, pencil, rulers, calculators and other required materials to the examination hall. Candidates are not allowed to bring any books and papers. Borrowing of such materials in the examination hall is strictly prohibited.

f.   Communication between candidates is strictly forbidden while examination is in progress. Any violation shall be regarded as cheating and the candidates are liable for disciplinary action.

g.   Candidates requiring medical attention while the examination is on may contact the invigilator and would be accompanied to the Health Centre.

h.   All rough work must be done in the answer book and cancelled neatly.

i.   The answer to each question must be started on a separate sheet of paper.

j.   Candidates are advised to make sure that they write their examination numbers and the numbers of questions answered in the appropriate places so provided, before submitting their answer scripts to the invigilators.

k.   Candidates are not allowed to leave the examination hall with examination answer scripts/sheets whether used or unused.

l.   Candidates involved in any form of examination misconduct or malpractices may be expelled from the University, if a Examination Misconduct Committee charged with that responsibility so advises.

xiii.   Procedure for Handling Examination Misconduct

Examination misconduct may occur, before, during or after an examination or be observed by the lecturer while marking the examination scripts. When such a situation occurs, the following shall be the procedure:

1. The student(s) involved shall be made to state and sign the Examination misconduct form with his/her own version of the case. Thereafter, the student is allowed to continue to write that examination using another answer booklet. The form should be counter-signed by a student witness (if available). In a case where the student refuses to sign the misconduct form, the invigilator shall fill his/her portion of the form and note the refusal of the student.

2. The invigilator or lecturer who caught the student in action or noticed the irregularity during the marking of scripts shall report in writing by filling the prescribed Examinations Misconduct Forms provided by the Examinations Office of the University. He/she shall also retrieve the answer booklets from the affected candidate(s).

3. The Form(s) and a covering memorandum from the Chief Invigilator, the alleged offender(s) scripts and other relevant documents and materials shall be stapled together and forwarded through the Head of Department, who is the Chief Examinations Officer of the Department, through the Dean of the College to the Vice-Chancellor who shall thereafter direct the Registrar to forward the materials to the Examinations Misconduct Committee.

4. The queries, along with the written defence of the offender(s), the Examination Misconduct Forms, the Chief Invigilator's memorandum, the answer scripts and all other related documents shall be presented to the Examination Misconduct Committee by the Registrar for consideration.

5. The Examination results of the offending candidate(s) shall automatically be deferred until the case is disposed of by the Examination Misconduct Committee of the University.

6. The Examinations Misconduct Committee shall scrutinize all the evidences relating to the offender(s) as forwarded to it by the Registrar. In a situation where a *prima facie* case of Examination Misconduct is established, the student(s) shall be invited for oral evidence.

7. Thereafter, the Examinations Misconduct Committee shall consider the gravity of the offence and make appropriate recommendations on sanctions to Senate who shall impose the sanctions.

8. The Registrar shall convey, in writing, the penalty imposed by Senate to the student(s). The letter shall clearly state the offence and the punishment given.

9. Where a *prima facie* case is not established, the student shall be discharged at the level of the Examinations Misconduct Committee, but a report shall be made to Senate and the information conveyed to the student(s) in writing, by the Registrar.

10. The student(s), on receipt of the letter from the Registrar shall, if he/she so wishes can appeal to the Council through the Vice-Chancellor within 14 days of the receipt of the letter of sanction.

11. On no account shall a member of the Examinations Misconduct Committee sit in a case he/she has an interest or is involved in any way. In all cases, all members of the Examinations Misconduct Committee shall sign an **'Interest Declaration Form'** prior to the sitting of the Committee.

12. All cases of reported Examination Misconduct shall be disposed of within 2 weeks and a report made to Senate. Where the Examinations Misconduct Committee fails to meet within the time frame, the Vice-Chancellor shall take executive decision and report to Senate.

xiv.   Appeals

If you are to serve any sanctions on grounds of misconduct, you have a right to appeal to the Vice Chancellor against the decision of the Disciplinary Committee within 14 days of the receipt of the letter conveying the decision of the Committee to you by completing the **'Disciplinary Action Appeals Form'**. However, for your appeal to be entertained, it must be seen that you have commenced the execution of the sanction(s).

Appeals for Re-assessment of Examination Scripts/Assessment

Following receipt of results for either examinations or a piece of assessment, a student may find he/she has issues with the result or feel a material error has occurred. If this happens, such a student may appeal via completing an Appeal Form.

- Students may appeal to the Registrar through their Head of Department and the Dean of the College for re-assessment of their examination scripts/assessment on payment of a fee as stipulated by Senate.

- Appeals for the re-assessment of the scripts/assessment can only be made by the student(s) concerned.

- Group appeals by all candidates involved in a particular examination/assessment shall not be entertained.

- If the appeal results in significant improvement (change in letter grade) on the student's original grade, the appeal fee shall be refunded to the appellant.

For an appeal to be valid, a student shall have completed the prescribed appeal form through the HOD to the Registry within 21 days of the publication of the online results or within 48 hours of receiving the assessment score/script. The re-assessor in the case of the examination script must not be known to the student whose script is being reassessed

M. LECTURES

i. Class Attendance

Students are to attend all lectures punctually. For any student to be eligible to sit for an examination, he/she must have made up to 75% class attendance for the particular course. A class attendance list is to be signed by students attending a particular lecture/practical/seminar. The lecturers are responsible for collecting the sighed attendance sheets and submitting them to the Department for use in computation of percentage attendance for the students.

Registered students who are ineligible to sit for examinations on the account of deficiency on the 75% class attendance requirement shall earn an 'F' grade. If for any reason you would be unable to attend any lecture, you should put it in writing to the Head of Department seeking for permission to be absent.

ii. Absence from Lectures and Examinations

Excuses to be away from lectures for whatever reason must be put in writing to the Head of Department.

If a student misses and examination, he/she is advised to apply in writing to the Senate through his/her Head of Department and Dean to be granted an opportunity to take the examination. If the reason for missing such examination is cogent enough, Senate may approve the application for the student to take the examination at the next available opportunity.

In case of ill-health, a medical report issued by and authorized medical practitioner and counter-signed by the Head of Clinical Services of the University.

iii. Suspension of Studies

On no account should any matriculated student of the university keep away from his/her studies for a reason whatsoever without informing the university authority through his/her Head of Department, Dean of Faculty. The information shall be in writing, stating reasons, for the suspension of studies. Students who flout this guideline may have their studentship withdrawn.

iv. Forgery

Forgery is viewed by the University as an act of gross misconduct that breaches the students' matriculation oath, rules and regulation of the university. Some students forge credentials to gain admission into the University while some forge Class Admit Cards to gain entry into lectures and examination halls. Forgery of University documents such as fee clearance card, course registration forms and fee receipts are punishable offences.

v. Graduation Requirement

a. For any student to graduate, he/she must have obtained and minimum of 1.0 and 1.5 CGPA on a 4- and 5- point scale grading system. In addition the candidates must have passed all courses prescribed.

b. Minimum number of years for graduation: UTME, 4 years; Direct Entry and Inter University Transfers, 3 years.

c. Residency requirement: UTME, 6 years; Direct Entry and Inter University Transfers, 5 years.

d. Required minimum credit units for graduating UTME Students = **120**

e. Required minimum credit units for graduating Direct Entry Students = **90**

vi. Academic Support

You are in a university to learn; you learn a new discipline, new subject and learn about life. It is all about learning. All the things you will learn are not the same. Sometimes you may struggle with one or more subjects during your stay in this new environment. This is normal. When this happens, the first step to take is to seek help. The first person to meet is your Course Lecturer or the Head of Department.

Remember to seek help as early as possible in order to allow the University to help you along with your studies.

VUNA is making efforts to set up '**Student Academic Support**' which will have a **'Reading and Writing Centre'** which will incorporate an English Language Learning unit for foreign students who do not use English as a first language and a '**Maths Learning Centre'.**

vii. Academic Transcripts

Academic transcripts are official copies of your examination results for the semester and year which are posted online after such results have been approved by the University Senate.

Official copies of transcripts can be obtained on the student's request only from the Registry

by completing the prescribed form. The cost for transcript for one academic year shall be as may be determined from time to time.

viii. Course Advisers

Each Head of Department in the College shall appoint from among the full-time members of the academic staff of the department a course adviser for each level of study. The course adviser shall advise the students on university regulations as they relate to their studentship as well as ensure that the students select courses in accordance with the regulations governing the award of the degree for which they have enrolled. He/she has the primary responsibility of ensuring that the student he/she advises duly registers for the course units and credit units required of his/her level of study and academic standing.

ix. Departmental Boards

a. Departmental Board of Studies

Every Department has a Departmental Board of Studies which consists of all course lecturers and Chief Technologists in the Department which deliberates and makes recommendations to the College Board of Studies on all matters relating to academic programmes of the Department.

b. Departmental Board of Examiners

There is also a Departmental Board of Examiners consisting of all course lecturers of the Department. Departmental Board of Examiners deliberates and makes recommendations to the College Board of Studies on all matters relating to examinations. The Head of Department chairs the two Boards.

N. LIBRARY

VUNA Library supports the vision of the University by providing desirable learning, teaching and recreational materials for the University community and the scholarly world. The University Library which occupies the entire top floor of Block D Building offers an atmosphere conducive for ex-classroom and ex-laboratory academic activities.

There are four main study areas in the Library: The Central Reading Hall, the Serials and Reference Library, E-Library Hall, Periodical Lounge and the Lecture and Seminar Room. The Central Reading Hall houses the print and reference collection, Open public access catalogue terminals. The Periodical Lounge offers a relaxed atmosphere with Internet access

for students who do not need print library resources. The E- Library Hall boasts of Internet-enabled computers and overhead projector and is designed for e-presence and group interactions.

i. Borrowing

All registered students have borrowing access to the Library and they can borrow not more than two books at a time and for a period of two weeks for students. Books can be renewed for another two weeks if nobody else desires them. Books can only be renewed for a second two weeks and no more, while overdue fines are charged when a reader fails to return a library material on or before the due date of return.

ii. Online Library

VUNA On line Library catalogue provides 24/7 access to the status of every item in the University Library. You can determine from the comfort of your home or hostel the materials owned by the Library and whether those materials have been borrowed by other users or is in the Library. You also have the option of reserving a Library item that is out on loan. The Library provides access to several electronic databases such as Oxford Reference Online, Hinari, Agora, JSTOR and Questia. If you need help using the resources, you can contact the Librarian by email: librarian@veritas.edu.ng, phone or in person.

The official hours of the Library are:

During Session

Monday to Friday: 8.00 am to 9.00 pm

Saturday: 10.00 am to 4.00 pm

During Semester Breaks/Long Vacation

Monday to Friday: 8.00 am to 4.00 pm

iii. Photocopying/Printing

Photocopying services are available within and around the campus at affordable rates. Photocopies are done with due regard to the legal limits allowed for reproducing and use academic materials.

iv. Plagiarism

Plagiarism is the presentation of another person's words, ideas, arguments, concepts or designs as your own. Plagiarism comes in many ways and forms ranging from copying, without referencing, whole sections of published works, to the unattributed use of text, diagrams, pictures, illustrations or formulae taken from unpublished of other students.

Plagiarism covers intellectual property rights whether in print or electronic forms including software.

Plagiarism is a very serious offence and allegations of plagiarism are referred to the Students Disciplinary Committee.

In order to avoid any suspicion of plagiarism in your work, always:

- ✓ Cite the sources you consulted whether as summary, paraphrase or quotation from print and electronic media which have intellectual property rights
- ✓ Use your own words to paraphrase the works of others including the sentence structure.
- ✓ Provide a comprehensive "References' or 'Works cited' at the end of your projects, essays or other assignments.

For more on how to cite works properly, consult your 'English and Communications Skills' Lecturer, the Reading and Writing Centre, or the VUNA library at: www.veritas.edu.ng/library.

O. DEFINITION OF CONCEPTS

ACADEMIC DISCIPLINE

It refers to as special area of study normally domiciled in a department; e.g., Department of Public Administration

ACADEMIC/STUDY PROGRAMME

An academic or study programme is a combination of courses prescribed by the Department to be taken in a progressive manner from 100 level to 400 level and must be completed in a minimum of eight semesters (4 years) and a maximum of twelve semesters (6 years) leading to the award of a recognized qualification.

ACADEMIC YEAR/SESSION

This is normally a 9 month or 36-week period beginning in October and ending in June of the next year.

YEAR OF STUDY

This refers to the year within the prescribed duration of study by which a student may be identified.

SEMESTER

This is one half of an academic year; usually a duration of 18 weeks.

BOARD OF EXAMINERS

This refers to all members of a Department or College holding academic appointments above the rank of Assistant Lecturer and who thought courses.

COURSES

A course is a series of lectures on a particular subject as may be determined by the Department/College, lasting one semester and associated with a single or two examination paper(s). a course may last for more than one semester, provided that such a course is divided into two parts, either part of which carries equal credit weighting and lasts for only one semester and is examinable at the end of the semester.

Core/Compulsory Course: A course which every student must compulsorily take and pass in any particular programme at a particular level of study.

Required Course A course that you take at a level of study and must be passed before graduation.

Elective Course A course that students shall select from the list recommended by the Department to be taken from within or outside the College. Students may graduate without passing the course provided the minimum credit unit for the course had been attained.

Optional Course A course which students can take based on interest and may count towards the minimum credit unit required for graduation.

Pre-requisite Course A course which student must take and pass before taking a particular course at a higher level.

COLLEGE

This refers to a unit as constituted and established by the Senate and Council of the University usually consisting of two or more Departments.

DEAN OF COLLEGE

Refers to a person elected by the College Board of Studies and approved by the Vice Chancellor to oversee the affairs f the Departments in a College.

DEPARTMENT

This refers to any teaching or research unit, institute, or any unit recognized by the University Council on the recommendation of Senate.

HEAD OF DEPARTMENT

Head of Department (HOD) refers to the person appointed by the Vice Chancellor to oversee the affairs of the Department.

EXTERNAL EXAMINER

An External Examiner is a senior academic appointed by the University who is currently not serving in the University. Usually those appointed ear proven academics with a known track record in an appropriate area of specialization in the department for a period as maybe determined by Senate. The duties of the External Examiner include:

i. Moderation and vetting of the course outlines for all final year courses.

ii. Moderation and vetting of all the examination questions as well as answer scripts of all final year students.

iii. Moderation and vetting of final researching projects/long essay resolving any conflict in grades for final year students

iv. Vetting of final year grades and final degree of pass.

v. Writing a report covering aspects of his/her moderation/vetting.

CARRY OVER COURSE/EXAMINATION

A carry over course is a course/examination taken by a student who failed a course and who must register and attend lectures in that course after failing in the previous attempt(s)

OUTSTANDING COURSE

An outstanding course is a course which a student should have register for in a semester but owing to an overload has to be dropped to be taken at the next available opportunity.

PASS GRADE

This is a grade within the range of A-E on a 5-point grading scale and A-D on a 4-point grading system.

FAIL GRADE

This is a grade of an 'F' or 'E' on a 4-point or 5-point grading system respectively.

GOOD STANDING

This refers to a student whose CGPA is not less than 1.00 or 1.50 on a 4-point and 5-point scale grading system respectively.

PROBATION

It is a period (session) in which a student whose CGPA at the end of the session falls below 1.00 and 1.50 on a 4-point and 5-point scale grading system respectively.

WITHDRAWN

It is the compulsory termination of studentship in a programme when a student's CGPA fall below 1.00 or 1.50 on a 4-point and 5-point scale grading system respectively.

WITHDRAWAL

This is the voluntary termination of studentship at the student's volition for whatever reason.