Development of Academic Programmes in Nigerian Universities: The Synopsis of Procedure

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Abstract

Academic programmes are universities' strategic action plans of interpreting and translating set goals and objectives into requisite knowledge and skills needed for growth and development in the society. For the purpose of quality assurance therefore, the National Universities Commission (NUC) as a matter of deliberate policy enunciates minimum academic standards for identified and relevant academic programmes to be developed. The processes involved in the development of academic programme which include: programme conception, resource verification and programme accreditation were therefore highlighted in the paper. The importance of highlighting such processes in providing useful information, guidance and insight to academic programme implementers in Nigerian Universities cannot be overemphasized.

Key words: Academic programmes, development, Nigerian Universities, procedure, synopsis

Introduction

All higher institutions of learning particularly Universities have been known to be reputable and attract global recognition and patronage owing to the organization and quality of their academic programmes. The totalities of the academic enterprises of such institutions have often resulted in scientific and technological inventions that are patented for international patronage. The foregoing narrative is however not the same in many Nigerian Universities. The observed lacuna between the curricula contents of these Universities and the competencies of their graduates has been attributed to some sort of haphazard development of the academic programmes that has resulted to several graduates from the Universities unemployable (National Universities Commission, 2004).

The quality control agency, NUC, has also admitted that several stakeholders in the academic programmes development for Universities particularly Heads of Departments, lack the knowledge and skills required for the development of academic programmes. It is therefore the intention of this paper to provide the technical information and procedures involved in academic programmes development with a view to developing the capacity of academic planners in Nigerian Universities. The relevant NUC documents on programme development and accreditation shall form the bases of the amplifications and elaborations of the requirements and procedures for the development of new academic programmes in this paper. Specifically the paper will focus on programme conception, resource verification, programme commencement and programme accreditation.

Programme Conception

An academic programme in this paper shall be defined as "any combination of courses and/or requirements leading to a degree or certificate, or to a major, co-major, minor or academic track and/or concentration (Temple University Policy 02.60.01., www.temple.edu> documents). It comprises the core, required and elective courses that lead to a degree or certificate (https://learn.org/article). It is a programme of study usually involving theoretical and practical knowledge. Examples include B.Sc Chemistry, B.A. English or B.Sc. Gerontology (new).

Programme conception therefore involves the proposition of a new academic programme for development by an Institution/Department to provide new knowledge, skills and competences to would-be students as a way of filling observed knowledge gaps and/or develop new crop of human capital. The conception of the programme, according to the NUC 2000, involves the definition of the aim and objectives, philosophy of the programme, justification for the programme, admission requirements including the conditions for graduation. Additionally, programme conception highlights the curricula contents, human and physical resources and the sources of funding required implementing the programme. The details of these conception activities are highlighted hereunder:

Aims/Objectives*:* These are the desired outcome, purpose, goal, or intention to be achieved/ attained by the new programme. They should be clearly stated and measurable. They should be geared towards providing solutions to observed deficiencies and gaps in existing programmes. They should be in line with the National Policy on Education and within the limits of the mission of the University (NUC, 2000).

Philosophy of the Programme: This should indicate actions that would guide the behaviour of learners. The philosophy of any programme therefore should specify tangible/measurable actions that learners would likely exhibit after going the programme.

Justification/Rationale for the Programme: The reasons for the establishment of the new programme should be clearly stated. Such reasons should be compatible with the mission of the University, relevant to national needs in terms of the manpower or human resources to be graduated and the sources and availability of staff for the new programme should be clearly indicated. The career prospects for graduates of the programme should also be stated.

Admission Requirements: The admission requirements for any new programme should be clearly stated and these must meet the general minimum admission requirement for degree programmes in Nigerian Universities. For instance, for UTME candidates, five credit passes in five relevant subjects including English Language and Mathematics in Senior School Certificate Examination (SSCE)/National Examination Council (NECO)/General Certificate Examination (GCE) Ordinary Level/National Business and Technical Examination Board (NABTEB). For Direct Entry candidates, the Higher School Certificate Examination (HSC)/ General Certificate Examination (GCE) Advance level/relevant University/Polytechnic Diploma would be required.

Graduation Requirements: The minimum number of Earned Credit Hours for graduation should be clearly stated; for instance, 120 credits for a 4-year degree programme, 150 credits for a 5-year degree programme, etc. Also the minimum and maximum number of years for graduation should be indicated. For instance, for a 4-year programme, the minimum number of years for graduation is 4 years for UTME candidates and the maximum number of years is six years. Infact, the maximum number of years for graduation in all undergraduate programmes is

one-and-a-half times the minimum number of years for graduation. Examples include the following:

4 year programme   -   4 years plus 2 years (half) = 6 years

5 year programme   -   5 years plus 2.5 years (3years approx.) (Half) = 8 years

6 year programme   -   6 years plus 3 years (half) = 9 years

Information should also be given on the minimum residency requirement in years (if any) for each programme. This is the minimum number of years a student is expected to spend on a programme depending on the duration of each programme. It is four, five and six academic sessions for UTME candidates for the 4, 5 and 6 years programme respectively. Information on the Minimum Cumulative Grade Point Average (CGPA) for graduation and certification for the programme should be provided. This should be in accordance with the provision of NUC (2018) in the Benchmark Minimum Academic Standard (BMAS) documents.

Table 1: Cumulative Grade Point Average (CGPA) Classification in Nigerian Universities

CGPA Classification	Certification
4.50 - 5.00	First Class Honours
3.50 - 4.49	Second Class Honours (Upper Division)
2.40 - 3.49	Second Class Honours (Lower) Division
1.50 - 2.39	Third Class Honours
1.00 - 1.49	Pass Degree

Source: National Universities Commission (NUC) 2018, Abuja.

Course Contents: The courses and their specific credit units the students are required to take during their stay in the institution should be listed by levels of study. In doing this, the Department is expected to use the NUC approved BMAS document for the programme as a guide. However, the Department should indicate whether it merely adopted the content of the approved BMAS or it included additional courses to the approved BMAS or left out some of the courses in the approved BMAS document. In both cases (additional courses or dropped courses), the Department is required to make a list of such courses and submit to the NUC. Note also that the course contents of any programme is expected to be 70% from the NUC approved BMAS while 30% should be courses designed by the department to meet the peculiar needs of the institution and/or environment.

Available Library Facilities Relevant to the Programme

The relevant information on the Library should be provided to cover three distinct areas as follow:

(i)   Library holdings: Information on the number of textbooks, academic journals, other periodicals (e.g newsletters, news bulletin, etc) and monograms/off points (hardcopies and e-copies) should be provided.

(ii)   Library space (m^2): Information on the space in square metres available for Books and Journals as well as for Reading in all the University Libraries should be indicated.

(iii)   Library equipment: The department is required to list the different library equipment available in the University Library. The information should include the seating capacities for users in the Main Library and other sub or faculty libraries.

Information on library softwares in use in the institution should be provided as well. For instance, the Library Management Software which has modules for performing different in-

house services such as cataloguing, circulation and serial management. Examples include New GenLib, KOHA, SLAM, etc. The Electronic Databases (full text and non full-text) in different subject areas. Examples, **Ebscohost, Research4life, Science Direct, Emerald, Wiley, Teeal, Springer**. Information on other equipment such as photocopying machines, computers, binding machines, etc. should be provided.

Staffing: The Department is required to provide information on the number of core academic and non-teaching as well as junior staff available by rank and category for the programme. Information on the number of staff available for the programme from other sources should also be provided. The format below could be used to aggregate the information.

Table 2: Template for Required Staff for Programme Conception

	Academic Staff				Snr. Tech. Staff	Snr. Admin. Staff		Junior Staff	
	Prof	Assoc Prof/ Reader	Snr Lect.	Lect. 1 & below		Sec.	Non-Sec.	Tech.	Non-Tech.
Core staff on the ground for the programme									
Staff available for the programme from other source(s)									
Total									

Source: National Universities Commission (NUC) 2018, Abuja.

In addition, detailed information on available/existing academic staff for the programme should be provided. Such information should include name of academic staff, area of specialization, discipline, qualification and rank as shown in Table 3.

Table 3: Template on Staff Information

Name of Academic Staff	Area of Specialization	Discipline	Qualification	Rank

Source: National Universities Commission (NUC) 2018, Abuja.

It should be noted that a minimum of six (6) full-time academic staff is required for the commencement of a new programme, one of which should be at the level of senior lecturer or above to provide the required leadership for the programme. However, where this is not readily possible, adjunct appointments could be made to complement the number of full-time academic staff available. In all cases, a full-time academic staff should provide the leadership for the programme.

Physical Facilities*:* The Department is required to provide appropriate information on the physical facilities available for the take-off of the programme. Such information should indicate the number and capacity of classrooms, laboratories (seating capacity) available. There should also be information on the availability of office spaces for the Dean and Head of Department.

Besides, information on how available offices are shared/used by the academic staff by rank should be provided as in the template hereunder.

Table 4: Template on Facilities Utilization

Rank	Single Occupancy	Shared by 2	Shared by 3	Shared by 4	Total Offices
Professors					
Associate Professors/ Readers					
Senior Lecturers					
Lecturer 1					
Lecturer II & below					
Grand Total					

Source: National Universities Commission (NUC) 2018, Abuja.

In addition to the number of offices available and how they are shared among the staff, there is the need for information on the state/condition of the offices, that is, whether they are furnished or not. In this regard, are there bookshelves, tables and chairs, visitors' chairs, refrigerators, air conditioners, fans, television sets, etc in the offices? Information on the number of other categories of staff such as the administrative, technical, secretarial and junior technical staff (where applicable) should be provided.

Student Enrolment Projection for the First Ten Years

Information on the level of students' enrolment in the first ten years of the programme is often required to give an indication of its potential patronage by candidates. Such projections would also provide the basis for staff requirements (projections) by category and status for the programme for the same period using the relevant NUC approved staff-students ratios. Moreover, information on staff (manpower) projections would enable recurrent cost estimates to be made for salaries and non-salary personnel emoluments for staff and goods and services required for the operation/running of the new programme for the first ten years. See Tables 5 and 6 for details.

Table 5: Template for Student Enrolment Projected for the First Ten Years

Year	Undergraduate Students (in levels)						Postgraduate Students			Total
	100	200	300	400	500	600	PG Dip.	M.Sc/ M.Phil	Ph.D	
1st year										
2nd year										
3rd year										
4th year										
5th year										
6th year										
7th year										
8th year										
9th year										
10th year										
Ultimate Enrolment										

Source: National Universities Commission (NUC) 2018, Abuja.

Table 6: Template for Manpower Projections for the First Ten Years

Year	Academic Staff				Snr. Tech. Staff	Snr. Admin. Staff		Junior Staff	
	Prof	Assoc Prof	Snr Lect.	Lect. 1 & below		Sec.	Non-Sec.	Tech.	Non-Tech.
1st year									
2nd year									
3rd year									
4th year									
5th year									
6th year									
7th year									
8th year									
9th year									
10th year									
Ultimate Growth									

Source: National Universities Commission (NUC) 2018, Abuja.

The manpower projections for each programme is derived from the student enrolment projections using the relevant NUC approved staff: Students and staff-mix ratios for the academic programmes in Nigerian Universities as follow (NUC, 1994):

Template for Determination of Staff Number
The National Universities Commission (NUC) has carefully worked out Student-Teacher ratios for the following academic programmes in Nigerian Universities.

(i) Academic Staff
Administration/Management   1:30
Agriculture   1:15
Arts/Humanities   1:30
Dentistry   1:10
Education   1:30
Engineering/Technology   1:15
Environmental Sciences   1:15
Human Medicine   1:10
Law   1:30
Pharmacy   1:15
Natural Sciences   1:20
Social Sciences   1:30
Veterinary Medicine   1:10

(ii) Senior Technical Staff (STS)
(i)   1 STS to every 4 Teachers (in Science-based disciplines)
(ii) 1 STS to every 20 Teachers (in Arts-based disciplines)
(iii) 1 STS to 10 Teachers (in Non-Academic Units)
Addition of (i) to (iii) make up the total STS.

(iii)   Senior Administrative Staff (SAS)
1 Senior Administrative Staff to every 12 Teachers in Academic Departments.
1 Senior Administrative Staff to every 10 Teachers in Non-Academic Departments.
SAS should not be more than 3.4% of Total Student Population.

(iv)   Junior Staff (JS)
7 Junior staff to 6 Teachers
JS should not be more than 20% of Total Student Population

In addition, the National Universities Commission (NUC) has provided relevant ratios for the determination of staff salaries and non-salary personnel emoluments, and goods & services for the academic programmes.

Table 7: Template for Allocation of Goods and Services for Academic Programme

Year	Salaries and Non-Salary Personnel Emoluments (₦)	Goods and Services (₦)	Total (₦)
1st year			
2nd year			
3rd year			
4th year			
5th year			
6th year			
7th year			
8th year			
9th year			
10th year			
Ultimate Growth			

Source: National Universities Commission (NUC) 2018, Abuja.

Building Space Requirements (Usable Area) for First Ten Years
Information on building space requirements (usable area) for any new programme for the first ten years is to enable the institution to have appropriate data for planning the space needs of the programme and seek the relevant funds necessary to provide the facilities. The projections for these facilities are closely related to the student enrolment projections, the estimates of staff (manpower) requirements and the special facility needs of programmes. It is expected that the information would provide the briefs for the physical planning unit to design appropriate structures for the programme.

Table 8: Template for Building Space Requirements

Year	Staff Office Space (m²)	Lecture Theatres & Class Rooms (m²)	Exhibition Rooms/ Arts Theatre (m²)	Teaching Labs (m²)	Workshops (m²)	Seminar Rooms (m²)	Others (specify) (m²)	(m²)	(m²)	Total (m²)
1st year										
2nd year										
3rd year										

4th year	
5th year	
6th year	
7th year	
8th year	
9th year	
10th year	
Ultimate	
Growth	
Available	
Now	

Source: National Universities Commission (NUC) 2018, Abuja.

Equipment Needs for the First Yen Years

Adequate information is required to be provided for the Teaching Support and Administrative equipment needs of the new programme. This information should include the name, specifications, model, manufacturer, year of manufacture, costs of the items as shown in Table 9.

Table 9: Template for Equipment Needs for First Ten Years

Year	Teaching Support Equipment (₦)	Administrative Equipment (₦)	Total (₦)
1st year			
2nd year			
3rd year			
4th year			
5th year			
6th year			
7th year			
8th year			
9th year			
10th year			
Ultimate Growth			
Available Now			

Source: National Universities Commission (NUC) 2018, Abuja.

Identified Sources of Funds for Conceived Programmes

Information on the sources of funds for the proposed new programme is critical and useful. It provides an indication of the possible sources of funds for the sustainability, future growth and development of the programme for the first ten years of its operation. The specific sources of funds anticipated for the programme, such as tuition fees, donations, endowments, alumni, royalty, business ventures, etc should be indicated. The information which should be disaggregated into current and capital funds could be summarized as shown in Tables 10 and 11.

Table 10: Template for Recurrent Costs

Year	Recurrent		
	Govt./Proprietor	University	Others (Specify)
1st year			
2nd year			

3rd year	
4th year	
5th year	
6th year	
7th year	
8th year	
9th year	
10th year	

Source: National Universities Commission (NUC) 2018, Abuja.

Table 11: Template for Capital Costs

Year	Capital		
	Govt./Proprietor	**University**	**Others (Specify)**
1st year			
2nd year			
3rd year			
4th year			
5th year			
6th year			
7th year			
8th year			
9th year			
10th year			

Source: National Universities Commission (NUC) 2018, Abuja.

National Universities Commission (NUC) Approved Parameters for Allocation of Funds to Nigerian Universities

The NUC has provided parameters for the allocation of funds to the different sections and activities in Nigerian Universities. The details of the parameters are shown below:

1. **Local Income**
    a. At least 10% of Total Income
2. **Total Allocation to Units**
    i.   Academic Units   -   60% of Total Allocation
    ii. Non-Academic Units   -   40% of Total Allocation

    Academic Units   (60% of Total Allocation)
    iii. Direct Teaching   -   40%
        ▪ Faculties
        ▪ Department
        ▪ PG School
        ▪ General Studies

    iv. Other Academic Units -   20%
        ▪ Library
        ▪ Research

- ▪ Teaching Support
- ▪ Staff Development
- ▪ Public Service

v.   Non-Academic Units   -   40%
- ▪ Central Administration -   25%
- ▪ Works and Maintenance
- ▪ Student Services
- ▪ Health Services

3.   Library Allocation
- a. 10% of Total Allocation to the University
- b. Library Books & Journals
- c. 60% of Library Allocation
- d. Salaries of Library Staff & Other library goods and services
- e. 40% of Library Allocation

4.   Research Fund

5% of Total Allocation
- a. Disbursement of Teachers, Organised Research, Graduate work supervision is an internal affairs of individual universities.

5.   Allocation to Works and Maintenance Unit
1. Salaries and Non-Salary Personnel Emoluments (NSPE)   -   40%
2. Goods and Services   -   60%

6.   Retirement Benefits
- a. At least 1% of Total Recurrent Allocation to the University

7.   Total Salaries and Goods and Services
a. Total Salaries   -   60% of Total Allocation
b. Total Good & Services   -   40% of Total Allocation

8.   Estimates of Staff Numbers of all Categories
(Academic Staff, Senior Technical Staff Senior Administrative Staff and Junior Staff)

i.   Academic Staff

Academic staff are estimated using the Teacher-Students ratio in various disciplines as follows:

Administration/Management	1:30
Agriculture	1:15
Arts/Humanities	1:30
Dentistry	1:10
Education	1:30
Engineering/Technology	1:15
Environmental Sciences	1:15
Human Medicine	1:10
Law	1:30
Pharmacy	1:15
Natural Sciences	1:20
Social Sciences	1:30

Veterinary Medicine   1:10

   ii.   **Senior Technical Staff (STS)**
- (i)   1 STS to every 4 Teachers (in Science-based disciplines)
- (ii)   1 STS to every 20 Teachers (in Arts-based disciplines)
- (iii)   1 STS to 10 Teachers (in Non-Academic Units)

        Addition of (i) to (iii) make up the total STS.

   iii.   **Senior Administrative Staff (SAS)**

        1 Senior Administrative Staff to every 12 Teachers in Academic Departments.

        1 Senior Administrative Staff to every 10 Teachers in Non-Academic Departments.

        SAS should not be more than 3.4% of Total Student Population.

   iv.   **Junior Staff (JS)**

        7 Junior staff to 6 Teachers

        JS should not be more than 20% of Total Student Population

9.   **Staff Development Provision**
- i.   1% of Total Recurrent Allocation

10.   **Science-Arts Ratio**

i.   Science-based disciplines   -   60% of Total Enrolment

ii.   Arts-based disciplines   -   40% of Total Enrolment

11.   **Full-Time Equivalents (FTEs)**

FTE can be defined as the number of students receiving lectures in a particular department as opposed to those enrolled (headcount) in the department.

    1. Uses of FTE
- (i)   It provides basis for sharing physical facilities
- (ii)   It helps to determine staff workload in a department
- (iii)   It facilitates decision making in space-supply budgeting

12.   **Growth Rate**

Approved annual growth rates of students enrolment

(i)   1st Generation Universities   -   2.5%

(ii)   2nd Generation Universities   -   10%

(iii)   3rd Generation Universities   -   15%

13.   **Pyramidal Structure of Staff**

j.   **Academic Staff**

a.   Professors/Associate Professors   -   20%

b.   Senior Lecturers   -   35%

c.   Lecturer 1 and below   -   45%

k.   **Senior Administrative Staff**

a.   HATISS 14 - 15   -   5%

b.   HATISS 12 - 13   -   15%

c.   HATISS 09 - 11   -   35%

d.   HATISS 06 - 08   -   45%

l.   **Non-Secretarial/Secretarial Staff**

| a. | Senior Non-Secretarial Staff | - | 60% |
| b. | Senior Secretarial Staff | - | 40% |

Resource Verification

This is essentially the visit to the University by the Team of experts constituted by the NUC and/or relevant professional bodies to verify and ascertain the veracity or otherwise of the information provided in the application document completed and submitted to the NUC/ professional body during the programme conception stage. The visit allows the experts to scrutinize, inspect, ascertain the functionality of equipment (if any) and availability of every resource item indicated in the application form. Other Agencies of Government such as the Joint Admission and Matriculation Board (JAMB), National Youth Service Corp (NYSC), the Federal Ministry of Education, etc. are notified of the existence of the programme in the institution when the outcome of the verification exercise is positive.

Programme Commencement

The programme commences with academic activities immediately the NUC conveys the positive result of the resource verification exercise to the University. It is at this point that students are admitted, taught, evaluated and the results of their academic performance processed for Senate consideration. The specific academic activities that define programme implementation are highlighted as follow:

(i) New students are admitted and matriculated into the programme after being given orientation.

(ii) Courses are allocated to be taught.

(iii) The lecture time-table is developed, course outlines are also developed for each course unit of the programme.

(iv) Academic calendar for teaching and learning is developed which is usually 15 weeks per semester for two semesters per school year.

(v) Examination is conducted at the end of every semester.

(vi) Marking guides are prepared and students' performance evaluated.

(vii) Results of students' performance are processed and taken to Senate for consideration and approval, an activity that is preceded by the departmental, faculty and external examiners' considerations.

Programme Accreditation

The NUC programme accreditation takes place after the academic programme has been implemented for 2 or 5 years as the case may be, "to ascertain the level of compliance with the provisions of the Benchmark Minimum Academic Standard (BMAS). Other objectives of programme accreditation are to assure employers and other stakeholders that Nigerian graduates of all academic programmes have attained an acceptable level of competency in their areas of specialization; and to certify to the international community that the programmes offered in Nigerian Universities are of high standards and their graduates are fit for employment and further studies nationally and internationally" (NUC, 2012; Tobrise, 2018).

The outcome of the assessment, according to Tobrise, 2018, is usually Full, Interim or Denied. Full accreditation is earned by a programme with an average score of 70% and above and a minimum score of 70% in the core areas of academic contents, staffing, physical facilities and library. Interim accreditation is earned by a programme with an average score of between

60% and 69%. The overall score may be 70% and above, but the programme must have scored below 70% in at least one of the core areas; while an academic programme earns Denied if the overall score is below 60%. The instrument used for the evaluation of the programme consists of six major components with a cumulative score of 100% as follow (NUC, 2012; Tobrise, 2018):

Activity   **Score**
(1)   Academic Matters
(i)   The philosophy and objectives of programme - 1 mark
(ii)   The curriculum   - 2 marks
(iii)   Admission requirements   - 2 marks
(iv)   Academic regulations   - 2 marks
(v)   Standard of tests and examinations   - 3 marks
         (Exam and continuous assessment)
(vi)   Evaluation of students' work   - 2 marks
(vii)   Practical work/degree project   - 2 marks
(viii)   Students' course evaluation   - 2 marks
(ix)   External examination system   - 2 marks
                                                     18 marks

Activity   **Score**
(2)   Staffing
(a)   Academic staff
         (i)   Staff/student ratio   - 8 marks (science 1:20)
         (ii)   Staff mix by rank   - 5 marks (Prof/Assoc Prof: SL: others)
                                                (20:35:45)
         (iii) Qualifications of the teaching staff - 7 marks (% with Ph.D $\geq$ 70% = 7mks;
                                                60 - 69% = 4 marks;
                                                50 - 59% = 2 marks
                                                $< 50\%$ = 0% mark)
         (iv)   Competence of teaching staff - 1 mark
(b)   Administration of the Department   - 3 marks
(c)   Non-Teaching staff (adequate in number
         and quality)   - 3 marks
(d)   Staff development efforts   - 5 marks
                                             32 marks

Activity   **Score**
(3)   Physical Facilities
(a)   Laboratory/clinic/studios for the programme
         (i)   Space in existing laboratories   - 4 marks
         (ii)   Equipment   - 7 marks
(b)   Classrooms/lecture theatres
         (i)   Space available meets standards   - 5 marks
         (ii)   Equipment/furniture, etc   - 3 marks
(c)   Office accommodation   - 5 marks
         (offices are adequate in space and well equipped)

(d)   Safety and environmental sanitation   - 3 marks
(the environment and buildings should
be clean, safe, and in line with safety
standards, eg. toilets, fire extinguisher,
fire buckets with sand and water, etc)
                          27 marks

Activity	**Score**
(4) Library	
a. Physical library	
(i) Holdings. Number and Quality	- 4 marks
(ii) Currency of Holdings	- 4 marks
b. e-Library	
(i) Subscription to e-Books and e-journals	- 7 marks
(ii) Available computers for staff and students	- 3 marks

Note: 1 computer to 5 students is considered very adequate.
              1 computer to 7 students is considered adequate.
              1 computer to 8 students is considered fairly adequate.
              Anything above 1:8 is not adequate.
                          18 marks

Activity	**Score**
(5) Funding	
Financing of the programme	- 3 marks
	3 marks

Activity	**Score**
(6) Employer's rating of graduates, if any.	
Any of 2 components is used for assessing employer's ratings.	
(a) Graduates performance on the job	- 2 marks
(for Universities that have graduated students)	
(b) Students performance during supervised industrial	- 2 marks
and other similar experience (SIWES, teaching practice etc)	
	2 marks

Required Documents for Evaluation/Accreditation Exercise
The Department whose programme is scheduled for an accreditation visit is expected to assemble the following information/documents for the use of the panel (Tobrise, 2018):
(i)   Staff files (Academic and Non-Academic)
(ii)   List of Academic staff by rank, qualification and employment type
(iii)   List of Non-Academic staff by rank and qualification
(iv)   Students files (all levels)
(v)   List of students by levels
(vi)   Student handbook
(vii)   Past Examination Question Papers (all levels)
(viii) Past Examination Answer Scripts (all levels)
(ix)   Student final year project work (3 years or more)

(x)   External examiners' reports
(xi)   Moderated questions
(xii)   Marking schemes
(xiii) Continuous assessment sheets
(xiv)   Employers' rating of graduates reports
(xv)   Laboratory logbook (where applicable), and
(xvi)   List of Academic and Non-Academic staff that have benefited from staff development (Masters, PhDs, conferences, seminars, etc).

Note: The Head of Department is to ensure that the information available in the above list is in line with the information in the Self-Study Form (SSF).

Conclusion

The procedures involved in the development of academic programmes in Nigerian Universities have been succinctly highlighted inorder to provide the academic planners and other stakeholders the requisite knowledge and information necessary for the development of virile academic programmes in the system. It is also anticipated that such knowledge if appropriately applied would enable proprietors and management of institutions to seek appropriate resources for programme implementation and periodic evaluation by the NUC and other Agencies of government inorder to ensure quality and standards in the academic programmes of Nigerian Universities.

Suggestions

The following proposals are made to ensure that the procedures are imbibed by academic staff and other stakeholders involved in the development of academic programmes in Nigerian Universities.

(1)   All academic staff should be encouraged to be familiar with the contents or provisions of the relevant Benchmark Minimum Academic Standard (BMAS) documents of programmes in Nigerian Universities in-order to ensure compliance in the process of developing new programmes. The contents of the BMAS documents should not be compromised.

(2)   There should be regular training of academic staff on the procedures and requirements for the development of academic programmes in the Universities.

(3)   The proprietors of institutions should ensure the provision of adequate funds for the acquisition of the varied resources needed for the proper development, growth and sustainability of academic programmes in the Universities.

(4)   There should be adequate visibility for all academic programmes in Nigerian Universities by ensuring that all relevant information on them are uploaded in well- developed and functional internet connectivity, e-libraries and other e-publications. These platforms should be readily assessed from anywhere globally for relevant information.

(5)   Proprietors of Universities should ensure that appropriate provisions are made for staff motivation, welfare and retention. The availability of staff in the right quantity, quality and mix is a sine-qua-non in the successful implementation and sustainability of academic programmes in Nigerian Universities.

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