

- 14.7.3 The transfer of a person joining the University staff from another Nigerian public service will similarly be subject to mutual agreement. If agreed, its effect will be to maintain the staff member's accrued rights under the Pensions Act, 2004, and to confer any other benefits specifically stated in this University's Staff Regulation as being applicable to transferred staff.

#### **14.8 LEAVE OF ABSENCE WITHOUT PAY**

(See Regulation on the Conditions of Appointments of Senior Staff). Such leave is granted to enable a member of staff take up a special public assignment or to take up a full-time study for which he does not qualify for a study leave or Fellowship, or for any other purpose approved by the University. During this period, the member of staff will not earn salary, allowances, leave or retirement benefits unless allowed by the Pensions Act. He may also have to vacate University quarters if he is occupying any.

If he owes any debt to the University such as a car loan or housing loan which he had been repaying in monthly installments he will continue to pay these installments. The University may require him to sign an agreement to this effect and the University may first have to be satisfied that he will be able to meet these personal obligations before granting him the leave of absence.

#### **14.9 APPRAISALS AND PROMOTIONS OF ACADEMIC STAFF AND ACADEMIC SUPPORT STAFF**

##### **(A) APPRAISALS: GENERAL**

###### **14.9.1 Time for Appraisals**

About February each year, Heads of Units are asked to begin action so that Academic Staff and Academic Support Staff can be appraised and recommendations on promotions can be submitted to the Academic Staff Appointment and Promotions Committee by about May. The approved promotions will take effect from the next 1st October.

###### **14.9.2 Staff to be appraised**

The cadres of staff coming under these provisions are:

- (i) Academic (Teaching and Research) Staff
- (ii) Librarians

Additional cadres may be added, in future. Appraisals should be made, for record, of all staff in these cadres who will have completed one year's service by the next 1st October. No appraisal is, however, expected on any professor or staff member on CONTISS 15 or CONUASS 7.

- 14.9.3 Contract staff should be covered in the annual appraisals. They will not normally be eligible for promotion during a contract period, but their status may be reviewed at the time of renewing a contract, with reference to their appraisals during the last contract period.

##### **(B) BASIS OF PROMOTIONS**

###### **14.9.4 Qualifying Period to be considered**

With the exception of Academic (Teaching and Research) Staff to whom a three-year period applies, no staff shall normally be eligible to be considered for promotion unless he/she has spent at least four years since first appointment or last promotion in this University by the coming 1st October, subject to any modification in the annual call circular, which will state the cut-off date. This is however, a minimum period, for staff whose performance is above average. Staff may not be considered for promotion before confirmation of their appointments.

#### 14.9.5 Promotion and Vacancies

Promotions are normally subject to vacancies where indicated in the Scheme of Service, generally at the higher levels. When preparing their estimates proposals for the coming year, Heads of Units are expected to allow for all possible promotions. However, if the estimates proposals have not covered a post to which a promotion on other grounds may be recommended, the Head of Unit concerned may make a supplementary recommendation to the Estimates Committee for an adjustment of grades, within the total number of posts already provisionally agreed for the cadre concerned. It must be noted that:

- (i) If the provision in the Estimates is not finally approved, it may not be possible to make the promotion where it is subject to vacancy.
- (ii) The approval of any post does not guarantee that any promotion would be made to that post.
- (iii) At the higher level of any cadre, as indicated in the Scheme of Service, the number of posts established must be based on the duty positions in the Unit concerned and the need to maintain a balance between grade levels. Where necessary promotion may have to be by selection among those staff eligible for consideration.

#### 14.9.6 Schemes of Service

Staff will be considered in relation to the Scheme of Service or guidelines and Score Tables for their cadres of staff. The Introduction to the Schemes of Service is applicable to the individual Schemes.

#### 14.9.7 Graduate Assistants and Staff on Study Fellowship

- (a) Promotions from Graduate Assistant to Assistant Lecturer may be considered, as a separate exercise when the staff member has returned from Study fellowship to resume duty and has produced satisfactory evidence of having completed the requirements for a Master's degree. The promotion will become effective only on the confirmation of the award of the degree, but will then take effect from the date the staff member resumed duty.
- (b) Assistant Lecturers or Lecturers II who are on Study Fellowships may be considered on the basis of satisfactory examination results and/or supervisors' reports-plus their previous performance at the University. Necessary data concerning such staff on Study Fellowship should be obtained early, but if not possible, they could be considered later than other staff.

**(C) PROCEDURES UP TO THE LEVEL OF APPRAISAL PANELS**

- 14.9.8 (a) Deans of Schools (in conjunction with Heads of Departments) and the University Librarian are requested to take steps as set out below to make assessments and formulate their recommendations for consideration in the first instance by the appropriate Appraisals Panel.
- (b) For the appraisal of the professorial cadre, all the professors in the School shall be members of the Panel to be chaired by the Dean of School.
- (c) The results of the above appraisal shall consequently be presented by the Dean to the Professorial Appraisals Sub-Committee under the chairmanship of the Vice-Chancellor or his nominee (DVC (Academic)).
- (d) The Secretary to the Panel should be the School Administrative Officer (SAO) or any Senior Administrative Staff member.

**(N.B.):** A member should withdraw when promotions to a rank above his own are to be considered.

14.9.9 Personnel Officer to Take Part

In fixing dates for the Appraisals Panel to meet, the Personnel Officer, (Senior Personnel) in the Registrar's Office should be consulted, as he is expected to attend all their meetings. He should be sent copies of all the papers under confidential cover.

14.9.10 Forms to be used

The formats of the updated C.V. to be submitted by each member of the Academic Staff and of the Annual Appraisals forms to be used will be notified with the Annual Call Circular. The Appraisals Form is to be completed after the Appraisals Panel has met, in relation to the approved Score Table and Notes on its application.

These formats can be modified and adapted to apply to Academic Support Staff cadres, in relation to their respective schemes of service and score tables. In appropriate cases the Dean or Librarian should obtain preliminary appraisals in writing from supervisors of the staff concerned; before the Appraisals Panel meets.

**(D) FURTHER ACTION BY THE DEAN OR LIBRARIAN**

Submission to ASAPC

The Annual Call Circular will state the number of copies and the date by which the following items should reach the Registrar for submission to the Academic Staff Appointments and Promotions Committee (ASAPC). They should be sent under confidential covers:

- (i) The Revised CV's and Appraisal Forms of all staff recommended for promotion.
- (ii) The Revised CV's and Appraisal Forms of all staff who have fulfilled the basic time required as in 14.9.4 above but who are not recommended for promo.
- (iii) A list of those staff who have not fulfilled the basic time requirement. One copy only of the Revised CV's and Appraisal forms of those coming under (iii) above should be sent to the Registrar for record, and one copy

kept by the Read of Unit. This does not apply to those still in their first year of service in the University. On receiving the papers as above the Office of the Registrar will check that all staff who should be appraised have been covered, and if not will ask the Dean or Librarian about this.

**(E) ACTION ON DECISIONS**

External Assessment:

- 14.9.11 For Academic staff, promotions to the status of Professor or Reader statutorily involve External Assessment as provided for the Guidelines for Appointments and Promotions of Academic Staff. In such cases the ASAPC will initially decide whether there is a prima facie case to warrant assessment, and if so, will make a final recommendation after the assessments are received (see 14.1.8 for details of the procedure). In cases where it is not possible to make a preliminary appraisal internally to guide the ASAPC in deciding whether there is a prima facie case, the Appraisals Panel concerned will select a Professor or other expert in another University or institution to be asked to make such a preliminary appraisal.

This assessor should be invited to submit a written appraisal and then if need be may attend a meeting of the Appraisals Panel to review the case.

14.9.12 Confidentiality of Proceedings

The recommendations at all stages should be treated as strictly confidential and no disclosure should be made until a decision is taken and communicated as below. At no stage should the views expressed by any individual taking part in the appraisal be disclosed to any person not taking part.

14.9.13 Notification of Decisions

- (a) When ASAPC has considered the cases and Council has confirmed the Committee's recommendations the Registrar will communicate approved promotions to members of staff affected and copy the Vice-Chancellor, the Dean or the Librarian, the Bursar and the Internal Auditor.
- (b) Decisions upholding an Appraisal Panel's recommendation not to promote a staff member who was eligible for consideration, or not to accept a recommendation for promotion, will be communicated to the Dean or Librarian. The latter should then tell a staff member who has not been approved for promotion concerning the decision.  
He may also inform the staff member whether he was recommended by the School or Department and if not there as well. The Dean or Librarian must inform a staff member of any adverse assessments made on him, if this has not been done earlier.

14.9.14 Petitions

A member of staff aggrieved by a decision concerning his promotion may submit a petition to the Committee through the Dean or Librarian and the relevant Appraisals Panel, and they will be expected to comment. No petition will be entertained before the initial decisions have been communicated. Any allegations made without stating the source will not be entertained.

#### 14.10 APPRAISALS AND PROMOTIONS OF ADMINISTRATIVE AND PROFESSIONAL STAFF INCLUDING STAFF SCHOOL STAFF

##### (A) APPRAISALS: GENERAL

###### 14.10.1 Time for Appraisals

About April each year, Heads of Units are asked to staff begin action so that the Administrative and Professional Staff Appointments and Promotions Committee (APSAPC) can about July consider all recommendations for the annual promotions against the next 1st October. This Committee deals with all Categories of Administrative and Professional Staff in this University including all senior staff School Staff.

The Appraisals exercise should further examine whether some staff should be commended, warned or considered for further training.

###### 14.10.2 Staff to be Appraised

Whether or not staff members are as yet eligible to be considered for promotion, Staff Appraisals should be made annually, for the record, on all staff who will have completed one year's service by the next 1st October. Appraisal is, however, expected on any Head of Unit or staff member on CONTISS 14. Contract staff should be covered in the annual Appraisals.

##### (B) BASIS OF PROMOTION

14.10.3 (i) Except as indicated in 14.10.2, all staff should be reviewed annually by the Appraisals Panel. Those who are eligible to be considered for promotion in any year are staff who:

- (a) have the qualifications, if any, required for promotion to the higher post, as set out in the relevant Scheme of Service (See Scheme of Service);
- (b) assumed duty, or were last promoted or reappointed at a higher level, before a date to be stated in the Call Circular (normally three years before the 1st October when the promotion would take effect) except where otherwise indicated in a Scheme of Service and
- (c) have vacancies available for them, but only where vacancies are required in the high grades as specified in the Scheme of Service.
- (d) Also, in cases of contract staff they are not part way through a contract period. However, the level of appointment of such staff may be reviewed when a renewal is to be considered.

###### (ii) Merit

Staff should be appraised, in relation to the relevant Scheme of Service, as to their capability to perform the duties of the higher post as well as on their performance in their present post. Obtaining new qualifications and serving the minimum time to be considered for promotion are not sufficient grounds for promotion with performance above the basic standard required in the grade.

(iii) Preparing their estimates proposals for the coming year, Heads of Units are expected to allow for all possible promotions. However, if the Estimates proposals have not covered a post to which a promotion on

other grounds may be recommended, the Head of Unit concerned may make a supplementary recommendation to the Estimates Committee for an adjustment of grades within the total number of posts that may have been provisionally agreed for the cadre concerned. It must be noted that:

- (a) If the provision in the Estimates is not finally approved, it may not be possible to make the promotion where it is subject to vacancy.
- (b) The approval of any post does not guarantee that any promotion would be made to that post.
- (c) At the higher level of any cadre, as indicated in the Schemes of Services, the number of posts established must be based on the duty positions in the Unit concerned and the need to maintain a balance between grade levels. Where necessary promotion may have to be by selection among those staff eligible for consideration.

### **(C) PROCEDURES UP TO THE LEVEL OF APPRAISAL PANELS**

#### Heads of Units to initiate actions

- 14.10.4 Heads of Units are requested to take steps as set out below to make assessments and formulate their recommendations for consideration in the first instance by the appropriate Appraisals Panel (See Appendix C to this Section for the Constitution of the Panels).

#### Annual Appraisals: Revised CVs

- 14.10.5 Subject to any modifications that may be made in future, the procedures will be as follows. Each staff member to be appraised should be requested to complete three copies of the Form A.A.F/R.C.V -Annual Appraisals: Revised C.V. (Administrative and Professional Senior Staff) to be submitted to the present Head of Unit.

#### TYPES OF APPRAISAL FORMS FOR ADMINISTRATIVE AND PROFESSIONAL SENIOR STAFF

- 14.10.6 The Annual Appraisal Forms themselves have been divided into two types, for practical reasons: Type I or Form AAF/I - used for Administrative, Executive, Professional, Secretarial and Senior Typist staff who are dispersed to Units but whose appraisals come before the Central or Unified Cadre Staff Appraisals Panels. With this type, one form per person is required.
- Type II or Form AAF/II - used for other senior staff whose appraisals come before Unit Appraisals Panels, with this type, several staff members may be covered on a single form.

#### Submission of Type I Forms (for Administrative, e.t.c. staff)

- 14.10.7 Three copies per person of Type I forms, with names indicated will be sent by the Registry to the Heads of Units concerned, with the Revised C.V. Form in appropriate cases where a staff member has been moved from one Unit to another during the year, the previous as well as the present Head of Unit may be asked to report. The Head of Unit is asked to get the Revised C.V. form filled by the staff member, and to complete Part I of Form AAF/I after obtaining whatever information may be needed from any immediate supervisor or the person being appraised. He should then forward 2 copies of the Form AAF/I

together with the Revised C.V. Form, to the secretary of the central or Unified cadre staff panel. All staff are required to comment on their appraisals before the forms are submitted to the Panel.

This should be done under confidential cover, by a date indicated in the annual circular. The Head of Unit will retain the third copies in a confidential file. Further action on the Type I forms will be taken by the Registry and the Central or Unified Cadre staff Appraisal Panel. This may include transcribing the entries from the Type I forms to Type II forms for easier submission to the Panel and APSAPC.

Submission of Type II Forms (For other Senior Administrative and Professional Staff)

14.10.8 The aspects to be appraised for Administrative and Professional staff using the Type II Form, differ between one cadre of staff and another and may also vary from one grade to another within camp cadre. In most schemes of service the aspects to be appraised have been set out in section 4 of each scheme. The main common aspects are shown on the forms distributed to Units, but Heads of Units should add in other items shown in the scheme of service, where appropriate.

14.10.9 One Type II form will cover up to about ten members of staff within a single cadre, where necessary more than one page may be used to cover all the staff. However, Heads of Units should note the following points:

- (i) staff in different cadres should not be combined on one form.
- (ii) On each form, staff should be listed in descending order of seniority of grades.

Preparation of Type II Forms for Appraisals Panel

14.10.10 The Head of Unit should get staff members to complete the Revised C.V. forms and obtain recommendations in writing from supervisors of the staff concerned on the ratings of staff under them.

The Head of Unit should finally enter the detailed appraisal after the Appraisals Panel has considered their commendations. All staff should be required to comment on their appraisals before the forms are submitted to the Appraisals Panel.

Procedures at Appraisals Panel

14.10.11 Unit Appraisals Panels will not be concerned with the staff who are appraised on the Type I forms, but the appraisals on all the other staff who are covered by Type II forms whether or not they are eligible for consideration for promotion, should be reviewed by the Unit Appraisals Panel. A member of a Panel should withdraw if candidates of a status equal to or above his own are to be discussed. The panel recommendations on those who are 'Eligible' or comments on those 'Not Eligible' should then be entered, inserting appropriate letter ratings in the column for each staff member against the items to be evaluated. The Head of Unit will then complete his own section. If the Head Of Unit disagrees with the unit Appraisals Panel, this should be stated, with details.

Establishments Officer to Take Part

- 14.10.12 In fixing the dates for Unit Appraisals Panels to meet, the Establishments officer, senior Personnel, in Registrars Office should be consulted, as he is expected to attend all their meetings. He should be sent copies of all the papers under confidential cover.

**(D) FURTHER ACTION BY HEAD OF UNIT**

- 14.10.13 (i) The forms to be submitted in 20 copies (the Call Circular may change this number) are: The Appraisals Forms and accompanying Revised CVs of the Eligible staff whether recommended for promotion or not recommended.  
These forms should be prepared and sent by a date stated each year, under confidential cover, to the Registrar for submission to the appropriate Committees for processing to the Administrative and Professional Staff Appointments and Promotions Committee (APSAPC).
- (ii) Only one copy of the Revised CVs for Non-eligible staff need be sent to the Registrar for record. The Head of Unit will keep a copy in a confidential file together with the recommendations he had received from supervisors!
- (iii) On receiving the papers in (i) and (ii) above the office of the Registrar will check that all staff who should be appraised have been covered, and if not will ask the Head of Unit about this.
- (iv) For the Central or Unified Cadre staff, the processing Committee for all the Unit's appraisals is the Unified Cadre Staff Appraisal Panel.

**(E) ACTION ON DECISIONS**

Confidentiality of Proceedings

- 14.10.14 The recommendations at all stages should be treated as strictly confidential and no disclosure should be made until a decision is taken and communicated as below. At no stage should the views expressed by any individual taking part in the appraisal be disclosed to any person not taking part.

Notification of Decisions

- 14.10.15 (i) When APSAPC has considered the cases, and the Council has confirmed the recommendations of the Committee, the Registrar will communicate approved promotions to members of staff affected and copy their Heads of Units, the Bursar and other relevant officers of the University.
- (ii) Decisions not to approve the promotions of an 'eligible' staff member will be communicated to the Head of Units. The Head of Unit should then tell a staff member who has not been approved for promotion concerning the decision. He may also inform the staff member whether he was recommended by the Unit, and if not the reasons.

The Head of Unit must inform a staff member of any "Unsatisfactory" or "very poor" ratings made on him, if this has not been done earlier.

### Petitions

14.10.16A member of staff aggrieved by a decision concerning his promotion may submit a petition through his Head of Unit to the relevant Appraisals Panel and APSAPC and they will be expected to comment. No petition will be entertained before initial decisions have been communicated. Any allegations made without stating the source will not be entertained.

### Appendices to Section 14.10

#### GENERAL NOTE

These Appendices reflect the contents of the approved Schemes of services as at 31st December, 1985, but are subject to amendment from time to time.

#### APPENDIX A - Cases where certain Qualifications are Essential for promotion (Administrative and Professional Staff)

When completing that part of the Appraisals Form dealing with Eligibility to be considered for promotion, in all cases mentioned below insert either a tick (positive) or a cross (negative) as appropriate in respect of qualifications. In all cases not mentioned below insert 'N.A' = Not Applicable. Only a negative response (cross) represents a barrier to considering a staff member for promotion.

2. The cases concerning Administrative and Professional Senior Staff (including promotions from Junior Staff) where additional qualifications are required as a condition of promotion are:

- (i) To Principal Engineer and above and related professionals - Registration with COREN or any other relevant professional bodies.
- (ii) Most promotions (or reappointments or conversions) from one cadre to another, but cases should be checked with the Schemes of Service or the Office of the Registrar. However, this does not apply to promotions from the Junior Staff to a directly-related Senior Staff cadre (e.g. from Assistant Executive, Stores or Technical Officer Stores or Technical Officer to Executive, Stores or Technical Officer).  
Also for the following promotions from Junior to Senior staff.
- (iii) Promotion to CONTISS 13 shall be subject to membership of chartered professional body.

#### APPENDIX B - Cases Where Promotions are Subject to Vacancies (Administrative and Professional Senior Staff)

When completing that part of the Appraisals Form dealing with eligibility to be considered for promotion, in all cases mentioned below insert either a tick (positive) or a cross (negative) as appropriate in respect of vacancies. In cases not mentioned below, for at lower levels, insert 'N.A' = Not Applicable. Only a negative response (cross) represents a barrier to considering a staff member for promotion.

In general promotions (or reappointments or conversions) from one cadre to another are (like all direct appointments) subject to there being a vacancy in the approved establishment. However, this does not apply to promotions from the Junior Staff to a

directly-related senior staff cadre (e.g. from Assistant executive, Stores or Technical Officer to Executive, Stores or Technical Officer).

Within single cadres, promotions are normally subject to vacancy only at higher levels, as shown below - (those shown in brackets are Junior staff grades, with senior Staff grades above them);

Into the following; levels or above

1	Laboratory Technologists (including Medical)	Principal Laboratory Technologist
2	Administrative	Principal Asst. Registrar
3	Executive (General Duties or Accounts/Audit)	Principal Executive Officer
4	Secretaries	Personal Secretary II
5	Secretarial Asst.	Senior Secretarial Asst.
6	Clerical (General Duties or Accounts/Audit)	Clerical Supervisor
7	Drivers	Senior Motor Driver/Mech. I
8	Accountants/Auditors	Chief Accountant/Auditor
9	Stores Officer	Principal Stores Officer
10	Medical Officers	Principal Medical Officer
11	Nurses	Matron
12	Pharmacists	Principal Pharmacist I
13	Pharmacy Technicians	Snr. Pharmacy Technician
14	Health Superintendents	Principal Health Sup. I
15	Radiographers	Principal Radiographer
16	Technical Assistant	Senior Technical Assistant
17	Technical Officers	Principal Technical Officer
18	Foreman and Craftman	Foreman
19	Engineers	Principal Engineers
20	Architects	Principal Architect
21	Quantity Surveyors	Principal Quantity Surveyor
22	Surveyors	Principal Surveyor
23	Library Officers	Principal Library Officer
24	Catering Officer	Principal Catering Officer
25	Housekeepers	Principal Housekeeper
26	Sport Coaches	Chief Coach
27	Security Officers	Principal Security Officer
28	Fire Officers	Fire Sub-Officer I
29	Farm Officers	Senior Farm Manager
30	Agricultural Superintendents	Principal Agric. Supt.
31	Farm Foremen and Artisans	Asst. Farm Foreman
32	Staff School Masters	Senior Master II

## APPENDIX C – MEMBERSHIP OF APPRAISALS PANELS

- (A) Schools
  - The Dean (Chairman)
  - Heads of Departments
  - One representative of the Dean of each School
  - One member elected to represent each department
  - Representative of the Registrar.
- (B) Organized Research Units
  - Director (Chairman)
  - Deputy Director(s)
  - Dean, PGS
  - Deans of Schools or representatives not below the rank of a Reader
  - Representative of the Registrar.
- (c) University Library
  - The University' Librarian (Chairman)
  - The Deans of Schools or their representatives not below the rank of a Reader
  - The Heads of Divisions in the Library Department
  - Representative of the Registrar
- (D) Estate and Works Department
  - The Director of Works (Chairman)
  - The Director of Physical Planning
  - The Dean of Engineering and Engineering Technology or his representative not below the rank of a Reader
  - Representative of the Registrar
- (E) Health Services
  - The Director of Health Services (Chairman)
  - The Dean of the School of Health Technology or his representative not below the rank of a Reader
  - The Head of Sections in the Health Services Department
  - Representative of the Registrar
- (F) Bursary
  - The Bursar (Chairman)
  - The Dean of the School of Management Technology or his representative not below the rank of a Reader
  - The Heads of Sections in Bursary Department
  - The Director of Internal Audit
  - Representative of the Registrar
- (G) The Registry
  - The Registrar (Chairman)
  - The Dean of School of Management Technology or his representative not below a Reader
  - Heads of Divisions in the Registry
  - The Dean of Student Affairs

- (H) Office of the Vice-Chancellor  
 The Vice-Chancellor or his representative (Chairman)  
 Heads of Sections in the Office of the Vice-Chancellor  
 Bursar when Audit Staff are being considered  
 Director of Physical Planning and Development  
 Director of Works when Physical Planning Staff are being considered  
 Representative of the Registrar.
- (I) Student Affairs Department  
 The Dean of Student Affairs (Chairman)  
 Heads of Sections in the Student Affairs Department  
 A representative of the Deans of Schools not below the rank of a Reader  
 Representative of the Registrar
- (J) Staff School & FISO  
 The Staff School Board of Management and FISO Management Board will constitute the Appraisals Panel to the University Staff School or FISO School Staff in consultation with the Vice-Chancellor.
- (K) Central/Unified Cadre  
 Vice-Chancellor (Chairman)  
 Deputy Vice-Chancellor (Administration)  
 Registrar  
 Bursar  
 University Librarian  
 Deans of Schools or their representatives not below the rank of a Reader  
 Dean, Student Affairs  
 Secretary to be provided by Registrar

Notes: (1) One representative from the Personnel (Senior Staff Section) will be in attendance in all the panels.  
 (2) Members of Panels whose ranks are lower than positions being considered shall withdraw from those deliberations.

- (L) Schools Professorial Appraisals Panel  
 The Dean (Chairman), if Professor, or the Vice-Chancellor's nominee if not  
 All the Professors in the School  
 Registrar or representative  
 Secretary: School's Administrative Officer
- (M) Central Professorial Appraisals Sub-Committee  
 The Vice-Chancellor or nominee - Chairman  
 Deputy Vice-Chancellor (Acad.) - Member  
 Deputy Vice-Chancellor (Admin.) - Member  
 Deans of Schools - Members  
 The University Librarian - Member  
 Two members appointed by the Vice-Chancellor and who should be Professors  
 Secretary Personnel Officer (Senior Personnel)

## 14.11 SENIOR STAFF TRAINING

### Graduate Assistants and Teaching Assistants

14.11.1 **Graduate Assistant** is the designation of the initial grade of academic staff, intended primarily for staff training, including postgraduate studies and on-the-job training.

**Teaching Assistant** is the designation of the postgraduate student who is not a staff but who is employed and paid for by the department on a part time basis for tutorial and laboratory duties.

### 14.11.2 STUDY FELLOWSHIPS

Units are required to work out their staff development programmes in which Study Fellowships are likely to be needed. The term "Study Fellowship" is defined in paragraph D.4 of the Senior Staff Regulations. Such Fellowships may be granted for studies of over six (6) months duration at other universities or institutions, normally within Nigeria. Study Fellowships may be given for doctoral studies outside Nigeria to academic staff who have served the University for at least one year after joining the staff with a Masters Degree or since obtaining one on a previous Study Fellowship, if they have external support.

14.11.3 The following criteria apply when considering proposals for Study Fellowships:

- (i) Within the Unit's Staff Development programme, the course will train the staff member to meet a specific, unfulfilled need.
- (ii) The course is, as far as is known, the most suitable available.
- (iii) The staff member can be spared without replacement.
- (iv) The staff member normally has completed at least one year in post at Federal University of Technology, Owerri.
- (v) The staff member has the qualifications and aptitude needed for the course, and has admission to it.
- (vi) If outside Nigeria, there are adequate reasons for choosing the Institution.
- (vii) All reasonable efforts have been made to get financial support from outside the University, which is normally required before a Study Fellowship is granted. (The University may require evidence to show that a private donor can fully implement his pledges, and may require a deposit of the whole sum involved before the Study Fellowship comes into effect).
- (viii) The staff member wishes to take the course, and his Head of Unit recommends.
- (ix) Funds are available for the costs involved that have to be met by the University.

14.11.4 A standard application form for Study Fellowships is to be submitted by the staff member through his Head of Unit to the Secretary, Senior Staff Training Committee, at least three months before the effective date of the fellowship.

14.11.5 The grant of a Study Fellowship and its terms will be notified to the

applicant by the Secretary, Senior Staff Training Committee, with copies to the Vice-Chancellor, the Bursar and the Head of Unit and, if abroad, the appropriate Nigerian University Office. A Study Fellowship will not come into effect until the staff member has completed a Bond to serve for a period equal to the period of University sponsorship to the satisfaction of the Registrar and deposited it with the Secretary, Senior Staff Training Committee.

- 14.11.6 The terms and conditions of Study Fellowships shall be as approved by Council from time to time.

#### SHORT-COURSES

- 14.11.7 Approved by the Vice-Chancellor on the strong recommendation of the Head of Unit, short courses organised by reputable local and international professional institutions are granted to all categories of senior staff to expose the participants to up-to-date management techniques and/or professional competence in their areas of specialisation - especially when such participation would, among other things, contribute to the achievement of high morale among staff and enhance their capacity for greater productivity, efficiency and dedication.

- 14.11.8 Short Courses normally means courses not longer than 6 months duration. The terms are subject to the provisions of Senior Staff Regulations 1(1) - (4) if the course is within Nigeria or 1.7 when the course is outside Nigeria.

### **14.12 REGULATIONS ON DISCIPLINE OF SENIOR STAFF PREAMBLE**

Subject to Section 15 of the Federal Universities of Technology Act CAP.F.23, Laws of the Federation of Nigeria 2004 and without prejudice to any law for the time being in force, the following regulations shall apply and govern the discipline of senior members of staff in the University:

#### 14.12.1 OFFENCES AND DISCIPLINARY MEASURES

The offences and disciplinary measures are outlined as follows:

##### MISCONDUCT

Misconduct is categorized into three groups with the offences that constitute the misconduct in each group listed.

##### (a) • MINOR MISCONDUCT

- (i) Absence from duty without permission
- (ii) Lateness to work, and early departure, from work
- (iii) Loitering
- (iv) Truancy
- (v) Trading during office hours
- (vi) Quarrelling
- (vii) Any other minor misconduct not mentioned.

(b) DISCIPLINARY MEASURES

The following disciplinary measures may be invoked by the Registrar against an employee found guilty of any such minor misconduct in 1(a) above:

QUERY/WARNING

- (i) An employee who commits a minor offence or who is inefficient in the performance of his duties may be queried or warned orally or in writing.
- (ii) An employee whose conduct or work appears unsatisfactory shall be given a query. If his excuse is considered by the Head of Department/Unit as satisfactory, no further action shall be taken. If his explanation is not considered satisfactory, a decision shall be recorded in writing against him.
- (iii) Where an employee has been queried and a decision recorded against him in writing, one copy of such written decision shall be served on him and another copy forwarded to the Registrar so that this can be entered in his record of service.

14.12.2 SUSPENSION

- (i) Whenever in the opinion of the Vice-Chancellor, any misconduct which is prejudicial to the interest of the University has been committed by an employee of the University, the Vice-Chancellor may suspend the employee for a specific period of not more than 3 months depending on the gravity of the offence.
- (ii) Whenever in the opinion of the Vice-Chancellor, a prima-facie case of misconduct has been made against an employee and it is necessary to investigate the matter further with a view to determining the guilt or the appropriate disciplinary action, the employee may be suspended pending the determination of his case.
- (iii) Notice of suspension shall be conveyed to the employee concerned on the approval of the Vice-Chancellor.
- (iv) When an employee has been suspended, he shall there upon be forbidden to carry on his duties and visit his place of work unless with the express permission of the Vice-Chancellor. He may also be called upon to hand over any uniform, accounts books and tools and any other property of the University in his charge to such other employee as the Head of Department/Unit shall order, **"and he shall be placed on half salary for the period"**.
- (v) When a senior member of staff is suspended, the suspension shall forthwith be reported to Council.
- (vi) If found not guilty of any misconduct, the suspension shall be lifted forthwith and the employee reinstated with full salary including arrears of his salary.

14.12.3 MAJOR MISCONDUCT

- (i) Insubordination
- (ii) Fighting in the office
- (iii) Negligence of duty
- (iv) Drunkenness while on duty

- (v) Loss/willful damage of University property
- (vi) Insolence
- (vii) Using of official position to intimidate or bargain for sexual favour
- (viii) False claim against the University
- (ix) Any other major misconduct not mentioned.

#### 14.12.4 DISCIPLINARY MEASURES

The following disciplinary measures may be invoked by the Vice-Chancellor against an employee found guilty of any major misconduct, and shall be reported forthwith to Council in each case.

- (i) Deferment of Increment
- (ii) Deferment of Confirmation
- (iii) Delay of Promotion for a specific period
- (iv) Loss of annual increment for a specific period
- (v) Loss of Headship or other administrative positions of honour and responsibility for a specified period.

#### 14.12.5 DEFERMENT OF INCREMENT

- (i) If the work and conduct of an employee is continually unsatisfactory, the Vice-Chancellor may defer his increment on the recommendation of the Head of Department/Unit provided always the employee concerned has already been given notice in writing by the Head of his Department/Unit on his shortcomings and his increment will continue to be deferred until evidence of improvement is shown.
- (ii) The period of deferment shall be fixed at the time the increment was deferred and shall not normally be more than three (3) months in the first instance. It may, if necessary because of continued bad performance be extended for another period of three months.
- (iii) A deferred increment may not be subsequently granted except with the approval of the Vice-Chancellor.
- (iv) No change in the incremental date on an employee shall be made on account of restoration of deferred increment.
- (v) A deferred increment cannot be granted retrospectively because of improved service later.

#### 4.12.6 WITH-HOLDING OF INCREMENT

- (i) An increment maybe withheld where, because of an employee's shortcomings, it is decided not to grant it and he shall not be eligible for it until his next incremental date.
- (ii) No increment shall be withheld without the approval of the Vice-Chancellor.

#### 14.12.7 GROSS MISCONDUCT

- (i) Gross Insubordination
- (ii) Falsification of Accounts/Records
- (iii) Conviction for a criminal offence
- (iv) Stealing, corruption and dishonesty
- (v) Aiding and abetting examination malpractice or leaking examination questions and results.

- (vi) Alteration of examination grades and results.
- (vii) Abandonment of duty
- (viii) Forgery
- (ix) Sabotage against the University
- (x) Disclosure of official secrets
- (xi) Engagement in full-time studies while employed in the University on a full-time pay roll.
- (xii) Acting as an attorney or agent against the University in any matter whilst employed in the University on a full-time or part-time capacity.
- (xiii) Any other gross misconduct not mentioned.

#### 14.12.8 DISCIPLINARY MEASURES

The following disciplinary measures may be invoked by Council against an employee found guilty of gross misconduct:

- (i) Dismissal
- (ii) Retirement from service
- (iii) Termination of appointment
- (iv) Reduction in Rank

#### 14.12.9 DISMISSAL

- (i) An employee dismissed for misconduct shall not be eligible for leave and shall immediately vacate University premises and, before doing so, shall handover any uniform, accounts records, keys, tools and any other property of the University in his charge to the Head of his Department/Unit or to such other person(s) as the Head of his Department/Unit shall designate.
- (ii) An employee shall not be dismissed in accordance with this Regulation until
  - (a) He has been told in writing the grounds on which he is being considered for dismissal;
  - (b) He has been given an opportunity of submitting representation to the Vice-Chancellor through his Head of Department/Unit;
  - (c) The appropriate Committee has considered his representations and the recommendations (if any) of the Head of Department/Unit.

#### 14.12.10 TERMINATION

- (i) A confirmed employee whose appointment is terminated shall be given three calendar months' notice or alternatively three (3) months' pay in lieu of notice. Any entitlements accruing at the time of termination may be granted to run concurrently and terminate with the notice or if being terminated without notice such leave may be commuted to cash. Such notice of termination of appointment may be given on any date of the month, and the calendar month shall be calculated from the date on which the notice is given to the day numerically corresponding to that day in the following month less one day.
- (ii) No notice or salary in lieu of notice shall be given to an employee dismissed under the provisions of these Regulations but dismissal shall take effect from the date he has been dismissed.

- (iii) In addition to the provision in the Regulations governing termination of employees with unsatisfactory probationary service, an unconfirmed employee may have his appointment terminated with 3 months' notice or three months' pay in lieu of notice at any time during his probation.
- (iv) Any employee whose appointment is terminated for inefficiency may be allowed to continue to stay in University quarters for a period not exceeding one month.

#### 14.12.11 OTHER CATEGORIES

- (i) Inefficiency
- (ii) Incompetence

#### 14.12.12 DISCIPLINARY MEASURES

The following disciplinary measures may be invoked by Council against an employee found guilty of other categories of misconduct:

- (i) Retirement
- (ii) Termination

14.12.13 The provisions of this Regulation are without prejudice to the powers of the Vice-Chancellor or the Council as stipulated in Section 15(2) of the Federal Universities of Technology Act CAP F.23 LFN 2004 to maintain staff discipline and institute disciplinary proceedings or measures in respect of employees as may be appropriate.

## CHAPTER 15

### PERSONNEL MATTERS (JUNIOR PERSONNEL)

**15.0** An appointment may be any of the following kinds:

- i) Full time tenure appointment
- ii) Full time temporary appointment
- iii) Full time contract appointment
- iv) Casual appointment

#### **15.1 PROCEDURE FOR FULL TIME APPOINTMENT**

A Head of Unit may request the Registrar to arrange for the filling of any vacant post. The Vice-Chancellor may from time to time direct that recruitment for certain categories of staff common to a number of Units be arranged centrally by the Registrar instead of on a Unit basis.

All applications should be submitted to the Registrar who will forward same to Units concerned, except where recruitment is being made centrally. An applicant within the University must apply through his Head of Unit who shall forward the application with a confidential report.

##### **15.1.1 Selection Procedures**

- (a) Where it is proposed to fill vacancies on a unit basis, the applications received will be reviewed by the Head of Unit. He will shortlist candidates for interview and/or testing and he will take up references when appropriate. The Head of Unit will ask the Registrar to convene an interview panel with the approval of the Vice-Chancellor with himself or his representative as Chairman, and as members the Registrar or his representative and at least one, but preferably two other senior staff members.
- (b) Where it is proposed to fill vacancies centrally, the shortlist will be drawn up and the Chairman and members of the interview panel will be recommended by the Registrar and approved by the Vice-Chancellor. Each Head of Unit who has asked for staff in the category concerned for his unit will normally take part or be represented in interview/test.
- (c) The panel shall consider the applications of all the shortlisted candidates, together with any references or other relevant materials. It shall interview the candidates and, if a test is necessary, shall either conduct the test or consider the results of a test conducted separately.
- (d) The Panel's recommendation on an appointment, including the grade and salary levels (see paragraph 4.2 below) shall be signed by all the members taking part. If it recommends the appointment of any candidate who does not possess all the advertised requirements for the post, the Panel shall record its reasons.
- (e) Where recruitment is to be made on a unit basis, the Head of Unit concerned will forward the Panel's report to the Registrar with his own recommendations. He will also show that a vacancy or vacancies exist by reference to the approved establishment of posts, any approved variations in establishment, and to the staff in post or already appointed.

Where recruitment is to be made centrally, the Registrar will consider the Panel's Report and take steps to confirm the evidence of vacancies to be filled.

- (f) If authorized by the Vice-Chancellor, the Registrar will normally accept and act promptly upon a Head of Unit's or Panel's recommendations, but if he considers it appropriate, he may refer the recommendations back to the Head of Unit or, where necessary to the Panel. In the event of the Registrar and a Head of Unit being unable to agree, either of them may submit the case to the Junior Staff Matters Committee for a ruling.
- (g) The Committee for the Regularization interview for staff on Temporary appointment shall be composed as in 2.1(b) above.

#### **15.2 FULL TIME TEMPORARY APPOINTMENT**

- (a) Temporary appointment to any established post may be made by Vice-Chancellor for exceptional cases up to a maximum of twelve months with the recommendation of the Head of Department/Unit in accordance with the appropriate provisions of the University law and statutes.
- (b) The period of temporary appointment shall not be pensionable until the appointment is regularized.
- (c) The period of temporary appointment shall count towards confirmation of appointment when regularized.
- (d) The letter of temporary appointment shall indicate the length of the appointment and such appointment shall not be valid until it has been accepted in writing.
- (e) As long as the temporary appointment lasts, the payment of salary shall be on a monthly basis.

#### **15.3 FULL TIME CONTRACT APPOINTMENT**

Contract appointment shall be for a fixed term of not more than one year in the first instance, subject to renewal as the exigencies of the service may require. For further details see Section Chapter 16.11 of this Handbook.

#### **15.4 CONFIRMATION OF APPOINTMENTS**

The procedures for confirmation of Junior Staff appointments are as in Chapter 2.9(a) - (g) of the 'Junior Staff Regulations. Heads of Units should submit their recommendations on individuals who fall due for confirmation to the Registrar. Confirmation is not automatic, it is based on satisfactory work and conduct, and individual concerned must have put in two years of service. Positive recommendations for confirmation should be submitted as soon as possible after the expiry of the period. However, if a Head of Unit wishes to recommend non-confirmation or deferment of confirmation, this should be done if possible before the period ends. Certain cases of transfer lead to an exemption from the requirement of confirmation, as set out in the Junior Staff Regulations, Chapter 2.9(f).

#### **15.5 TRANSFER OF SERVICE**

Transfer of service basically depends on an application by an employee and the agreement of both parties, i.e. former and present employers, indicating their willingness to accept the employee's transfer of service. The former employer

cannot transfer service in isolation from the present one and vice versa. Mere transfer of records of service from former employer to the present employer does not lead to automatic transfer of service. Each employee who wishes to transfer must apply in writing through his/her Head of Unit to the Registrar who will take further necessary action. Similar action would be necessary in a case where an employee of this University wishes to transfer from this University to some other public service in Nigeria. See Chapter XII, Section 5 of the Junior Staff Regulations.

## **15.6 ANNUAL STAFF ASSESSMENTS AND PROMOTIONS:**

### **15.6.1 JUNIOR STAFF**

Attention is invited to Chapter V of the Junior Staff Regulations, which deals with Annual Staff Assessments and Promotions. This section is a commentary on, and some amplification of those provisions. An Annual Call Circular will be issued by the Office of the Registrar to initiate action and indicate dates for submissions including any changes in procedures, etc.

### **15.6.2 Annual Appraisals (Regulation V.1)**

- (i) The process is not intended only for the purpose of recommending promotions, but also to determine whether some staff should be commended, warned to rectify defects, or considered for further training.
- (ii) The assessment of staff in a Unit should be made by an Appraisals Panel consisting of the Head of Unit in consultation with senior members of the Unit's staff, at least three in number but more at the discretion of the Head of Unit, and covering major fields within the Unit.
- (iii) The assessment process is to be conducted on a confidential basis. In particular, no person should disclose to anyone not taking part in the assessment how he or any other participant commented on any case. Nor should any disclosure be made until a decision is taken and communicated as below;
- (iv) However, where an assessment leads to an adverse judgment on a staff member on a significant aspect of his work or conduct, the Head of Unit has an obligation to communicate this to the staff member concerned at the latest when the decisions on promotions are announced, if he has not already done so. This is necessary in order that the staff member can take warning and remedy any shortcomings.

### **15.6.3 Eligibility to be considered for Promotion or an Additional Increment**

- (i) All staff should be reviewed annually by the Appraisals Panels if they assumed duty before the previous 1st October. Those who are eligible to be considered for promotion in any year are staff who;
  - (a) have the qualifications, if any, required for promotion to the higher post, as set out in the relevant Scheme of Service (see Appendix A to this Section); and
  - (b) assumed duty, or were last promoted or reappointed at a higher level, before a date to be stated in the Call Circular (normally three years before the 1<sup>st</sup> October when the promotion would take effect) except where otherwise indicated in a Scheme of Service; and

- (c) have vacancies available for them, but only where vacancies are required in the higher grades as specified in the Scheme of Service (see Appendix B to this Section).
- (d) In cases of contract staff, are not part-way through a contract period. However, the level of appointment of such staff may be reviewed when a renewal is to be considered.
- (ii) Staff who fulfils condition (b) but who for some reason cannot be promoted, although they have had a very good performance record, may be considered for additional increment. These are also included in the category of 'eligible' staff.
- (iii) Merit: Staff should be appraised in relation to the relevant Scheme of Service as to their capability to perform the duties of the higher post as well as on their performance in their present post. Obtaining new qualifications and serving the minimum time to be considered for promotion are not sufficient grounds for promotion without taking into account performance above the basic standard required in the grade. Any warnings or more severe disciplinary action within the last three years should be taken into account.
- (iv) Even where promotions are not 'subject to vacancy' Heads of Units should arrange for the establishments to cover all possible promotions. If in the course of conducting the appraisals it is found that the Estimates proposals have not covered a post to which a promotion on other grounds may be recommended, the Head of Unit concerned may make a supplementary recommendation to the Estimates Committee for an adjustment of grades, within the total number of posts already provisionally agreed for the cadre concerned. It must however, be noted that:
  - (a) If the adjustment of grades is not approved, it may not be possible to make the promotion, where the promotion is 'subject to vacancy'.
  - (b) The approval of any post does not guarantee that any promotion will be made to that post.
  - (c) At the higher levels of any cadre the number of posts established must be based on the duty positions in the Unit concerned and the need to maintain balance between grade levels where necessary

#### 15.6.4 Procedure for Appraisals at Unit Level

Specimen forms for reproduction by Units will be sent out with the Annual Call Circular.

- (i) First, the Head of Unit should distribute to all Junior Staff Appraisal Form 'A' in triplicate, to be completed returned, and verified.
- (ii) The Head of Unit should see that items to be appraised for each cadre of staff are correctly shown on the Appraisal Forms including any special items shown in The Scheme of Service Section 4 or deemed relevant by the Head of Unit.
- (iii) The Head of Unit should have draft appraisals on Form JSA Junior staff Appraisal form completed for all members of the Junior Staff in the Unit who will have completed at least six months service by the next one year.

- (iv) Draft appraisals should be made on Form J.S 'B' by Reporting Officers who should be on the Senior Staff and who have supervised the work of the persons reported on. Where appropriate because a staff member has moved between sections or even Units, more than one appraisal should be requested from separate Reporting Officers.
- (v) After the appraisal forms have been completed by the reporting officer, the forms should be returned to the staff concerned for comments before submission to the unit appraisals panel.
- (vi) The Unit Appraisals Panel will then meet to conduct the appraisals, on the basis of the Forms J.S. 'A' and 'B'.
- (vii) The Head of Unit is Chairman of the Unit's Appraisal Committee. The Forms J.S. 'B' submitted as below should reflect the Head of Unit's appraisal, but any difference from the appraisal by the panel should be recorded as indicated on the forms.
- (viii) Decisions on aspects of the appraisal other than promotions should be recorded by the Unit and dealt with separately.

#### 15.6.5 Submission of Recommendations to Junior Staff Matters Unit and the Committee

- (i) Only one copy of the Appraisal Forms for each ineligible staff member need be forwarded to the office of the Registrar for record purposes.
- (ii) Appraisal Forms for all 'eligible' staff and Appraisal Form are to be submitted in appropriate number (the Call Circular will indicate the number). These should be sent to the Office of the Registrar under confidential cover, by the date indicated in the annual call circular. They will be submitted to the Junior Staff Matters Committee.
- (iii) On receiving the papers as stated above, the Office of the Registrar will check that all staff who should be appraised have been covered, and if not will ask the Head of Unit about this.

#### 15.6.6 Consideration of Recommendations by the Committee

- (i) All the recommendations for promotions, additional increments or non-promotion of 'eligible' staff will be submitted to the Junior Staff Matters Committee. Each Head of Unit will be expected to be present or adequately represented when his recommendations come up. The Committee's recommendations will be submitted for confirmation by the Vice-Chancellor and then, subject to any points that may still be outstanding, will be announced as indicated in the Regulations.
- (ii) If the Junior Staff Matters Committee recommends any Junior staff member for promotion to Senior Staff the recommendation will be forwarded to the Unified Cadre Appraisal Committee and thereafter the Administrative and Professional Staff Appointments and Promotions Committee for consideration.
- (iii) Save in most exceptional circumstances, all promotions resulting from this exercise will take effect from the following 1<sup>st</sup> October, and will be to the first step in the scale for the post immediately above the post previously held except where scales overlap.
- (iv) Any decision of the Committee not to make any award to an 'eligible' staff member will be communicated to the Head of Unit, who should inform the staff member concerned with appropriate explanations.

#### 15.6.7 Petitions

After decisions have been announced, any aggrieved staff member may submit a petition to the Committee. This must be submitted through the relevant Appraisals Panel and Head of Unit, who will be expected to comment.

### APPENDICES TO SECTION 14 - 6

#### GENERAL NOTE

These Appendices reflect the contents of the approved Schemes of Service as at 31<sup>st</sup> December 1985, but are subject to amendment from time to time.

#### APPENDIX A: Cases Where Certain Qualifications Are Essential For Promotion (Junior Staff)

When completing that part of the Appraisals Forms dealing with Eligibility to be considered for promotion in all cases mentioned below insert either a tick (positive) or cross (negative) as appropriate in respect of Qualifications\*. In all cases not mentioned below insert 'N.A.' = Not Applicable. Only a negative response represents a barrier to considering a staff member for promotion.

2. The cases concerning Junior Staff (Including promotions up to Senior Staff level) where additional qualifications are required as a condition of promotion are:
  - (i) Most Promotions (or reappointments or conversions) from one cadre to another cadre, but cases should be checked with the Schemes of Service or the office of the Registrar. However, this does not apply to promotions from the Junior Staff to a directly-related Senior Staff Cadre.
  - (ii) From Craftsman to Senior Craftsman - Proficiency Test I
  - (iii) From Senior Motor Driver Mechanic II to I - Proficiency Test I.
  - (iv) From Motor Driver to Motor Driver/Mechanic - Proficiency Test II.
  - (v) From Fireman to Leading Fireman ~ completing appropriate external training.
  - (vi) From Senior Farm Assistant to Assistant Farm Foreman - at least 4 GCE 'O' Level credits at one sitting or 5 at two sittings, or an equivalent, preferably with at least a Pass in Agricultural Science or Biology.

#### APPENDIX B - Cases Where Promotions are subject to Vacancies Junior Staff)

When completing that part of the Appraisals Forms J.S. 'B' dealing with Eligibility to be considered for promotion, in all cases mentioned below insert either a tick (positive) or cross (negative) as appropriate in respect of vacancies.

In cases not mentioned below, or at lower levels insert N.A. = Not Applicable. Only a negative response represents barrier to considering a staff member for promotion.

1. In general, promotions (or reappointments or conversions) from one cadre to another are (like all direct appointments) subject to there being a vacancy in the approved establishment. However, this does not apply to promotions from the Junior staff to a directly related Senior Staff cadre (e.g. from Assistant Executive, Stores or Technical Officer to Executive, Stores or Technical Officer).

2. Within single cadres promotions are normally subject to vacancy only at the higher levels:

Into the following levels or above

Clerical Staff General Duties or Accounts/Audit	Principal Clerical Officer
Drivers	Senior Motor Driver/Mechanic I
Pharmacy Technician	Senior Pharmacy Technician
Technical Assistants	Senior Technical Assistant I
Craftsman	Foreman
Farm Artisans	Assistant Farmhand
Laboratory Assistants (including Medical)	Senior Laboratory Assistant
Storekeepers	Senior Storekeeper
Ward Assistants	Senior Ward Assistant
Health Assistants	Senior Health Assistants
Library Assistants	Senior Library Assistants
Cooks	Chief Cook
Stewards	Chief Stewards
Fireman	Leading Fireman
Senior Farm Assistant	Assistant Farm Foreman

#### **15.7. JUNIOR STAFF TRAINING**

Following consultations with Heads of Units and also with representatives of the Non-Academic Staff Union, the Junior Staff Matters Committee has considered the policies to be adopted with regard to Junior Staff Training. All concerned have agreed on the main lines of policy as follows:

- (i) As far as possible, some training should be arranged for all categories and level of staff, to improve their skills and effectiveness.
- (ii) In addition, staff should be encouraged, where practicable, to continue their own personal efforts to progress with their education or training
- (iii) At the lower levels, where the numbers of staff are greatest and it would not be feasible to send any considerable proportion for outside courses, especially in the present financial circumstances, efforts should be concentrated on providing in-house training, possibly supplemented by other training facilities available locally.
- (iv) Efforts should be made to identify the particular areas where it will be feasible and in the interests of the University to send staff for outside training. Such areas will be mainly at higher levels where additional qualifications are required to enable staff to maximize their capabilities and to progress they may also be found in certain, technical fields where specialization is needed.

##### **15.7.2 Forms of Training**

The application of these principles can be made specific, as follows:

#### 15.7.3 Training For All

It is a responsibility of Heads of Units and Sections to consider how this can be made a reality. Some ways are suggested below. For those "centrally recruited" categories like Clerical Staff and Clerical Officers (Accounts) it is primarily (but not exclusively) the responsibility of the Registry, or Bursary as, appropriate.

In other cases it is the primary responsibility of individual Units. However, it is not desirable to erect barriers in such a matter where co-operation is needed and there will probably be cases, where groups of Units can best act together such as all the Schools, or a School and either the Estate and Works or the Health Services Department.

#### 15.7.4 Encouragement of Private Efforts

The University as an institution provides such encouragement through Correspondence Course Advances, by taking into account improved qualifications in the Annual Appraisals, and by internal advertisements for posts which open avenues to those wishing to enter new fields of work where they have acquired qualifications. Heads of Units and their staff can also give encouragement on an individual basis.

#### 15.7.5 In-House Training

This can take several forms, for example:

- (a) Induction Courses - Some have previously been recommended. Heads of Units should consider holding induction courses in other areas too.
- (b) On the job training - This is essential and to be made effective, all staff in any supervisory position must be made aware of the need. It involves supervision, correction and explanation, the last named being vital if staff are to learn not to repeat mistakes and to understand the reasons for the tasks they have to perform. The initiative and example should come from Heads of Units.
- (c) Instruction - This may range from periodical lectures to formal training courses with some kind of evaluation.
- (d) Apprenticeship - These combine elements of (b) and (c) above. Heads of Units containing Craftsmen are asked to consider this or other suitable forms of training for technical staff.

There may be cases where in-house training can be supplemented locally by arranging for outside lecturers to address staff, or for specialists to run short courses at some local facility. Such arrangements tend to be expensive, but they can be considered if it can be shown that they would be cost-effective.

Generally, Heads of Units are asked to consider how/what can usefully be done under the heading of "In-housetraining" and to keep the matter under review.

#### 15.7.6 Training needed for advancement (In-house training)

In the Schemes of Service for this University, recognition has been given to the need for certain staff to complete successfully some in-service training in order to move from one grade to another (unless they acquire the normal direct entry qualifications). In the initial stages this could be some form of on-the-job

training supplemented by a suitable mechanism for evaluation of what has been learnt, but it is hoped that more formal training will be evolved. The Heads of Units and Sections concerned should consider the implications of these provisions and how to meet them.

- 15.7.7 Outside Training - Resources and the possibilities of releasing staff are both limited, and, as stated above, this kind of training, necessarily applying only to some individuals, must be very selective.

An examination of the Schemes of Services leads to identifying certain areas where additional qualifications are specified that might involve sending staff for outside training if the qualifications cannot otherwise be obtained.

In most cases the need for additional qualifications arises at the point of moving from one category of staff to another, but sometimes it arises between the CONTISS 5 and CONTISS 6 levels within the same category.

Heads of Units are asked to look into the implications of this in their Units and to plan ahead. The University does not want staff to stagnate unnecessarily, but there will be a need to identify appropriate cases, ensure that staff have the qualifications for admission, evaluate the costs and benefits to the University, and obtain the approval of the Junior Staff Matters Committee.

If and when the University has identified any courses to which it would want to nominate staff on a regular basis, procedures will be worked out for inviting applications from affected staff and if necessary selecting among them.

Apart from courses leading directly to higher qualifications, there may also be cases where it is desirable to send staff for short courses in specialised areas. Examples may include Telephone Departments, Pharmacy Technicians-in-Training or some specialized crafts fields.

## **CHAPTER 16**

### **GENERAL MATTERS**

#### **16.1 AMENDMENT TO THE FINANCIAL REGULATIONS**

16.1.1 Authority to approve the expenditure of University funds shall be subject to such appropriate restriction as will ensure public accountability and smooth flow of activity:

16.1.2 For the time being and without reference to any higher authority:

- (i) A Head of Department may authorize expenditure out of university funds in votes under his or her control up to a maximum of ₦60,000.00.
- (ii) The Dean of School and other Heads of Department of equivalent rank may authorise expenditure out of University funds in votes under their control up to a maximum of ₦80,000.00.
- (iii) The Deputy Vice-Chancellors and Principal Officers may authorize expenditure up to a maximum of ₦100,000.00
- (iv) The Vice-Chancellor may authorise up to an amount less than 2.5 million for goods and services and 5 million for works. These are subject to change from time to time.

16.1.3 Expenditure of ₦5 million and above should be authorized by University Tenders Board. Any amount ₦1 billion and above should be referred to the Federal Executive Council.

16.1.4 All University contracts shall be awarded by the University Tenders Board or by other authorities to whom Council has expressly delegated part of its powers.

#### **16.2 HOUSING POLICY OF THE UNIVERSITY**

The highlights of the policy are as follows:

- (i) The University should disengage itself as far as possible from the renting of residential accommodation for staff.
- (ii) Each staff should be given a housing allowance at the prevailing rates, paid on monthly installments.  
In exceptional cases, the Vice-Chancellor may use his discretion to approve a year's payment in bulk.
- (iii) All staff living in University owned accommodation shall be charged economic rates.
- (iv) For university owned houses allocation should be made as follows:
  - (a) All principal officers.
  - (b) All other staff by application and approved selection process.
- (v) In exceptional cases when it is in the interest of the university, accommodation maybe provided for staff on CONTISS 15 or CONUAUS 07 on the directives of the Vice-Chancellor.
- (vi) Since most members of staff will now make their housing arrangement it will be very difficult to monitor the movement of University items of furniture in their custody. Therefore, various items of furniture in the custody of staff should be sold off to the staff concerned according to the approved percentages of their purchase prices.

- (vii) Members of staff provided with furniture should be allowed to buy all of the furniture in their custody after a certain period, normally four years. This would check the possibilities of misuse of some items of furniture.
- (viii) The responsibility for the maintenance of these items of furniture would rest fully on the owners. When the University provided furniture items are replaced, the old items should be handed over to the Standing Board of Survey for auction, unless a request to purchase them has been made by the staff concerned.
- (ix) Any staff involved in negligent use or willful damage of property in houses owned by the University should be made to pay for such damage.
- (x) The buy-back rate of furniture items mentioned in (vii) above is 10% for the staff concerned.

### **16.3 STAFF IMMIGRATION PROCEDURES**

The appointment of a non-Nigerian is subject to Nigerian immigration laws and is conditional upon the appointee being granted an Entry permit/visa to enter Nigeria and a Residence or and Work Permit to continue to work in Nigeria. Commonwealth citizens as well as citizens of those countries with which Nigeria has Visa Abolition Agreement are required to obtain Entry Permits to enter Nigeria and Aliens (i.e. non-Commonwealth citizens) to obtain Entry Visas unless they are citizens of a country with which Nigeria has a Visa Abolition Agreement.

#### **16.3.1 Entry Permit/Visa**

- (i) The Registrar (Senior Personnel Section) advises every non-Nigerian appointee with his letter of appointment of Nigerian formalities and that he should apply for Entry Permits/Visa to the nearest Nigerian High Commission/Embassy or Consulate abroad, who will normally issue him an Entry Permit/Visa, which is stamped on his passport and valid for a period of three months in Nigeria, on presentation of the University's letter of appointment.
- (ii) A letter to the High Commission/Embassy will be sent with the letter of appointment.
- (iii) Every member of his family holding a separate passport and who is accompanying him to Nigeria must obtain an Entry Visa/ Permit, whatever his age, stamped on the respective passports.

#### **16.3.2 Residence permits**

- (i) The Registrar (General Administration Unit) advises a non-Nigerian appointee on arrival that he and those members of his family, who hold separate passport(s) and have accompanied him to Nigeria obtain individual Residence Permits to continue in Nigeria and, for this purpose, the Registrar will send a formal letter to the immigration authorities in Owerri.  
The appointee is required to attach a copy of his letter of appointment and copies of his credentials to this letter.
- (ii) a Residence Permit allows a person to stay in Nigeria for a specified period of time.
- (iii) It is absolutely essential that a staff member who comes, to work at the University must at all times have a valid Residence permit. A new

appointee therefore is told that well before the expiry of his Entry Permit/Visa, he should report to the Head of the General Administration in the Registry who deals with immigration formalities, with his passport and those of his family with him and that the officer will assist in obtaining the Residence permit(s) for him.

This should be done at least three weeks before the expiration date, provided their passport(s) remain valid.

#### 16.3.3 Re-Entry Permit/Visa

- (i) A Re-entry Permit/Visa permits a resident to go out of Nigeria and return to the country within a given period of time. A re-entry permit/visa is necessary if one leaves Nigeria for even one day to enable the person to get back into the country. The Re-Entry Permit/Visa is stamped in the passport. Commonwealth citizens are given Re-entry Permits and pay no fees while non-Commonwealth citizens are required to pay the prescribed visa fees.
- (ii) To obtain a Re-entry Permit or a Re-entry Visa staff must complete the prescribed forms obtainable in the General Administration Office. It is also necessary to obtain a letter from that office to support the issue of a Re-entry Permit/Visa.
- (iii) A Re-entry Permit/Visa is necessary for all who hold separate passports irrespective of age.

#### 16.3.4 Staff from other Institutions or Governments Joining the University

The Registrar shall advise any non-Nigerian transferring from another institution or Government in Nigeria to the Federal University of Technology, Owerri that he must produce for the immigration authority in Owerri before he can obtain a Residence Work Permit to work at the University:

- (a) A letter of clearance from his former employer indicating that his resignation has been accepted and that the employer has no objection to his joining the Federal University Technology, Owerri.
- (b) A letter of appointment from the Federal University of Technology, Owerri.
- (c) A letter from the Registrar accepting Immigration responsibility on behalf of such member of staff.

#### 16.3.5 Work Permits

- (i) A Work Permit is necessary for a wife who has accompanied her husband into Nigeria and who, after arrival, decides to take up appointment in the University. A Work Permit is necessary whether the wife intends working for one hour or more a day.

To obtain a Work Permit the following documents will be necessary:

- (a) A letter from the wife (in duplicate) to the immigration authority at Owerri stating the type of job she has been offered, and requesting a Work Permit;

- (b) A letter from her husband (in duplicate) addressed to the immigration authority in Owerri stating that he has no objection to his' wife taking up the appointment;
- (c) Copies of her certificates;
- (d) Her Residence permit.
- (ii) The Work Permit is stamped on the back of her Residence permit. Where the Residence Permit is taken away by immigration when proceeding on leave or leaving the Country for any other purpose a fresh work permit will need to be obtained.

#### 16.3.6 Registration of Aliens

The General Administration Office in the Registry advises aliens (i.e. non-ECOWAS and non-Commonwealth citizens) appointed to the University that they have to report to the Nigerian Police at Owerri to register within 21 days of arrival in Nigeria on appointment or on return from leave. They also need to report when leaving the Country on leave, resignation, termination of employment or for any other purposes.

#### 16.3.7 Renewal of Contract

On renewal of a contract of employment, the staff member should ask the Registrar for a letter to the Immigration Authority in Owerri requesting him to renew the employee's Residence Permit/Visa for the period of his renewed contract of employment and stating that the University accepts full immigration responsibility, on behalf of the staff concerned.

The member of staff shall make available the necessary documents to attach to this letter.

#### 16.3.8 Resignation/Termination of Appointment

On resignation or termination of appointment either at the end or before the end of the contract period, the Registrar shall write to the Immigration Authority in Owerri stating that the particular contract of employment is expiring and that the university ceases to accept immigration responsibilities on behalf of the member of staff concerned with effect from the date of expiration of such contract.

#### 16.3.9 Part-time Appointments

- (i) The University does not accept immigration responsibility on behalf of part-time appointees because such staff must already have Residence Permits/Visas to remain and work in the Country.
- (ii) Where the part-time appointee is a wife who has entered the Country as accompanying her husband paragraph 16.3.5 above would apply.

#### 16.3.10 Temporary Appointment

The same immigration formalities will apply to temporary employment as in the case of those who take full-time Contracts of employment. If the employee is a wife of a non-Nigerian member of staff, a work permit will still be required.

## **16.4 BOOKINGS OF PASSAGES AND PERSONAL BAGGAGE**

### **16.4.1 Booking of Passages**

Passages originating outside Nigeria, either for newly appointed staff or for official visitors, are booked either locally or through one of the Nigerian Universities Offices overseas. Arrangements are made by the General Administration Unit of the Registry. For local bookings in respect of internal air travel, this requires clearance by the Central Bank of Nigeria. Either process requires some time, which should be allowed for by anybody making a request for such a booking.

Bookings of outward passages for staff travelling, within Nigeria or going overseas on official business, leave or final departure are made by the Registry. Such bookings are made by electronic payment (or payable directly to airline) or the local travel agent. Questions over entitlements to passages may have to be referred to the Registrar or the Vice-Chancellor. Staff are therefore advised to make their requests well ahead of time.

Staff travelling outside Nigeria should ensure that they have their passports, health certificates and other documents in good order including, where required, visas for entry to other countries or Re-entry Permits/Visas for expatriates returning to Nigeria.

### **16.4.2 Personal Baggage**

Staff travelling to Nigeria on assumption of duty are expected to arrange for the transport of their baggage and to claim reimbursement in naira within the limits prescribed in the Senior Staff Regulations after arrival.

When expatriate staff are leaving Nigeria finally at the end of their contracts, payments for the dispatch of baggage by air or sea are normally made within the limits laid down in the Senior Staff Regulations, by the General Administration Unit. The Registry will send a representative with the departing staff member to see to the dispatch of the baggage, such staff member should therefore contact the Registry in good time in order to make all necessary arrangements.

Staff members should make their own arrangements for packing and reasonable expenses for this may be reimbursed against receipts. Staff members will be responsible for any insurance cover desired during transit.

## **16.5 BURIAL ARRANGEMENTS FOR STAFF AND SPOUSES**

The University is always saddened by any death of a staff member or his or her spouse. In order to lessen the pain of the affected families, the ways in which the University can help are explained. The roles to be played by various officers are set out below:

- 16.5.1 The University will normally accept responsibility only for the burial expenses for deceased members of staff or their spouse at appropriate current rates.

Payments will be made, on production of relevant receipts, for a coffin, mortuary expenses (no more than two weeks storage) or similar items. Payment will be made to the staff member concerned where his or her spouse has died or normally to the spouse or other registered next-of-kin where a staff member has died. In appropriate cases, the Bursar may make advances against these sums on the approval of the Vice-Chancellor.

In addition, the bereaved staff may request for one month's salary advance in the case of father, mother or child. University will provide, in the cases of staff or staff spouse its ambulance or any other suitable transport to convey the corpse to the burial location.

Appropriate messages would be sent to the bereaved family by the Vice-Chancellor on behalf of the University Community and obituary notices issued for general information in the cases of staff, staff spouse, father, mother or child.

**16.5.3 Head of Unit/Department**

- (i) To make a first report to the Director of Health Services (where necessary) and to the Vice-Chancellor, Registrar, Information and Publications Officer and Bursar.
- (ii) Where necessary, to provide a channel of communication with the bereaved family, in particular over arrangements for the funeral.
- (iii) To assist the Registrar and the Bursar in determining any entitlements or benefits.

**16.5.4 Director of Health Services**

- (i) To confirm death in a report to the Vice-Chancellor copied to the Registrar and the Head of Unit/ Department concerned.
- (ii) In liaison with the bereaved family, to arrange for transportation of the body to the burial location.
- (iii) In appropriate cases, to advise the bereaved family on making mortuary or related arrangements.

**16.5.5 Information Publication and Public Affairs Officer**

- (i) To draft any announcements or letter to the bereaved family with appropriate consultations, for the Vice-Chancellor's approval, and to arrange to issue them.
- (ii) To arrange for a funeral oration on behalf of the University.
- (iii) To arrange for necessary obituary notices.

**16.5.6 The Registrar**

- (i) To send official notification to the Bursar and the Information, Publications and Public Affairs Officer
- (ii) To coordinate the actions of those concerned, subject to any directions by the Vice-Chancellor
- (iii) To ensure that all matter affecting entitlements and benefits relating to deceased staff members are speedily looked into.

#### 16.5.7 Bursar

- (i) To make advances against burial expenses in appropriate cases.
- (ii) To ensure that prompt payments are made relating to burial expenses and any other authorized entitlements and benefits.

#### 16.5.8 Director of Works

When possible, provide bus transport as may be directed. In addition, a car should be made available to the bereaved staff for the period of the funeral.

#### 16.5.9 Other Staff Members

As may be directed or found appropriate.

All those concerned are asked to cooperate in fulfilling their roles on such sad occasions so as to ease matters for bereaved families.

### **16.6 MAINTENANCE AND REPAIR OF UNIVERSITY VEHICLES**

- (i) It is the responsibility of the Head of Unit/Department in liaison with the Estate and Works Department to maintain/repair respective unit based vehicles, using the services of approved agents and those of the Estate and Works.
- (ii) The maintenance or repairs of all "pool" vehicles shall normally be the responsibility of the Estate and Works Department.
- (iii) When repairs have been completed by an outside Service Agent, the vehicle should be examined by the Estate and Works Department who will certify that the repairs have been satisfactorily completed. The Head of the Unit/Department will then certify the bill and submit it along with any other relevant documents/information to the Bursary for settlement.

### **16.7 USE OF LECTURE THEATRES AND CONFERENCE CENTRES OR SENATE CHAMBERS**

#### 16.7.1 General Provision

The care of, and bookings for Common University Facilities, such as the Common Lecture Theatres, Conference Centres, Senate Chambers and Committee Rooms come under the Estate and Works Department. However use of Senate/Council Chambers should be authorized by the Office of the Vice-Chancellor. It is important that all bookings be made at a central point to avoid clashes and inconvenience. Anybody wishing to use any of these facilities is advised to obtain confirmation that it is available before making any commitment.

#### 16.7.2 Use of Lecture Theatres or Conference Centres

Certain lectures are scheduled to be held in the Multi-purpose Hall as the Lecture Time-tables prepared by the Examinations Committee for each semester. The periods of such lectures are being noted as standing commitments of the Hall during teaching periods of the semester, which will only be set aside for other uses by special arrangement. The same will apply to the use of the Hall for examinations, on dates of which should be notified in good time. During the examination periods, including days before and after the examinations needed to arrange seating, other bookings for the Hall will only be accepted.

Any changes in the Lecture Time-table, or any additional occasional lectures or other Academic uses in semester time affecting the use of the Lecture Halls/Auditorium should be cleared with the Estate and Works

Any requests made by or on behalf of the students or their organisations should be submitted through the Dean of Student Affairs.

- 16.7.3 The Management Committee may fix charges to be made for the use of the Lecture Theatre/Halls and Conference Centres, subject to review from time to time.

(i) General

All users will be liable to pay for any losses or damage and for cleaning charges if the Hall is left in a dirty condition.

When a booking is accepted and any fees/charges have been paid, the applicant will be issued by the Estate & Works with an authorization to use the Hall, addressed to the Security Section that holds the keys for the Hall. After using the Hall, the keys should be returned to the Security Section, normally represented by a staff member on duty at the Hall.

It is intended to arrange for bookings to be posted on a notice board in the entrance to the Hall at weekly or other convenient intervals, for general information.

The use of the Lecture Theatre/Conference Halls is subject to certain conditions set out on the application form and accepted by the applicant in signing the form. Any breach of the conditions may lead to forfeiture of a booking.

16.7.4 Use of other buildings in the University

On occasions the University may permit persons or bodies to use certain other buildings in the University, as follows subject to periodic review of the charges:

Conditions such as are laid down in the application form for the Lecture Theatre/Conference Halls will apply to the use of any of these buildings.

**16.8 GUIDELINES FOR THE ACCEPTANCE, OF ENDOWMENTS, INCLUDING PRIZES AND PROCEDURES FOR THE AWARD OF PRIZES**

16.8.1 General Principles Concerning Acceptance

The University will normally accept all endowments that come within these guidelines, whether solicited or unsolicited, provided there are no conditions unacceptable to the University. However, the University reserves the right to refuse any offer of an endowment.

The University shall promptly acknowledge each accepted endowment in writing.

16.8.2 Purpose of Endowment

An endowment may be made for any of the following purposes:

- (i) Wholly or partly towards the realisation of a specific University project or projects;
- (ii) For the general purpose of the University;
- (iii) As a grant matching some other receipts; or
- (iv) To establish a prize.

#### 16.8.3 Forms of Endowments

An endowment may be made in cash, or in kind if in a form acceptable to the University. No minimum value required for acceptance, except in the case of a prize. Forms in which endowments may be made include, but are not limited to gifts, legacies and donations.

#### 16.8.4 Establishment of Prizes

An endowment to establish a prize will normally be accepted if:

- (i) The prize will have a value of at least ₦10,000 at each presentation; and
- (ii) The amount to be donated initially is sufficient either to endow the prize in perpetuity or to provide for the award of the prize at least five times. In the latter case a prize shall lapse when the balance remaining becomes insufficient to cover an award, unless it is renewed similarly or endowed in perpetuity.

The University Senate shall approve the form of any prize to be awarded wholly or partly in kind, including the design of any medal, certificate or other such article, all costs of which shall be borne by the donor.

#### 16.8.5 Presentation of Prizes

Prizes for an academic purpose with a value of at least ₦20,000 per annum will normally be presented to winners approved by Senate at Convocation for the award of degrees. On the first occasion the donor will normally be invited to attend.

Prizes for an academic purpose with a value of at least ₦10,000 but less than ₦30,000 per annum will be presented to winners in a manner determined by Senate. Prizes for a non-academic purpose will be presented to winners in a manner determined by the Vice-Chancellor.

#### 16.8.6 Procedure for Selecting Candidates for the Award of Academic Prizes

The Senate approved procedure for selecting candidates for the award of academic prizes are as follows:

#### 16.8.7 Vice-Chancellor's Prize

- (a) Award shall be made to a full-time registered undergraduate student based on the overall foundation year examination result;
- (b) Each School Board of Studies shall nominate a candidate for the consideration of Senate, which shall select the winner.
- (c) Nomination shall be made during the consideration of Rain Semester examination results.

#### 16.8.8 Dean's Award

- (a) Award shall be made to the best graduating student in each School i.e. the student with the highest C.G.P.A. at the end of the Degree Programme;
- (b) Each School Board of Studies shall nominate a candidate for the consideration of Senate which shall select the winner.
- (c) Nomination shall be made during the consideration of Degree Examination results.

#### 16.8.9 University Award

- (a) Award shall be made to the best graduating student in the University;
- (b) The candidate for the award shall be selected during the consideration of the Degree Examination results by Senate. Where there is a tie, each of the graduands should get the full prize.

Procedures for the award of other prizes will be approved by Senate from time to time as appropriate.

### **16.9 GUIDELINES FOR MAKING DONATIONS**

#### 16.9.1 General Principles Concerning the Making of Donations

In carrying out its functions under the Act establishing it, the Federal University of Technology, Owerri, may make donations to persons or bodies outside its own community for appropriate education or charitable causes.

In deciding on any proposed donations the University shall be guided by its resources and the following considerations:

- (a) The merits of the cause concerned;
- (b) Where applicable, the tradition of mutual help between academic institutions;
- (c) In other cases, the grounds for associating the university with the cause concerned;
- (d) The avoidance, as far as possible, of taking positions in any controversial issues; and
- (e) Any other relevant matters.

#### 16.9.2 Forms of Donations

A donation may be in cash or kind if in a form acceptable to the recipient. It shall normally be made on a non-recurring basis. Where appropriate, conditions may be set for a donation to be made.

#### 16.9.3 Approval of Donations

Donations shall normally be approved by Council, but a donation within these guidelines may be approved by the Pro-Chancellor, or in his absence the Vice-Chancellor, and reported to the Council for ratification, if the matter is too urgent to wait for a Council meeting.

## **16.10 PUBLICATIONS, NEWS RELEASES AND ADVERTISEMENTS**

### **16.10.1 News Releases, Advertisements and other Publications**

The Vice-Chancellor is responsible for all forms of public relations and information on behalf of the University. No official contact with the public external to the University is allowed except with proper clearance from the Vice-Chancellor through the Information, Publications and Public Affairs Section of the Office of the Vice-Chancellor. Copies of all correspondence with outside individuals or organisations which may directly or indirectly commit the University in any way must be sent to the Vice-Chancellor.

### **16.0.2 News Releases**

Issuance of approved news releases is the responsibility of the Information, Publications and Public Affairs Section of the Office of the Vice-Chancellor. Units and Departments are requested to send news worthy information to that office. The Officer in-charge of the section would issue a news release as directed or as appropriate in accordance with the University traditions. While the Information, Publications and Public Affairs Unit ensures that all approved information is sent to all the media organisations, it is the prerogative of the individual media organisations to determine what makes news (local or network); what time to put out such news story; how much of the information to publish and in what form. Normally, the Office of the Vice-Chancellor, Information, Publications and Public Affairs Section requires at least one week notice to make the necessary arrangements for media coverage of events.

### **16.0.3 Advertisements and Other Publications**

All paid announcements are signed by the originating department/unit which pay for such advertisement from its votes. Three copies of any information to be advertised should be sent to the Office of the Vice-Chancellor at least one month, to the date of publication.

This would enable the office to do all the necessary editing and prepare the "advert copy" in time to meet the general deadline of commercial departments of media organisations. Newspapers based in Lagos normally require a minimum of two weeks while the ones in and around the state would require at least one week's notice. Units may indicate if they wish to publish signed information unedited (verbatim).

In such cases at least six copies of such "advert copy" should be forwarded to the Office of the Vice-Chancellor, Information, Publications and Public Affairs Section for necessary action.

### **16.10.4 Departmental Forms, Booklets and other Publications**

The Information, Publications and Public Affairs Section of the Office of the Vice-Chancellor only serves in an advisory capacity in the production of specialised forms, booklets and other departmental publications.

### **16.10.5 Preparation of Official University Publications**

The Information, Publications and Public Affairs Office also co-ordinates the preparation and publishing of official publications of the University (see

chapter1). This is done with appropriate consultation with other units of the University and material is contributed by such units.

## **16.11 REGULATIONS GOVERNING THE APPOINTMENT OF STAFF ON-CONTRACT**

### **16.11.1 Definition Of Contract Appointment**

Contract Appointment is defined as a Temporary Appointment (which does not provide for the payment of pension) for a specific period as opposed to appointment on pensionable terms. The contract must be recorded in a formal document of agreement which must stipulate the conditions of service of the said officer.

### **16.11.2 Conditions Applicable To All Contract Officers**

#### **Duration of Appointment**

The duration of contract appointment shall be limited to the period specified in the contract agreement, and any further employment of the officer concerned must be made the subject of a new contract. The duration of each contract shall normally be one year for staff below 65 years. No extension shall be made beyond the age of 65 years; for professors no extension should be made beyond the age of 70.

### **16.11.3 Teaching Staff**

Where the first contract of a teaching staff would end between 1st October and 31st March, that contract will normally be curtailed to end on 30<sup>th</sup> September, the renewal taking effect on 1st October. If the first contract would end between 1<sup>st</sup> April, and 30th September, it will normally be extended to 30th September.

### **16.11.4 Promotion**

Staff on contract appointment should not normally be promoted like the permanent staff but at the end of the appropriate tour, the appointment could be renewed on a higher grade. Any renewal on a higher grade shall be subject to the completion of two (2) tours for a two-year contract, or four (4) tours for a one-year contract.

### **16.11.5 Study Leave And Study Fellowship**

Staff on contract shall not be eligible for Study leave or Study Fellowship.

## **NIGERIAN CONTRACT OFFICER**

### **16.11.6 Retired and Earning Pension**

This applies to Officer who served and retired from the Nigerian Public Service.

### **16.11.7 Condition of Re-engagement**

Such an officer can only be re-engaged in FUTO on contract, and not on tenure. A re-engaged pensioner shall not be entitled to contract addition or gratuity.

16.11.8 Level of Appointment

A re-engaged officer on contract shall be appointed to a post and salary one grade level below that at which he retired. In the case of a re-engaged Professor, the status shall be retained, even though the salary may be lower.

16.11.9 Retired And Not Pensionable

Where a non-pensionable tenure officer retired or was required to retire on the grounds of ill-health or on the abolition of his office, he can be re-engaged on pensionable terms

The level and status of re-engagement of staff in this category shall be based on merit i.e. offer of appointment could be below, higher or equal to the level attained before retirement.

16.11.10 All other retired non-pensionable staff can only be re-engaged on contract without contract addition on terms similar to 16.11.6 above.

16.11.11 Retired and Not Yet Earning Pension

An officer in this category shall normally be offered the same conditions of service as the officer who retired on non-pensionable terms until he attains the pensionable age of 65 years.

Thereafter, he shall be offered the same conditions the officer who retired and is earning pension, (Section 16.11.6 above).

16.11.12 Terminated And Earning Pension

An Officer in this category shall be offered the same condition of service as one who retired and is earning pension. (Section 16.11.6 above).

16.11.13 Terminated and Not Pensionable

An officer in this category shall be offered the same condition of service as one who retired and is not pensionable. (Section 16.11.9).

16.11.14 Terminated And Not Yet Earning Pension

An officer in this category shall be offered the same condition of service as one who retired and is not yet earning pension (Section 16.11.11 above).

16.11.15 Dismissed

An officer dismissed from the Public Service can only be re-employed in the Federal University of Technology Owerri on the specific approval of the University Governing Council. Re-engagement can be on tenure or on contract.

16.11.16 The conditions governing such re-engagement are:

- (a) The appointment shall be regarded as a first appointment for pension purposes.
- (b) If the appointment is made on tenure, then the officer will serve a normal probationary period.
- (c) His previous public service will not reckon toward confirmation, increments or determination of his initial salary.

(d) The initial salary will be based on his qualification for the new post.

16.11.17 Resigned Without Pension

Where an officer resigned his appointment from Public Service, he can be re-engaged in Federal University of Technology, Owerri on tenure or on contract terms depending on the age of the officer at the time of his/her appointment.

16.11.18 Age

Where a Nigerian citizen who is 50 years or more joins the Public Service for the first time in Federal University of Technology, Owerri, he shall be given the option of tenure or contract appointment with contract addition.

16.11.19 Contract Appointment Of Non-Nigerians

Expatriate staff (including non-Nigerian Spouses of Nigerians, where such a Spouse has not acquired Nigerian citizenship) shall be appointed into the services of Federal University of Technology, Owerri only on contract. Such contract officers are entitled to contract addition equal to the percentage of salary, which shall be paid monthly. They shall also be eligible for a gratuity of 15% of salary, payable on satisfactory completion of the contract, at the end of any contract period.

## CHAPTER 17

### ACADEMIC AFFAIRS

#### 17.1 PROCEDURES FOR ADMISSION OF STUDENTS

According to the General Policy Guidelines of the University on Admissions,

*"As much as possible and without prejudice to academic standards, admission of students into the University should be made in such a way as to reflect the Federal character of the institution"*

Bearing in mind other guidelines that may be laid down by the Joint Admissions and Matriculation Board (JAMB) the following procedure has been approved for selecting candidates for admission into the University:

##### 17.1.1 Unified Tertiary Matriculation Examination (UTME) Results Printouts

The Admissions Unit of the Registry shall retain one copy of the results printouts of each School choice of U.T.M.E. and forward the second copy to the Dean of the School for retention. This will also apply to the second choice U.T.M.E. results printouts. The Dean of the School shall arrange to make available the Departmental lists of the U.T.M.E. results printouts to the Heads of Departments in the School.

##### 17.1.2 Post UTME Screening

The University will usually conduct a Post Unified Tertiary Matriculation Examination Screening exercise as part of the University admission procedure.

##### 17.1.3 Departmental Admissions Committee

Each Department shall set up a Departmental Admissions Committee during each session to handle the selection of candidates for admission to the department. The Departmental Admissions Committee shall be guided by the general policy of the University on Admission and other guidelines laid-down by JAMB and the Admissions Committee of Senate. The Departmental Admissions Committee shall be made of three senior members of the department and one representative from each department in the School with the Head of Department as Chairman and Departmental Administrative Officer as the Secretary.

The list of recommended candidates shall be forwarded to the Dean of the School for presentation to the School Admissions Committee. In forwarding the list, the criteria for selecting each candidate shall be given to guide the School Admissions Committee.

##### 17.1.4 School Admissions Committee

Each School shall set up, during each session a School Admissions Committee, to consider and approve recommended lists of candidates for admission from the various departments in the School. The School Admissions Committee shall consist of the Dean of the School who shall be the Chairman, the Heads of Departments and the School representatives in the Senate Committee on Admissions and the School Administrative Officer as the Secretary.

The School Admissions Committee shall have the right to modify, where necessary, the list of recommended candidates for admission and any short list of recommended candidates from a department.

The Dean of the School shall forward adequate copies of the list of recommended candidates for admission to the Registrar for onward transmission to the Admissions Committee of Senate for final approval.

**17.1.5 Minutes of Meetings of School and Departmental Admissions Committee**

The minutes of both the School and Departmental Admissions Committees must be taken and presented to the Admission Committee of Senate.

**17.1.6 Senate Committee on Admissions**

Where a meeting of the Senate Committee on Admissions is not possible within the time limit for submitting the list as stated above to JAMB, the Registrar shall submit them to the Chairman of Senate Committee on Admissions for approval on behalf of the Committee.

**17.1.7 Distribution of Lists of Approved Candidates**

The Registrar shall forward copies of the list of approved candidates for admission to the Dean of the School, one copy to the University Representative on JAMB, one copy to the School Representative on the Admissions Sub-Committee of JAMB (if any) and one copy of the approved list of candidates for admission into each School to the Registrar JAMB through the University Admissions Officer.

The University Representative on JAMB shall co-ordinate the activities of the Admissions Officer and the School Representative throughout the admissions exercise. All recommendations from the University to JAMB shall be signed by the Vice-Chancellor.

**17.2 APPROVED GUIDELINES FOR ADMISSION BY TRANSFER**

Holders of the following are eligible for admission by transfer to the University if they have successfully completed one or more years of undergraduate study within a recognised University:

- (i) SSSCE/GCE or its equivalent 'O' Level with credits in 5 appropriate subjects including Mathematics and English Language obtained at not more than two sittings.
- (ii) HSC/GCE 'A' Level passes in two relevant subjects with SSCE/GCE 'O' Level credit passes (including English Language and three other subjects) at not more than two sittings.
- (iii) HSC/GCE 1 'A' Level passes in three relevant subjects with SC/SS/GCE 'O' Level and two other subjects at not more than two sittings.
  - (a) Each case for admission shall be considered on its own merits.
  - (b) Exemption from courses may be recommended by School Boards and approved by Senate.

In addition to the above qualifications, candidates must also satisfy each School entry requirements as set out for the School/Programme concerned.

### 17.2.1 Procedure for Application

A candidate seeking admission by transfer will be required to:

- (i) Submit a completed application form with the prescribed fee.
- (ii) Attach passport photographs, birth certificates or declaration of age and copies of credentials in support of qualifications claimed.
- (iii) Cause a transcript of his academic records from his present Institution to be forwarded to the Registrar, Federal University of Technology, Owerri.

### 17.2.2 Offer of Admission

- (i) The list of candidates who apply for admission is passed to the relevant Schools with necessary attachments for recommendation to the appropriate Committee or for action by the Dean on behalf of the Committee.
- (ii) Positive recommendations for admission shall include a clear statement of the conditions under which admissions may be offered.
- (iii) Recommendations for admission shall be subject to approval by Senate or by the Vice-Chancellor acting on behalf of Senate.
- (iv) Approved offers of admission are communicated to the candidate concerned by the Registrar.
- (v) The credentials of candidates offered admission will be subject to the same process of screening applicable to other candidates.

## 17.3 **PROCEDURE FOR REGISTRATION OF STUDENTS**

At the beginning of each session, on dates to be announced by the Registrar, students should collect 6 course registration forms from the Students Records Section of the Academic Affairs Division.

The forms will be issued only on the presentation of:

- (i) Evidence of payment of fees for the session i.e. fee clearance issued by the Students Accounts Section of the Bursary Department;
- (ii) For freshmen, evidence from the Admission Office showing that the student possesses the minimum requirements for admission into the University. The forms will be validated before issue, showing that these requirements have been met. Registration will be conducted by the Schools on dates to be announced.

17.3.1 Students are strongly advised to study every section of the forms carefully before filling, to ensure that all the necessary information required is supplied. It is important to note that spoilt or mutilated forms will not be replaced.

17.3.2 For purposes of clarification the blank spaces should be filled as in the following example:

Session	-	2015/2016
Semester	-	Harmattan
Reg. No.	-	(_____)
Sex	-	F for female, M for Male
Date of Admission	-	12 November, 2015
Mode of Admission	-	U. T. M. E.
Department/Programme	-	e.g. (a) Mechanical Engineering

			(b) Electrical/Electronic Engineering
			(c) Polymer/Textiles Tech.
			(d) Project Management Tech
Course Code	-	e.g.	CHM 101, PHY101
Course Title	-	e.g.	General Chemistry I
			General Physics I
Unit	-	e.g.	2 units
			4 units etc.

17.3.3 Completed course registration forms will be signed by the Dean of the School, the Head of Department and handed over to the Departmental Administrative Officer for distribution as follows:

- 2 copies to the Registrar, (Academic Affairs Division)
- 1 copy to the Dean
- 1 copy to the HOD
- 2 copies to be retained by the student (yellow).

17.3.4 Students who require further information or clarification are advised to see their Dean or their Head of Department.

17.3.5 Registration will end four weeks from the date lectures begin. Late registration may be allowed only in exceptional cases upon the payment of a late fee of ₦5,000 or as may be reviewed from time to time.

#### **17.4 CONDITIONS FOR TRANSFER FROM ONE DEGREE PROGRAMME TO ANOTHER BEFORE MATRICULATION**

A candidate offered admission into a programme in the University may be allowed to transfer to another programme before matriculation only on the following grounds:

- (i) That the candidate was originally and properly recommended for admission into the University by a department and that admission to that programme was considered and approved by JAMB,
- (ii) That the Department and School into which the candidate was admitted recommends the candidate for transfer on the grounds of deficiency of Department/School requirement not known at the time of original recommendation/admission,
- (iii) That in considering the candidate for the proposed transfer, the new Department and School have to ensure that the vacancy exists and that the candidate is qualified for admission into the Department and School.

#### **17.5 ATTENDANCE AT CONFERENCES OUTSIDE NIGERIA AND GRANTS FROM CONFERENCES FUND**

Applications from Senior Staff for attendance at conferences outside Nigeria should be made to the Vice-Chancellor and on the prescribed form and submitted through the applicant's Head of Department and Dean of School or Head of Unit. A specimen of the form is annexed to this Section.

Due consideration shall be given to the following:

- 17.5.2 (i) A staff member who is presenting a paper at a Conference;

- (ii) A member of staff who is likely to benefit most from contact with colleagues from other countries.
- (iii) A staff member who has outside sponsorship.
- (iv) Staff on tenure appointments
- (v) A staff member who will normally be in the country where the Conference will be held or within a reasonable distance of the venue of the Conference for another purpose, other than the Conference, including vacation leave.

17.5.3 Applications for grants for attending workshops and the like will only be considered if the Head of Department or Dean of the School or Head of Unit make a special case relevant to the needs of the Unit.

17.5.4 Entitlements for attendance at conferences are as follows (except where otherwise paid by outside sponsors):

- (i) Return Fare - business class for Professors and Professorial grades, and economy class for others.
- (ii) Subsistence allowance at the prevailing rate per day for overseas Conferences up to a maximum of one week.
- (iii) Conference reports with evidence of registration fee (Official receipt for the registration) shall be submitted to the Vice-Chancellor after the conference.

17.5.5 Grants will normally be made for conferences taking place during vacations, except where a special recommendation relating to a conference held at some other time has been made by the Head of Department, supported by the Dean of the School, or Head of Unit concerned.

17.5.6 Not more than one grant may be given to any member of staff in a session.

17.5.7 As a general policy, members of staff will qualify for grants only after they have spent a session in the University.

17.5.8 No reimbursement will be made for attendance at conference for which the Vice-Chancellor had not earlier given his approval.

17.5.9 Approvals will normally be at the discretion of the Vice-Chancellor.

17.5.10 Conference papers will be deposited with the Departmental and School Library.

(to be completed by Applicant and 20 copies submitted)

Through: Head of Unit/Head of Department:\_\_\_\_\_

- Not approved: \_\_\_\_\_

## **17.6 GUIDELINES FOR AWARD OF RESEARCH GRANTS**

### **17.6.1 Eligibility:**

All academic staff are eligible to apply for a research Grant. Applications from other staff members may be considered.

### **17.6.2 Application Forms:**

Applications shall pass through a School Research Committee. Application forms (URC/1) which must be filled in twenty (20) copies can be obtained from the Dean's Office and comments shall be made by the School Research Committee and the Dean in the case of teaching staff. Other staff shall apply to the University Research Committee through their Heads of Units.

### **17.6.3 Time for Submission and Consideration of Applications**

Applications are considered according to the availability of funds, and shall be submitted to the Secretary, University Research Committee.

### **17.6.4 Policy on Equipment**

The Committee may not entertain requests for major and expensive equipment.

### **17.6.5 Progress Reports**

- (i) Progress reports are to be submitted in twenty (20) copies by recipients to reach the Secretary, University Research Committee once a year but not later than May of each session. Forms are obtainable from the Office of the Dean of each School.
- (ii) The reports are to be forwarded, through the School Research Committee to the Dean of School.
- (iii) The Dean of the School shall forward appropriate number of copies to the Secretary, University Research Committee.
- (iv) Researchers would be required to deliver seminars at School level on their research project.
- (v) Final reports are to be accompanied by brief summaries of results achieved.

### **17.6.6 Lapses of Grant**

Subject to the availability of the necessary equipment research projects not initiated, within one calendar year of the award of grant, shall be deemed to have lapsed. Any amount spent must be fully accounted for in the appropriate form (URC/3).

### **17.6.7 Approval of Grants**

All applications for grants shall be vetted by the respective School Research Committees and forwarded to the University Research Committee (URC) for consideration and final approval.

### **17.6.8 Employment of Assistants**

Personnel employed from grants received shall be on personal basis only and with approval of the principal researcher. The University shall not be committed to any liability whatsoever for such employment. The Committee would prescribe guidelines from time to time on the rates for employments.

17.6.9 Withdrawal of Funds

- (i) Responsibility for the administration of funds from Research grants lies with the Deputy Vice-Chancellor (Academic). Accordingly, all requests for funds from approved grants shall be forwarded to the Bursar through the Deputy Vice-Chancellor (Academic) by the Principal Researcher. Each Principal Researcher shall retire all cash advances made to him/her to the Bursar through the Deputy Vice-Chancellor (Academic).
- (ii) The Bursar shall open a vote book for research expenses. The Deputy Vice-Chancellor (Academic) shall maintain separate vote books for all the researchers.
- (iii) One-third (or more if properly justified) of the total approved Research Fund shall be released to Researcher as a Grant on his application after the Committee's approval has been communicated.
- (iv) Release of the second one-third to be made after proper retirement of the initial grant.
- (v) Final release which may not necessarily be en-bloc should follow the retirement of the second grant.
- (vi) All grants should be retired within three months.

17.6.10 Conclusion on Research

When the research project is completed and final report submitted, the researcher(s) shall:

- (i) deposit all non-consumables purchased for the research with the Head of the Department;
- (ii) Forward an inventory of all non-consumable equipment certified by the Dean, through the School Research Committee;
- (iii) Submit to the School Research Committee, for their approval and recommendation to the University Research Committee, a comprehensive financial statement of the expenditure of the grant allocated to him.

## CHAPTER 18

### 18.0 STUDENT AFFAIRS DEPARTMENT MATTERS

#### 18.1 PROCEDURES FOR ADMISSION INTO/WITHDRAWAL FROM STUDENTS' HALL OF RESIDENCE

(i) Admission into Halls of Residence:

Admission into Halls of Residence is open to all registered students of this University. However, it is a policy of this University that in case of limited number of available bed-spaces, students in their 2nd, 3rd and 4th years may be asked to stay off campus for a whole session.

For a student to be admitted into any Hall of Residence, he or she will be required to produce four letters of clearance to the Accommodation Section as follows:

- (a) Clearance letter from the Students' Accounts Office indicating that the student is not indebted to the University.
- (b) Clearance letter from the Registrar indicating that such a student has been admitted into the University and that he is qualified to remain in the University.
- (c) Clearance letter from his or her School, indicating the School and the programme of study.
- (d) Medical Clearance from the Director of Health Service.

Having satisfied the above four conditions, the student is allocated a hall/room via a letter from the Accommodation Officer to the Chief Porter/Portress on duty. At the same time, the Student is given the Students' Handbook which spells out the rules and regulations governing students' stay in the Halls of Residence.

(ii) Withdrawal from the Halls of Residence:

Usually, there are two types of withdrawals from the Students' Halls of Residence:

(a) Voluntary Withdrawal

The Student, on his/her own initiative, applies for withdrawal and if approved, surrenders all University property in his/her care.

(b) Compulsory Withdrawal

Eviction of a student from his or her Hall of Residence could arise as a result of violation of Hall Regulations, recommendation for withdrawal of some or all the privileges by a Hall Government with the approval of the Dean of Student Affairs, or by disciplinary action taken by the appropriate authority on a student. The affected student is expected to surrender all University property in his/her care before leaving the Hall of Residence finally.

#### 18.2 FUNCTIONS OF HALL MASTERS/MISTRESSES

- (i) The Hall Master/Mistress supervises the activities of the students in his/her hall of jurisdiction.
- (ii) Takes care of the social life of the students within the Hall.
- (iii) Advises/assists students in all aspects of their non-academic welfare activities within the Hall.

- (iv) Communicates any problems affecting the students to the Dean of Student Affairs for necessary action.

### **18.3 PROCEDURE FOR PAYMENT OF FEES BY STUDENTS/REFUND OF FEES TO STUDENTS**

- (i) A student on receiving his or her letter of admission, is normally required to pay an acceptance fee. It is, however, not refunded if he or she fails to take up the offer finally.

On presentation of clearance letter from the Registry at the beginning of the session, a student is required to complete a Students' Accounts Receipt Voucher form in quadruplicate in the Students' Accounts Office. In addition, all fresh students must present a Medical Clearance from the Director of Health Services.

After completing the form, the student is required to pay his/her full fees in designated Banks and obtain official receipts at the Students' Accounts Office. All fees payable including accommodation fees, sports fees, students' union fees, etc., are as shown in the students Handbook from time to time.

A student wishing to avail himself/herself of such opportunity, will normally apply to the Dean of Student Affairs and if approved, the student completes a form of undertaking that he or she will not move into the Halls of Residence the following semester without first completing his/her accommodation fee at the beginning of that next semester.

- (ii) Refund of Fees to Withdrawing Students

If for any reason a student wishes to withdraw, or is asked to withdraw from the University, a letter approving the withdrawal is written to the student by the Registrar with a copy to the Dean of Student Affairs. On getting a copy of such letter of withdrawal, the Dean of Student Affairs intimates the Student Accounts Office. On receipt of such a letter, the Accounts Office will scrutinize the students' accounts in, the Ledger and find out whether or not the student is entitled to any refund if so, how much that would amount to. Furthermore, the Dean of the Student's School, the University Librarian, the Sports, and Accommodation Sections of the Student Affairs Department will be contacted for proper clearance of the student concerned and until all clearances are received from the above sections of the University, no action is taken on the refund of money to such a student.

When the student is fully cleared, the Students' Accounts Section then raises a Payment Voucher in favour of the student if there is any refund to be made to the Student.

It takes up to two weeks to process any refund to the student concerned. Therefore, any student who is withdrawing and is entitled to any refund

has to give the Students' Accounts Office a minimum of two weeks to process the refund. Usually, an open cheque is prepared in favour of the student and he or she could collect such a cheque two weeks after he/she has submitted the original receipt of payment to the Students' Accounts Office.

It is to be noted that not all the fees paid by the Students are refundable, for example, Students Union fees and Sports fee.

## CHAPTER 19

### PLANNING PROCEDURES

#### 19.1 PROCEDURES FOR THE APPROVAL AND IMPLEMENTATION OF CAPITAL PROJECTS

##### 19.1.1 Introduction

A capital Project has to pass through the following stages of preparation and approval.

	STAGES	APPROVAL BY
1	Inclusion in Master Plan	Council and N.U.C.
2	Inclusion in 5-year Action	Council and N.U.C.
3	Appointment of Consultant (if any)	Council
4	(a) Preparation of Brief to Consultants: (i) Project Booklet (ii) Schedule of Service (b) Decision on Design Review Group and timing	Planning Committee Director of Physical Planning  Planning Committee
5	Design and review stages (i) Concepts stage (ii) Preliminaries (iii) Pre-final (iv) Final working drawings	Planning Committee and NUC Design Review Group Planning Committee, on a report by the Design Review Group, and NUC Planning Committee, on a report by Design Review Group
6	Authority to implement	Council
7	Contract award	Tenders Board
8	Supervision of Construction	Physical Planning and Development Unit with any appointed Consultant.

When a new 5-year Strategic Plan period has to be considered, guidelines will be formulated in the light of those received from the N.U.C.

Stage 4 concerns the briefing of Consultants, through the Project booklet and Schedule of Services. The nature of these and the manner of formulating them are set out below.

The Director of Physical Planning and Development is primarily responsible for coordinating stages 1-7 above.

##### 19.1.2 Project Booklets

##### 19.1.2.1 Definition of Project Booklet (PB)

This is a document which contains data, criteria, functional requirements, and cost information to support programming and design of facility projects.

#### 19.1.2.2 Purpose of Project Booklet

- (a) Reduction of Design Time and Cost. If a designer is given a complete and thorough description of what is required, including all the conditions that should influence the design, he can begin design with minimum time required for research or site study.
- (b) Improved Cost Estimation. A good Project Booklet identifies the cost limit for the project and every known condition and factor that will affect the project cost. The quality of the cost estimate in the Project Booklet cannot be over emphasized, as this cost estimate is used in the programming document.
- (c) Valuable Tool in A – E. Negotiations. A complete Project Booklet clearly defines the design problem for the A-E, and the A-E and the University. ("A-E") means Architect/Engineer).
- (d) More Economical and Functional Facilities. A well thought-out Project booklet that examines the requirements and includes all known conditions and functions result in the best possible facility at the lowest possible price.

#### 19.1.2.3 Areas of Responsibility for Preparing Project Booklet

The development of a satisfactory Project Booklet requires the participation of the User Unit (U.U.), Director of Works, and Director of Physical Planning. The Director of Physical Planning will coordinate this activity. However, the User Unit must establish the project requirements and fully justify any scope exceeding NUC limitations. The Project Booklet has to be approved by the Planning Committee. The Committee will also direct who should be involved in the design review.

#### 19.1.2.4 Format of Project Booklet

- (i) Cover Sheet:  
The cover of each booklet shall include the fiscal year project title; scope programmed amount; desired occupancy date (Responsibility–Director of Physical Planning).
- (ii) Project Description  
This is to be complete and thorough description of the function and operation of the required facility. It should describe all materials, equipment, or supplies that are involved in the activities performed in the facility. The flow of people or materials through the facility should be traced, and the various operations of functions of each specific area that are not obvious should be cleared as described (Responsibility - User Unit with assistance from Director of Physical Planning).
- (iii) Scope  
This is a listing of all areas, and capacities which are required for proper operation of the facility. If an approximate area in square metres can be established from past experience, it should be included in the list as a guide to the designer. If area or other scope requirements are not known, a description of each room or facility component should be included. The description should include number of users, amount and size of equipment, function performed and any other information that would aid the designer in establishing the scope. This paragraph must also identify requirements to expand or extend base facilities and remove or relocate other facilities affected by the new planned construction. It also identifies landscaping, communications support, general construction systems

(detailed mechanical, electrical, structural and civil design requirements) which will be provided under their respective paragraphs and other items that will or could affect the total scope and cost of the project. (Responsibility - U.U., with assistance from Director of Physical Planning).

(iv) Site Description

This is a complete and accurate report of all project site conditions and envisioned changes which can in any way affect the design and must be considered in developing an accurate cost estimate (Responsibility - Director of Physical Planning).

(v) Structural Consideration

This describes all unusual conditions that should be considered in designing unusual loadings seismic conditions, special bay sizes, special ceiling height, or expected vibration or shielding requirement should be included to alert the designer of unusual conditions which required special attention. This paragraph also should include information such as plans and capability for future expansion, or anticipated impact of a limited construction season (Responsibility - Director of Planning in consultation with U.U.).

(vi) Mechanical Considerations:

This includes all unusual requirements and conditions that will influence the mechanical design. Information or criteria that are given in other standards should not be repeated. (Responsibility - Director of Physical Planning in consultation with U.U.).

(vii) Electrical Considerations:

This includes all unusual requirements that will influence electrical design. Information or criteria that are given in other standards should not be repeated (Responsibility - Director of Physical Planning: in consultation with U.U.).

(viii) Material Considerations:

This should include all information that would assist the designer in selecting the most desirable materials for the location and function. This should include descriptions of common materials used on adjacent facilities and material's availability (Responsibility - Director of Physical Planning: in consultation with U.U.).

(ix) Environmental Considerations:

All facility projects must be designed to comply with current Federal, State or Local environment quality criteria applicable for the area of proposed construction. Use the most stringent applicable environmental criteria. (Responsibility - Director of Physical Planning: in consultation with U.U.).

(x) General Data:

This includes various information items which remain relatively unchanged for all projects. It includes coverage of existing systems such as fire alarm, communications, security alarm, corrosion control, electric, fire protection, heating fuel, gas steam, water sanitary sewage, industrial waste treatment, keying, landscape sprinklers, street and parking lighting, roads and parking and crash handling. (Responsibility - Director of Physical Planning: in consultation with U.U.).

(xi) Special Considerations:

This should cover all those items that are important for the proper design of the facility that are not covered in any other paragraphs. If construction

phasing or restriction of work is required, it should be explained.  
(Responsibility - Director of Physical Planning in consultation with U.U.).

19.1.2.5 Schedule of Service:

After the Project booklet has been drawn up, the Physical Planning Unit will prepare a schedule of Services, giving the scope of Services and stages of submissions to be made by the Consultants.

19.1.2.6 Design Documents

(i) General Information

Design Documents form the basis for the construction contract. The drawing and other data which comprises the complete design package are identified at various stages in the design cycle by generally accepted terms of nomenclature.

(ii) Cost Estimating

A mandatory requirement for all projects is cost control at all stages of design by means of maintaining a continuing current working estimate (CWE) made up of the estimated construction cost, contingencies, supervision and administration, other direct costs, pending costs and purchase orders.

(iii) Specifications

Specifications recommended by Consultants should reflect sound engineering logic, comply with current regulations and procurement policies, and shall specify the materials and construction methods in such a manner as to assure full and free competition. The specifications should completely cover the work to be done and will contain no extraneous material. Each section should be carefully coordinated with all related sections of the specifications to avoid duplication, overlapping, conflicts or ambiguities.

The specifications writer should make a thorough study of the drawings and should not attempt to prepare contract specifications for money. Up-to-date prints should be available to the specifications writer while writing specifications.

Correlation between drawings, technical specifications, the Bidding Schedule and the Bid Summary Sheet, is considered to be a principal function of the design contract and therefore, must receive the attention of competent personnel.

19.1.2.7 Design Reviews: General

This section provides policy and procedure for design reviews of projects.

(i) Design Scheduling

Design and review cycles must be timed to permit completion of design within the period specified in the design instruction. However, sufficient time must be allowed in the schedule for design reviews at concept, preliminary, pre-final and final design, as appropriate. For complex projects, it may be desirable to work out a network planning analysis, such as PERT (Program Evaluation Review Technique) or the "Critical Path Method" (CPM) as a means of anticipating roadblocks which could otherwise upset schedules.

(ii) Design Review

Scheduling or type and number of reviews in any particular instance is the responsibility of the Planning Committee to consider. Normally the

number of reviews and participants is kept to the minimum required to ensure functional adequacy, provision of special technical requirements, and adherence to criteria.

(iii) Design Review Group

The Planning Committee designate a Design Review Group to carry out reviews for each project, and may give it directives in the scope, timing or other conditions for its work. Normally the Group will include the Vice-Chancellor, Director of Physical Planning, the User Unit, Coordinating Consultants and Estate & Works Department, plus any additional members designated for a particular project.

19.1.2.8 Design Reviews: Stages

Note: In the case of uncomplicated designs, stages (i) and (ii) may be combined.

(i) Concepts

(15%) Concepts represent studies of a feasible design development based on functional relationships and space requirements. When a standard definitive or other repetitive standard drawing is not available or suitable for a proposed project, functional relationships and space requirements are usually defined by means of single line sketch plans drawn to scale. Square metre areas of important elements are indicated, as well as the proposed overall facility size or gross area. Sections through the building and elevations in ceiling heights, particularly special requirements proposed exterior architectural treatment.

Project Books normally represent concepts, but a submission may be required when the proposed project requirements are defined only by narrative description and/or tabular listings on the functional relationships and space requirements. Budgetary cost estimates also should accompany concepts. Normally no payment is made to the consultant at this stage. The concept stage designs will be reviewed by the planning Committee, with the Executive Consultants. They will also be referred to the N.U.C.

(ii) Preliminaries

(25-35%). They consist of working drawings carried to a predetermined state of completion for review, directed towards functional adequacy of the design development which often is a refinement of concepts. They are intended to fix and illustrate the size and character of the entire project as to plan and vertical relationships, functional layout based on work flow, kinds of materials and finishes, structural scheme, and type of mechanical and electrical systems. Normally no payment is made to the Consultant after this stage. The preliminary stage designs will be reviewed by the Design Review Group, with the Executive Consultants and Coordinating Consultants.

(iii) Pre-Final:

This review is directed toward both functional and the technical aspects of the design and is usually made at the 50 percent to 70 percent stage of completion of designs. This stage permits meaningful technical evaluation of such items as mechanical and electrical systems, pollution control, etc. The "pre-final" package must include a draft of the final specifications, design analysis, and a detailed cost estimate. The pre-final designs will be reviewed first by the Design Review Group and then on the Groups' report, the Planning Committee with the Executive Consultants.

Normally a payment of 35% may be made after this stage. They will also be referred to the N.U.C.

Note on Site Adaptation

For some repetitive type facilities, stages (i) and (ii) may be omitted or Compressed, and design can move rapidly to stage (iii). In such cases, working drawings prepared for a specific project may be found readily adaptable to another site if or base, perhaps with some modifications. The possibility of site adaptation of existing working drawings should always be carefully considered, especially when there is limited design time, when a saving in design costs appears likely, or when particularly favourable results have been attained in previous construction. The latter would be evident from minimized variation order costs a short construction, period, an exemplary finished result, or the avoidance of misunderstandings between the contractor and the University. A part-time payment may be made to the Consultant after stage (iii).

(iv) Final Working Drawings (90-100%)

This stage represents completion of design in a form suitable for tender documents. Submissions for review (often referred to as unchecked final working drawings) will include finished drawings and specifications, design analysis, and a detailed cost estimate. Often, review of these documents discloses the need for minor changes.

When these changes have been included in the design, the revised drawings should be referred to as "Corrected Finals", and are known as construction drawings and specifications. After stage (iv) a final payment will be made to the Consultant in respect of the design Phase of work. The final working drawing will be reviewed by the Design Review Group with the Executive Consultants.

19.1.2.9 Authority to Implement

When the designs have been completed and approved, authority is needed to implement the project. If, in the course of briefing and designing, significant changes have taken place in the nature and scope of the project, or the cost has risen above the initial cost limit, it may be necessary to go back to stage 2 in the table in Section (A) above, and obtain approval of a change in the Action Plan from Council and the N.U.C.

Even where no such changes have taken place during briefing and designing, final authorization is still needed to implement the project on confirmation that it meets the approved intentions, in relation to the University's resources and current priorities. This authorization emanates from Council, but where Council has already approved the Project as a part of the current Plan Review or annual Capital Estimates, then the authority to implement may normally be given on Council's behalf by the Planning Committee.

19.1.2.10 Contract Award

An authority to implement a project (unless by direct labour) will be notified to the Secretary, University Tenders Board. He will make necessary arrangements, in conjunction with the Director of Physical Planning and Development for tenders to be invited. He will subsequently arrange for the opening of the tenders by the Tenders Board and their evaluation and submission to Council by the University Tenders Board for a decision, followed by signature of the contract documents.

However, if the total cost would exceed the approved cost limit, then the approval of the will be sought.

#### 19.1.2.11 Construction

After signature of the contract documents construction can proceed, and it will be supervised by the Physical Planning and Development, acting where appropriate through Consultants, and in Liaison with the Director of Planning.

### 19.2 PROCEDURES FOR REQUESTING APPROVAL OF NEW ACADEMIC PROGRAMMES

At its 25<sup>th</sup> Meeting held on 10<sup>th</sup> May, 1984, the Planning Committee approved Procedures for obtaining approval of new Academic Programmes. In this context "new Academic Programmes" means:

- (i) Any Academic Programme not yet started; and
  - (ii) Any change in an existing programme that would require significant additional resources in terms of staff, buildings, equipment or finance.
- What would be considered "significant" will be considered case by case.

In the case of "new programme", the School Board should submit the proposals through the Planning Committee to Senate. Where changes in programmes do not constitute "new programme" they can be submitted directly to Senate. Approval covers one or all of three stages, as follow:

- (i) Inclusion in the Master Plan
- (ii) Inclusion in a 5-year Strategic Plan derived from the Master Plan
- (iii) A decision to start a new programme already forming part of the Master Plan and Strategic Plan.

However, as the programme listed in the Master Plan had not previously been considered in detail, the Committee decided that all three stages should be covered when seeking approval to start any programmes not already started. One format combining the stages has been devised and is attached. It shows a shift in emphasis from the general nature of the programme at Stage I to detailed consideration of the resources implications and likely student demand in Stage III.

When work is to be carried out on preparing a new strategic plan, then Stage I and II formats will be required for any new programmes that are proposed to begin in that plan period. Later, after the Strategic Plan has been approved, Stage III formats can be prepared for individual Programmes as and when the time for starting them approaches. It will generally be wise to initiate action at least a year ahead.

If, in future, it is proposed to add any new programme to the Master Plan, for subsequent implementation, a start would be made with the Stage I format, moving on later to Stages II and III at appropriate times.

The approval of the National Universities Commission is required for starting new Programmes. The Commission's own forms have to be used for this purpose.

**FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI  
(OFFICE OF THE VICE-CHANCELLOR: ACADEMIC PLANNING AND  
DEVELOPMENT UNIT)**

**REQUEST FOR APPROVAL OF NEW ACADEMIC PROGRAMME  
(COMPLETE ITEMS IN ANY OR ALL STAGES AS APPROPRIATE)**

**Stage I - INCLUSION IN MASTER PLAN**

- (i) Notes: for use where the proposed programme is not in the Master Plan
- (ii) A new programme includes a modification of an approved programme with significant resources implications.

1. School: \_\_\_\_\_
2. Department: \_\_\_\_\_
3. Proposed New Programme (title) \_\_\_\_\_
4. Explanation of Scope and Characteristics of Proposed duration and structure)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Relationship to Programme already approved in the University: (including whether additional/substitute/revised title or scope, and extent of common course)
6. What related programmes exist in Nigeria  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Evidence of need for proposed programme  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Estimated date for starting programme:  
\_\_\_\_\_

9. Estimated annual student intake when fully established:

\_\_\_\_\_

10. Estimate of resources needed for programme when fully established (at present rates):

11. Notes on Nos. 8-1 above (attach supporting memorandum where appropriate):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Dates of Approval within school:

Departmental Board \_\_\_\_\_

School Board: \_\_\_\_\_

13. Any other relevant information  
Recommended for approval

\_\_\_\_\_  
Date \_\_\_\_\_ Dean, School of \_\_\_\_\_

To be completed by Director of Academic Planning and Development

Record of Approvals	Reference	Date	Remarks	Signature
1. Planning Committee				
2. Senate				
3. Council				
4. National Universities Commission				

Stage II - Inclusion in action plan for period 19\_\_\_\_19\_\_\_\_  
(Prefix this form with a copy of the stage I form if that was submitted separately)

(for use where a programme is in, or is being included in the Master Plan, to bring it into a current or future Action Plan period. A 'new programme' including a modification of an approved programme with significant resources implications).

# ORGANIZATIONAL STRUCTURE OF FUTO

