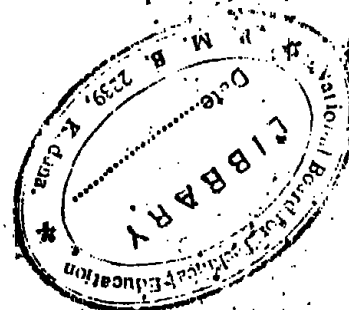


NATIONAL BOARD FOR TECHNICAL EDUCATION



GUIDELINES FOR ESTABLISHING NEW PROGRAMMES IN POLYTECHNICS AND SIMILAR TERTIARY INSTITUTIONS IN NIGERIA

1993

Programmes Department
Plot B, Bida Road, P. M. B. 2239, Kaduna

TABLE OF CONTENTS

	PAGE
Foreword on The Second Edition	1
Foreword on The First Edition	2
Introduction	3
Objectives of the Programme Approval Scheme	3
Process of Obtaining Approval to Mount a New Programme	4
The preliminary Approval Stage.....	4
Final Approval to Mount a New Programme	4
Resource Inspection And Approval To Mount A New Programme	4
Criteria for Approval to Mount a Programme	5
Establishment of the Institutions	5
Curriculum	5
Resources	6
Staffing.....	6
Physical Facilities.....	7
Laboratories	7
Workshop/Studio.....	8
Farms And Field Facilities	8
Classroom/Lecture Theatre	8
Library.....	8
Mini-Market/Store	8
Office.....	8
Evaluation of the Students	9
Welfare Facilities	9
Power and Water Supply	9
Finance.....	9
Re-submission of Application For Approval To Mount a New Programme	9
Initial Accreditation Visitation	9
Accommodation and Local Transportation For Resources Inspection Team Members	10
Self-Study Questionnaire NBTE/PRO/8	11

INTRODUCTION

One of the responsibilities of the National Board for Technical Education as stated in its enabling Decree 9 of January 1977, is "to determine after consultation with appropriate agencies, the skilled and middle-level manpower needs of the country for the purpose of planning training facilities and the co-ordinated development of polytechnics, and such plans shall include the general programmes to be pursued by polytechnics and colleges of technology in order to maximise the use of available facilities and avoid unnecessary duplication while ensuring that they are adequate to the manpower needs of the country". In exercise of its powers under that Decree and the Education (National Minimum Standards and Establishment of Institutions) Decree 16 of 1985, the Board has directed that any formally established polytechnic or similar post-secondary technical institution in Nigeria, irrespective of ownership, proposing to mount a new programme leading to the award of a National Diploma or a programme of more than six months in duration leading to the award of a recognised certificate shall obtain approval from the Board before it advertises for and admits students into it.

Objectives of the Programme Approval Scheme:

The scheme is intended to assist the institution, its proprietor, as well as the NBTE in ensuring that:

- a) there is a demand for the type of manpower to be produced from the programme;
- b) maximum use is being made of existing resources available for similar programmes throughout the country and that the establishment of the new programme will not mean a proliferation and an unnecessary duplication of the programme; and
- c) a suitable curriculum and resources to teach the programme are available and that the programme may earn accreditation when it is visited by a relevant team appointed by a national agency having responsibility for the accreditation of the programme.

PROCESS OF OBTAINING APPROVAL TO MOUNT A NEW PROGRAMME:

The process is in two stages:

- (a) preliminary approval stage; and
- (b) final approval stage.

1.0 Purpose of Obtaining Preliminary Approval To Mount A New Programme

1.1 The purpose of obtaining a preliminary approval to mount a new programme is to save the institution from investing its scarce resources on developing teaching facilities and employing staff for a programme that may not receive the Board's approval. The process includes the institution informing the Board in writing that it wishes to mount a new programme. To be attached to the letter are:

- (a) a justification for the proposed programme;
- (b) the approved academic plan of the institution for the next five years;
- (c) a study conducted by the institution which contains:
 - (i) the statistics of demand of manpower in the discipline of the proposed programme in the next five years and the number currently being produced from the existing programmes offered by other institutions, if any.
 - (ii) the statistics of qualified students that may be available for admission into the programme, and
- (d) a list of physical facilities, e.g. teaching accommodation and other landed property available to the department that will offer the programme; and
- (e) funding available to the department that may be used for providing both teaching facilities and library materials for the programme.

1.2 A letter giving a preliminary approval to the institution shall be issued by the Board. On the basis of this letter, the institution may now prepare for the resource inspection that will be undertaken by the Board on a date to be agreed to between the institution and the Board.

2.0 Resource Inspection And Approval To Mount A New Programme

- 2.1 For this purpose, the institution shall complete and submit in quadruplicate Form NBTE/PRO/8 - Self-Study Questionnaire For Approval To Mount A New Programme to the Executive Secretary, Programmes Department, NBTE, P.M.B. 2239, Kaduna.
- 2.2 The submission shall be carefully analysed by the Board. In carrying out this exercise, the specialist staff of the Board shall visit the institution to inspect the resources available for the programme in order to confirm the institution's submission, the state of readiness of the programme to take off and if the general atmosphere of the institution is conducive for and able to accommodate the new programme.
- 2.3 Based on the report of the visit, the Board may approve or reject the request. The decision is conveyed to the institution accordingly.
- 2.4 Following the approval, the institution can advertise for and admit students into the programme usually through the Joint Admissions and Matriculation Board (JAMB). Where the request is not granted, the institution will be advised on the deficiencies to be made good before approval is given.

2.5 There shall be no advertisement for and no intake into the proposed programme until a formal letter of approval is issued by NBTE.

2.6 **Advisory Visit**

On the request of the Proprietor or Rector, the NBTE may undertake an advisory visit to newly established institution or existing ones. The objective of the visit is to advise on how best to utilize available resources to earn the Board's approval to mount the core programmes and the compulsory general course at a polytechnic, monotéchnic or similar tertiary institutions should offer.

CRITERIA FOR APPROVAL TO MOUNT A PROGRAMME:

Criteria for approval to mount a new programme are as follows:

3.0 **ESTABLISHMENT OF THE INSTITUTION:**

3.1 The institution proposing to mount the programme should have been properly established pursuant to a Decree in the case of federally owned institutions, and by an Edict of the State in the case of State or local government-owned institution. For a private technical institution, it should have been approved by the Federal Government.

ACADEMIC MATTERS

4.0 **Curriculum:**

- 4.1 There shall be a curriculum for the proposed programme. This should be drawn up in course units and the content written in behavioural objectives. The content should not be less than the one contained in the NBTE approved minimum guide curriculum and course specifications for the programme if one exists. In the case of a programme for which NBTE has not issued a minimum national guide curriculum, the institution should structure the proposed programme in accordance with the Board's Guidelines for Evolving New curricula for ND and HND Programmes obtainable from the Programmes Department, NBTE, Secretariat, Plot B, Bida Road, Kaduna.
- 4.2 The goal and objectives of the programme shall not be in conflict with those listed for a similar programme by NBTE, and they should be clear and in line with the national philosophy and objectives of post-secondary technical education as contained in the National Policy on Education, the Education (National Minimum Standards and Establishment of Institutions) Decree 16 of 1985.
- 4.3 The curriculum of the new programme should also include:
- (a) a task inventory of the experiences the student should have during the supervised industrial training at ND level;
 - (b) a full job description for the diplomates;
 - (c) job opportunities for diplomates of the programme and a list of some of the organizations where there are employment opportunities;
 - (d) the entry requirements for the programme;
 - (e) the curriculum structure and content;
 - (f) the methods to be adopted in evaluating the courses and students;
 - (g) academic regulation and grading system;

2.5 There shall be no advertisement for and no intake into the proposed programme until a formal letter of approval is issued by NBTE.

2.6 Advisory Visit

On the request of the Proprietor or Rector, the NBTE may undertake an advisory visit to newly established institution or existing ones. The objective of the visit is to advise on how best to utilize available resources to earn the Board's approval to mount the core programmes and the compulsory general courses a polytechnic, monotechnic or similar tertiary institutions should offer.

CRITERIA FOR APPROVAL TO MOUNT A PROGRAMME:

Criteria for approval to mount a new programme are as follows:

3.0 ESTABLISHMENT OF THE INSTITUTION:

3.1 The institution proposing to mount the programme should have been properly established pursuant to a Decree in the case of federally owned institutions, and by an Edict of the State in the case of State or local government-owned institution. For a private technical institution, it should have been approved by the Federal Government.

ACADEMIC MATTERS

4.0 Curriculum:

- 4.1 There shall be a curriculum for the proposed programme. This should be drawn up in course units and the content written in behavioural objectives. The content should not be less than the one contained in the NBTE approved minimum guide curriculum and course specifications for the programme if one exists. In the case of a programme for which NBTE has not issued a minimum national guide curriculum, the institution should structure the proposed programme in accordance with the Board's Guidelines for Evolving New curricula for ND and HND Programmes obtainable from the Programmes Department, NBTE, Secretariat, Plot B. Bida Road, Kaduna.
- 4.2 The goal and objectives of the programme shall not be in conflict with those listed for a similar programme by NBTE, and they should be clear and in line with the national philosophy and objectives of post-secondary technical education as contained in the National Policy on Education, the Education (National Minimum Standards and Establishment of Institutions) Decree 16 of 1985.
- 4.3 The curriculum of the new programme should also include:
- (a) a task inventory of the experiences the student should have during the supervised industrial training at ND level;
 - (b) a full job description for the diplomates;
 - (c) job opportunities for diplomates of the programme and a list of some of the organizations where there are employment opportunities;
 - (d) the entry requirements for the programme;
 - (e) the curriculum structure and content;
 - (f) the methods to be adopted in evaluating the courses and students;
 - (g) academic regulation and grading system;

5.0 RESOURCES

5.1 There should be adequate resources available for teaching the whole programme that is, the first and second year classes, before the programme is approved.

The resources may include as appropriate:

5.2 Physical Facilities: Accommodation:

- (a) Classrooms with full complements of furniture, chalkboard, teaching staff furniture;
- (b) Laboratories with appropriate furniture;
- (c) Workshops;
- (d) Studios;
- (e) Farms/Field Facilities;
- (f) Mini-market/Store
- (g) Staff offices with the full complement of furniture;

5.3 Equipment;

- (a) Machines and hand tools;
- (b) Field/farm equipment;
- (c) Laboratory equipment
- (d) Instruments etc.

5.4 Staffing:

- (a) Head of Department
- (b) Lecturers and instructors (where appropriate)
- (c) Non-teaching staff

5.5 Library:

- (a) Textbooks
- (b) Reference books; and
- (c) Journals and periodicals.

5.6 Details of the requirements for each resource are briefly described below:

6.0 STAFFING

6.1 Teaching Staff:

(a) For Foundation and Professional Courses;

There shall be available to the proposed programme a full complement of teaching staff in the number and mix capable of teaching all the courses listed in the curriculum. For a single stream ND or HND programme, a minimum of 4 qualified lecturers or 3 lecturers and 1 instructor (where necessary) are required. In addition to the 4 lecturers for one option, 2 additional lecturers are required for each additional option at HND level. Where the HND has no option, a minimum of 4 lecturers are required. For double or more streams the number of lecturers may be pro-rated.

Teaching staff are expected to possess a minimum of a first degree in the discipline they would teach or its equivalent, such as full membership of a chartered professional body. In the case of professional programmes, for

example, Accountancy, Quantity Surveying, etc, at least two full time lecturers who are professionals in the field should be available on the staff if the programme is to be offered at the HND level. Teaching staff for specialised HND options, for example, in engineering, science laboratory technology or in areas of business studies such as finance, banking, personnel management, production management etc, should preferably have post-graduate degrees in the option. In all cases, adequate post qualification cognate experience in industry and/or teaching is required for lecturership positions.

(b) For General Studies Courses

The basic qualifications of teaching staff for general studies shall be similar to those required for the professional courses. The number of staff shall be determined based on a staff; student ratio of 1:20 and a teaching load of 15 - 18 hours weekly. Generally the mix of teaching staff that is, Principal Lecturer to Senior Lecturer to Lecturer I and below shall be 1:2:5.

Head of Department

- 6.2 For an ND programme, the head of department should be at least, a Senior Lecturer in rank who must have had considerable industrial and teaching experience in the discipline, so that he can provide the desired professional and academic leadership. For a HND programme, the head of department should be at least a Principal Lecturer with considerable industrial work and teaching experience in the discipline.

Non-Teaching Staff:

- 6.3 There shall be a full complement of non-teaching staff to service the programme. For science, engineering and other technology programmes, all the laboratories, workshops, farms and ancillary facilities should be fully staffed with technologists and technicians and each section should be headed by a staff not lower than a senior technologist or technician as appropriate. Clerical staff should consist of a departmental/programme secretary/typist, a clerical officer, cleaner and messenger.

7.0 PHYSICAL FACILITIES:

- 7.1 Physical facilities, enough to sustain an initial intake of 60 students in the first and second year and for teaching all courses listed in the curriculum of the programme shall be available before approval is granted to the institution to admit students into the programme. These facilities may include laboratories, workshops, farms, studios, classrooms and staff offices. The type of teaching facility will however depend on the programme. A brief description of the requirements is given below:

Laboratories:

- 7.2 These should have been completed, fully equipped and commissioned before the approval inspection is made by the Board, and before the first set of students are admitted. Where the new students are to use existing laboratories with other programmes, adequate arrangements should be made to accommodate the new programme. For a new Higher National Diploma programme, laboratories befitting the status of the programme should be provided and if possible exceeded. The full complement of the tools, instruments and equipment in the NBTE minimum list of equipment for the programme should be provided. The list is contained in the appropriate NBTE curriculum and course specifications.

In all cases, care must be taken to ensure that the introduction of the new programme will not over-stretch the existing facilities which are to be shared to accommodate the proposed programme.

Workshops/Studios:

- 7.3 Adequate number of workshop/studio accommodation to sustain an initial intake of 30 students in each of the two years of the programme should be available for the proposed programme. All the tools machines and equipment necessary for the programme should also be provided, installed and commissioned before the approval inspection visit and the first intake. A list of minimum equipment required and the number and type of workshop studio, etc as appropriate are contained in the appropriate NBTE curriculum and course specifications.

Farms and Field Facilities:

- 7.4 For agriculture and related programmes, teaching facilities shall in addition to the laboratories and workshops described above provide for commercial and experimental farms, green houses, nurseries, orchards, museum, fish ponds, smoking klins, net loft etc depending on the type of programme for which approval is being sought. Field facilities such as surveying and irrigation equipment etc should also be available for the proposed programme.

Classrooms/Lecture Theatres:

- 7.5 Adequate classroom/lecture theatre accommodation should be available to the programme. Ideally, at least two classrooms each fully equipped to sit not less than thirty (30 No) students at a time should be available to the programme. Where classrooms are centrally allocated to the various courses, care should be taken to ensure that the additional courses will not reduce the number of class contact hours of existing courses.

Library:

- 7.6 To accommodate the students of the new programme, there should be adequate accommodation in the library for additional ten (10) readers for an HND or ND Programme and twenty (20) readers for a new ND and HND Programme.

Mini-market/Store:

- 7.7 For marketing and related programmes, teaching facilities shall in addition to the above include a mini supermarket and a store to enable the students carry out marketing activities as part of their practical training. The mini supermarket shall be owned by the department, and run by the students with proper book keeping and to submit a profit & loss account at the appropriate time.

Offices:

- 7.8 Staff offices should be available for all teaching staff of the new programme. The least acceptable shall be two lecturers to a room, and senior lecturers and above in rank should have individual offices.

A large general office should be provided for the programme, equipped with the following:-

- i) Duplicating Machine 1no
- ii) Photocopying Machine 1no

iii) Typewriters	2 nos
(iv) Table and Chair for Secretary	1 no each
v) Writing table and chair for Clerical Officer	1 no each
vi) Filing cabinets	2 nos
vii) Notice Board for Staff and Students	1 no
viii) Bookracks	3 nos
ix) Sitting Chairs for students waiting to consult staff	5 nos
x) Airconditioner/fan	1 no

8.0 EVALUATION OF THE STUDENTS:

8.1 There shall be available, a concrete proposal on how the students and indeed the programme, will be evaluated. Samples of academic regulations, marking schemes, and how examinations will be given are spelt out in a document to be made available to the students.

9.0 WELFARE FACILITIES:

9.1 Welfare facilities for both staff and students should be expanded to accommodate an intake of 60 students. For students, these include hostel accommodation, cafeteria, health and other recreational facilities. For teaching staff these may include staff housing, health and other recreational facilities.

10.0 POWER, GAS AND WATER SUPPLY:

10.1 Regular power, gas and water supply should be available for the laboratories, workshops, studio and other facilities for the new programme.

11.0 FINANCE:

11.1 Adequate funds should be available for capital projects and recurrent expenditure for the programme. For the first year of the programme, there should be adequate consumables for students practicals. For science and technology based programmes, the recommended per capital funding for consumables range from about five hundred to one thousand naira (N500 - N1000) per annum. In both cases, the per capita cost includes the cost of maintaining the various equipment in the workshops, laboratories, classrooms and consumable teaching materials.

12.0 RE-SUBMISSION OF APPLICATION FOR APPROVAL TO MOUNT A NEW PROGRAMME:

12.1 The institution may re-submit for re-consideration its application for approval to mount a new programme if it has corrected the deficiencies highlighted in an earlier report on the subject. This dispensation applies to only programmes that have received resource inspection from the Board.

13.0 INITIAL ACCREDITATION VISITATION:

13.1 A formal accreditation visit shall be conducted for the new programme in the third semester. Prior to the visit, the institution is required to complete and submit five copies of self- study questionnaire (NBTE/PA/1) in respect of the programme to the Executive Secretary NBTE, PMB 2239, Kaduna.

14.0 ACCOMMODATION AND LOCAL TRANSPORTATION FOR RESOURCE INSPECTION TEAM MEMBERS:

- 14.1 It is the responsibility of the institution to provide for team members, hotel accommodation and local transportation from the nearest airport and between the hotel and the institution during the period of the resource inspection visit.