



Printed by
Ahmadu Bello University Press Limited, Zaria
Kaduna State, Nigeria. Tel: 08065949711.
abupress@abu.edu.ng, info@abupress.com.ng
Website: www.abupress.com.ng



**AHMADU BELLO UNIVERSITY,
ZARIA, NIGERIA**



**SPECIAL ADMISSION
AND CREDIT UNIT
TRANSFER POLICY**

MARCH, 2023



**AHMADU BELLO UNIVERSITY, ZARIA,
NIGERIA**

**SPECIAL ADMISSION AND CREDIT UNITS
TRANSFER POLICY**

MARCH, 2023

All rights reserved.

Apart from any fair dealing for the purpose of research or private study, or criticism or review, no part of this publication should be produced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior permission of the author.

Published and Printed by:

Ahmadu Bello University Press Limited, Zaria,
Kaduna State, Nigeria.

Tel.: 08065949711.

E-mail: abupress@abu.edu.ng

info@abupress.com.ng

Website: www.abupress.com.ng

CONTENTS

FORWORD	iv
PREFACE	v
1.0 INTRODUCTION	1
2.0 DEFINITION OF TERMS	2
3.0 OBJECTIVES OF THE POLICY	4
4.0 GENERAL PROCEDURE ON SPECIAL ADMISSION	5
5.0 GENERAL PROCEDURE ON CREDIT TRANSFER	5
6.0 CONCLUSION	11

FOREWORD

Ahmadu Bello University emphasises the importance of policy documents to guide its operations. The Special Admission and Credit Units Transfer Policy provides a framework to admit students apart from the Unified Tertiary Matriculation Examination (UTME) and Direct Entry (DE) modes of entry and ensures successful transfer of earned credit units by students, to or from ABU, in line with the Vision, Mission and strategic objectives of the University to be globally competitive.

The Policy is developed with a view to ensuring that the University takes appropriate measures to support student mobility and internationalisation, which enhances student learning experiences. It is intended to guaranty acquisition of relevant skills and competences that reflects a mix of the University's tradition and global best practices, aimed at strengthening the quality of its graduates.

I appreciate the efforts of members of the committee that produced the first draft of the policy document and commend the Directorate of Academic Planning and Monitoring (DAPM), in ensuring that the development of the policy document was successfully concluded. The policy shall be applicable in all the University's Campuses, Faculties, Institutes, Centres, Schools, Colleges and Affiliate Institutions. I therefore, urge all stakeholders to not only digest the contents of this important policy document, but to also adhere to its provisions in order to ensure that Ahmadu Bello University takes its rightful place among leading universities in the world. The policy shall be reviewed periodically to reflect the dynamic needs of our stakeholders from within and outside Nigeria.

Thank you.

Professor Kabiru Bala

Vice Chancellor

17th March, 2023

PREFACE

It has become imperative to develop a University Policy on Special Admission and Credit Units Transfer, considering the dynamic nature of universities in the 21st Century and the need to adhere to global best practice regarding student mobility and internationalisation. The Ahmadu Bello University Special Admission and Credit Units Transfer Policy provides a guide to ensure appropriate operational procedure is followed for special admission and transfer of earned credit units by students, to or from ABU. This is geared towards enhancing student learning experiences and ensuring global competitiveness of our graduates. It covers key areas of the requirements and process for special admission and credit units transfer.

It is my belief that the policy will support student mobility, strengthen the quality of training and promotes international comparability of curricula and acceptability of qualifications. The responsibility for ensuring compliance by the provisions of the policy is on all stakeholders especially the Directorate of Academic Planning and Monitoring, the Academic Office and Academic Departments.

I sincerely thank the Vice-Chancellor for the support extended to the Committee that produced the first draft and the Directorate of Academic Planning and Monitoring that coordinated the policy development process. I also thank all members of staff who contributed in one way or the other towards the success of the policy development.

Thank you.

Prof. Bello Mukhtar

Director,

Directorate of Academic Planning and Monitoring

17th March, 2023

1.0 INTRODUCTION

Ahmadu Bello University (ABU) delivers academic programmes through an Online and Blended Teaching and Learning (OBTL) approach using the state-of-the-art technology and conventional/in-person approach. Our Teaching and Learning Policy (TLP) has established the basic principles, standards and expectations to be followed by staff and students in order to enhance effective student learning. Building on the TLP of the University, the need for an action plan and policy addressing transfer of earned credits has become imperative. This is to provide the operational procedure for granting opportunities to globally-minded undergraduate and postgraduate students that have been studying elsewhere and are looking forward to continuing their education in any of ABU's academic programmes and vice versa.

ABU is the right place for students from other recognised (national and international) institutions around the world to transfer any previously accumulated credits towards completing their degree programme. Numerous reasons may require students to transfer credits from one institution to another and these include employment, social issues, relocations, etc. However, a significant challenge with such transfers is the complexity of aggregating coursework conducted at different institutions with disparate and sometimes non-comparable coursework/curricula, and different academic policies into a qualification framework that is transferrable across institutions.

The policy outlines the general regulations and guidelines governing the special admission and transfer of earned credits by students, to or from ABU. In addition, it provides the distinctive approaches interested candidates will follow to ensure that they make informed decisions in the choice of institutions from, or to which they may wish to transfer earned credits.

2.0 DEFINITION OF TERMS

2.1 PREAMBLE

In line with the guidelines of the National Universities Commission (NUC), the University is operating the Semester/Course Credit degree system. It is an academic system in which courses are systematically weighted according to credit units and each course is examined separately. The course credit system is conveniently ran on a semester basis to achieve the highest possible development pertaining to student learning outcomes.

The Course Credit system is one of the many themes emerging across the professional and higher education landscapes. Thus, it is important to understand how academic and research works are assigned credit units/points in ABU so as to facilitate their acceptance and conversion into equivalent credits by other academic institutions.

2.2 ACADEMIC CREDIT SYSTEM

An academic credit system is a standard used by Higher Education Institutions to assign weights (Credit Units) to courses so as to measure and assess students' work and effort during their programme of study. Sometimes, students need to take preparatory courses in order to meet credit requirements needed for university admission.

2.3 ACADEMIC SESSION AND LEVELS

An academic session is divided into Semesters and programmes are graded in levels of 100. For a 4-year undergraduate degree programme for example, there are four levels (100, 200, 300 and 400 Levels). Currently, the Postgraduate programmes are graded in levels of 700, 800 and 900 for Postgraduate diplomas, Masters and doctoral programmes respectively.

2.4 CREDIT UNITS

Courses are weighted in credit units, which are the minimum units of workload of a course. The definition of credits in higher

education systems may be based on different parameters, such as student workload, learning outcomes, and the total number of contact hours spent on the course. One credit unit is the minimum unit of workload of a course. It is defined as one contact hour of lecture or tutorial per week or two hours of seminar per week or three hours of laboratory or 6 hours per week of teaching practice or one month of industrial attachment.

2.5 CONTACT HOUR

A contact hour is expressed as 60 minutes lecture/tutorial/laboratory work. The equivalent of 1 credit unit in a semester of 15 weeks shall be one of the following:

- a) 15 hours of lecture;
- b) 15 hours of tutorial;
- c) 45 hours of laboratory work;
- d) 60 hours of field trip;
- e) 90 hours of teaching practice
- f) 2 days of fieldwork; and/or
- g) 1 month of industrial attachment.

Since 1 Credit Unit course requires 15 Hours, 2 Credit Units course = 15 x 2 or 30 Hours, etc. The credit units of most courses range from 1 to 4, depending on the contact hours allowed.

2.6 STUDENT WORKLOAD

Workload refers to total credit units taken by a student per semester. The workload includes most academic activities such as lectures, seminars, examinations, etc. The Credit Transfer system is based on the workload required to achieve the objectives of a programme, preferably specified in terms of the learning outcomes and competences to be acquired, as emphasised in the programme curriculum. The minimum and maximum credit load permissible per student per semester is as approved by the Senate of the University.

2.7 LEARNING OUTCOME

Learning outcome refers to the level of knowledge, competence or skills students are expected to acquire and apply after completing the process of learning.

2.8 TRANSCRIPT

A transcript is an academic record of the previous studies of a student issued by the appropriate institution he or she attended. It outlines the courses taken and completed, credit values, grades earned and other attributes. When a student transfers, he or she usually request his/her institution to supply his or her academic transcript(s) when applying for enrolment or credit transfer.

2.9 CREDIT TRANSFER

Credit transfer, transfer credit, advanced standing, etc., refer to the procedure of granting advanced credit to a student for educational experiences or courses undertaken at another institution. It is a practice of recognizing learning experience acquired by a student from another university by the university a student is already registered.

3.0 OBJECTIVES OF THE POLICY

The broad objective of the policy is to open flexible pathways for interested students to continue their education by gaining special admission, if qualified and earning credits from other institution (s) and transferring same to the institution that will award the degree.

The specific objectives are to:

- a) Support student entry and mobility among collaborating higher education institutions.
- b) Facilitate sharing of unique experiences and perspectives, and further develop interests and talents of students in a truly global setting.

- c) Further collaboration between the university and other institutions of comparable standing with a view to improving global visibility.
- d) Enhance quality of programmes and graduates of participating institutions through global partnership.
- e) Facilitate international comparability of curricula and acceptability of qualifications.

4.0 GENERAL PROCEDURE ON SPECIAL ADMISSION

Special admission is a mode of entry into the University where candidates are admitted at year 3 (300 level) of an undergraduate programme usually with higher qualifications than candidates applying through UTME or DE.

The general requirements are:

- i. Candidates must have a Higher National Diploma (HND) or equivalent with at least Upper Credit or Lower Credit with minimum of 2-year post graduation relevant experience in the specialisation.
- ii. Special admission is only allowed at 300 level.
- iii. In addition to the general university requirements, programmes can stipulate discipline specific requirements.
- iv. Only candidates from the catchment areas are considered for Special Admission.
- v. Special Admission is subject to availability of space in the discipline.

Candidates applying for special admission are required to fill an application form via the Joint Admissions and Matriculation Board (JAMB) portal. The University will then process the applications and successful candidates will be notified.

5.0 GENERAL PROCEDURE ON TRANSFER

The University has made provision to admit potential students on transfer, as prior learning is time restricted and earned credits from it will only be accepted, if they form a coherent and current elements of the programme one intends to undertake in

ABU. There shall be inter-faculty, inter-university and credit units transfers.

5.1 INTER-FACULTY TRANSFER

This is transfer of student from one Faculty to another within the University. The general requirements are:

- i. Transfer is only allowed for candidate who attained two consecutive academic sessions (unbroken).
- ii. Transfer is only allowed for Direct Entry candidates who attained at least a session (two semesters unbroken).
- iii. Transfer from Professional to non-Professional programme is allowed.
- iv. Transfer from non-Professional to Professional programme is not allowed.
- v. Transfer from Science to Arts programme is not allowed and Vice-Versa.
- vi. The minimum CGPA for Inter-Faculty transfer is 1.00 (on a 5-point scale).
- vii. Transfer is only allowed from 200 level and above.
- viii. Candidates must satisfy the University minimum entry requirements for admission.
- ix. Candidates withdrawn from a classified degree programme is not eligible for transfer to another Faculty.

5.2 INTER-UNIVERSITY TRANSFER

This is transfer of student from another university to ABU. The general requirements are:

- i. Transfer from Public Universities to ABU is allowed subject to the availability of vacancy.
- ii. The minimum CGPA for Inter-University transfer is 2.40 (on a 5-point scale)
- iii. Transfer is only allowed to 200 level and above.
- iv. Inter-University transfer will not involve change of programme.
- v. Candidates must satisfy the University minimum entry requirements for admission.

- vi. Candidates withdrawn or expelled from other universities are not eligible for transfer to ABU

5.3 CREDIT UNITS TRANSFER

The University accepts transfer of credits earned from recognised institutions by its students. This shall be at least 2 credit units earned for one (1) Semester of not less than 12 weeks. Similarly, the University shall transfer credit units earned in ABU by students of other institutions. The procedure for Credit Transfer into ABU Academic programmes shall be in three stages as follows:

- a) application for transfer;
- b) processing the transfer application; and
- c) registration after transfer.

In the first stage, a student applying to ABU for credit transfer must:

- a) have admission in a recognised university or institution;
- b) be active as of the time of seeking for the credit units transfer;
- c) have completed at least 2 credit units earned in a semester of not less than 12 weeks in an accredited institution;
- d) have a minimum satisfactory grade in each course taken;
- e) provide official academic transcripts from institutions attended.

In the second stage, the application of the candidate is evaluated based on the academic transcript. The University will evaluate the transfer application in order to ascertain if the requirements of the chosen programme of study in ABU are met.

The third stage involves decisions on the level of credit to be granted in a particular programme after an in-depth assessment driven by experience and knowledge expert evaluators, enrolment/transfer professionals and the relevant Academic

Unit (i.e. Faculty/School/Department/Unit) in the University. This includes the following procedures:

- a) an assessment of the quality of the course and course content;
- b) evaluation of the comparability of the course(s) to similar/equivalent courses at ABU. The course content must be at least 60% comparable;
- c) evaluation of prior life experiences of the applicant to ensure that credit already earned are not accepted again through transfer. Such evaluation should be able to recognise relevant courses previously taken, earned and accumulated by students during their prior learning.

All the university courses are included in the calculation of the cumulative grade point average, and repeated courses will be counted once towards the accumulation of transferable credit. No credit transfer shall be allowed for any programme that is less than 1 year. The maximum credit allowed shall not exceed the equivalent of one third of the credits for a programme of study except under a special arrangement governed by a signed MoU between ABU and other institutions. In addition, credit will not be granted for courses completed more than two (2) years prior to application, except where there is evidence of substantial relevant experience during the intervening period.

Being eligible for Credit Transfer does not guarantee that an application will be approved. This is because some previously completed and passed courses in another institution may not count toward the ABU'S degree requirement. These include courses of poor quality, courses for which the receiving institution has no general counterpart, and courses that simply do not apply to the program of study being sought or the lack of vacancy.

ABU shall also collaborate with approved Universities and other recognised Higher institutions to outline academic pathways that will streamline future transfers by establishing

formal Credit Transfer Agreements for the award of credit for comparable successful studies, along the broad guidelines outlined herein in this policy. Such agreements shall require the consideration and approval of the Schools' Academic Boards and Senate. The policy principles under which ABU recognises courses for credit transfer are contained in the policy framework.

The University shall facilitate the transfer of credit units earned by international students from accredited institutions to ABU and vice-versa. The University shall pursue three different types of collaborative degrees (Double Degree, Joint Degree and Top-up Degree) with other well-recognized universities within the sub-region and beyond. The University and collaborating partner institutions should decide on the terms of the Memorandum of Understanding (MoU) on which of the collaborative degrees to be pursued, and the *modus operandi* for such programmes. However, certain requirements for the exchange/collaborative degree programmes should be satisfied such as:

- i. The partnering institutions should be accredited by their home-country regulatory authorities.
- ii. Memorandum of Understanding should be signed between ABU and the partnering institution.
- iii. Degrees in consideration between ABU and the partner institutions must be in related fields.
- iv. The partnering institution should grant equal privileges to ABU students as much as they grant to their full-time students.
- v. The International Students Unit of the Directorate of University Advancement/Student Affairs Division should facilitate the admission process, immigration issues, settling down activities and stay for international students.
- vi. The Academic Office in conjunction with the Directorate of University Advancement/Student Affairs Division should ensure management of academic records as well as export of participating students' academic records from

and to the collaborating institutions; collectively leading to successful graduation and issuance of certificate(s).

The collaborative degree programmes should be operated as follows:

- A. Double Degree Programme: A student registers initially in ABU, does at least 40% of the training requirement, and then proceeds to another ABU-partner institution to complete the training. The study will be structured in such a manner that it compliments the training in the partner institutions, which will also make-up for the remaining requirement for the issuance of ABU degree. The training must satisfy academic, and where applicable, professional registration requirement for the graduates. The partnering University will use the ABU segment of the training to compliment the training for the issuance of that institution's certificate to the student. At successful completion, the student will earn two certificates, that of ABU, and the other from the partner University.
- B. Joint Degree Programme: Where ABU provides over 50% of the training, it issues the certificate after importing the students' training records from the partner institution. However, if the partner University offers over 50% of the training, ABU will export the training records that should not be less than 40% of the degree requirement to the partner institution which will then issue the certificate. The benefits of the partnering University will be decided in the MoU but it should be stated clearly in the MoU that, the certificate to be awarded to such student on graduation will carry the logo of both Universities. However, any identified difficulty of the logistics of implementing this regime should be resolved before the commencement of the programme.
- C. Top-Up Degree Programme: This is a situation where international students can do 80% of their studies in ABU and 20% of the remaining part of their studies in a partnering institution, enabling the student to earn ABU

degree. However, where ABU participates in providing about 20% of the training, the certificate will be awarded by the partnering University.

The Special Admission and Credit Unit Transfer Committee in collaboration with relevant units in the University shall handle all special admission and transfer cases.

6.0 CONCLUSION

Special admission offers an opportunity for candidates that want to further their education and satisfactory progression in their chosen career. Similarly, student and credit units transfer have become an important part of international education. It allows students to transfer to or from another university programme, while carrying forward part of, or all previously earned credit points. It is therefore important that the University has a policy to guide the procedure for granting special admission and transfer of earned credit units.