

**DIRECTORATE OF QUALITY ASSURANCE**

**THOMAS ADEWUMI UNIVERSITY**

**OKO, KWARA STATE**

**DRAFT OF QUALITY ASSURANCE POLICY**

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# Foreword

Thomas Adewumi University is a private institution licensed by the Federal Government of Nigeria in April 2021. The Proprietor of the University is De Crown West Africa Limited, the umbrella organization for several companies whose major business is engineering and construction in Nigeria and the West Africa sub-region.

Thomas Adewumi University is committed to development and transformation of society through environmental-friendly technology and other innovations. Our mission is to be a center of attraction for staff and students of the highest quality who are dedicated and attuned to the ideals of excellence, truth, progress and development.

Thomas Adewumi University Quality Assurance policy is developed to inform and guide staff, and to improve the quality of teaching and learning in the University. This policy is set out to guide the general academic governance, procedures and protocols in ensuring the quality of lectures, examinations, and general conduct that will facilitate improvement in every unit of the University are topnotch.

This quality assurance policy will be a central resource that brings together all of the university's policies and procedures related to its development. It will be used by every unit and committee in the university to ensure that their work is aligned with the university's overall goals and objectives.

On behalf of the Management of Thomas Adewumi University, I wish all members of the University success in their entire endeavor.

Thank you

**Professor Franscisca Onaolapo Oladipo**

*(Vice-chancellor)*

# Chapter 1: INTRODUCTION

## Preamble

Thomas Adewumi University is a private institution licensed by the Federal Government of Nigeria in April 2021. TAU is poised to entrenching excellence in teaching and learning, and also in the molding of the prospective students and graduates of the Institution, and lastly, leaving a lasting legacy for the institution to strive.

The idea of Thomas Adewumi University was conceived due to long desire of the Founder to contribute to humanity through unique and quality institution where potentials can be identified and lives built. The founder dreamt of a world-class institution which will be unique both in philosophy and curriculum that would support relevant and sustainable ideas that are transferable, ICT-driven and at the cutting edge of Medicine, Science and Technology.

Also, the curricular are designed to ensure staff and students are linked with industries to support economic and enterprise development as well as technology transfer. The curricular strikes a balance between pursuits of knowledge for its own sake and pursuits of practical knowledge needed in workplace and the society in general.

The academic programmes emphasize high quality, comprehensive, discipline-based education with intense application of existing and emerging technologies with the goal of producing job creators rather than job seekers.

Quality Assurance Policy Statement
Thomas Adewumi University is committed to the development and transformation of the society through scientific technological innovations. Hence, we are bound to entrench quality standards in all our institutional parameters.

Thomas Adewumi University’s Quality Assurance structure will provide the necessary policies, processes, strategies and monitoring to ensure that the vision and mission of the University is achieved. These would be achieved through timely reporting, continuous improvement and sponsoring of cutting-edge researches.

## Purpose of the Quality Assurance Policy

The Quality Assurance Unit in the University exists to instill and preserve the high standards and maintenance of high-quality education. QA will ensure efficient internal coordination and control of academic activities and academic developments in the University. It will ensure that education is meeting the specified standard necessary for the actualization of the University goals and also ensures that all units in the University are functioning properly.

## Objectives of Thomas Adewumi University Quality Assurance

 The objectives of the Quality Assurance Unit include but not limited to:

1. Monitor implementation of the University strategic plan.
2. Monitor and ensure that performance processes in all aspects of the University functions are appropriate and relevant.
3. Reveal inadequacies and recommend solutions to further enhance lapses in instruction and training.
4. Gather, analyze, present data and use it for university’s strategic plan.
5. Maintain and provide periodically update of staff and students’ statistic for use in academic planning and other management requirement.
6. Coordinate records and data on staff training and development locally and internationally.
7. Coordinate students' evaluation of staff and programmes.
8. Encourage self-assessment of teaching staff.
9. Organize seminars, workshops and conferences.

# Chapter 2: VISION, MISSION, CORE VALUES and STRATEGIC OBJECTIVES of the UNIVERSITY

## Vision

The vision of Thomas Adewumi University is to provide excellent and suitable academic environment for the development of ideas and knowledge for the benefit of mankind.

## Mission

The mission is to be a center of attraction for staff and students of the highest quality who are dedicated and attuned to the ideas of excellence, truth, progress and development.

## Core Values

1. Hard work
2. Diligence
3. Scholarship
4. Global Relevance
5. Collaboration
6. Creative thinking
7. Godliness
8. Innovation
9. Inclusion

## Strategic Objectives of the University

The strategic objectives of the university are to;

1. Encourage the advancement of learning and to hold out all persons without distinction of race, creed, sex or political conviction the opportunity of acquiring a liberal education at the tertiary level:
2. Provide sources of instruction and other facilities for the pursuit of learning in all its branches, and to make those facilities available on proper terms to such persons as are equipped to benefit from them;
3. Encourage and promote scholarship and conduct research in all fields of learning and human endeavor;
4. Evolve academic programmes to suit the changing social and economic needs of society through continuous review of curricular and developments of new programmes through programme structural flexibility to respond to societal and technological changes;
5. Create and expand access and opportunities for education, attract and retain quality students, researchers, and teachers, thereby assisting in developing human capital and mitigating to brain drain currently afflicting the Nation;
6. Produce internationally acceptable graduates that could compete favorably with their peers anywhere in the world;
7. Carry out basic and applied research leading to the domestication and application of new technology to the Nation through collaborative linkages with other academic and research institutions in Africa and the rest of the world;
8. Establish a centre for entrepreneurial studies, in such a way that graduates shall be resourceful, self-reliant and job creators; and
9. Undertake other activities appropriate for teaching, research and community service as expected of a university of high standard.

# Chapter 3: POLICY ON INTERNAL QUALITY ASSURANCE

## Policy on Inputs

### Students

Admission: Admission into Thomas Adewumi University shall be open to all qualified candidates irrespective of gender, creed, race, religion, physical disability or political leaning. Admission into undergraduate degree programmes may be at 100 or 200 level (Direct entry), candidates shall apply through the Joint Admissions and Matriculation Board (JAMB) and must have passed the Unified Tertiary Matriculation Examination (UTME).

Candidates seeking admission must have obtained five credits passes at Senior School Certificate Examination (SSCE) or its equivalent in relevant subjects, including Mathematics and English Language, at one sitting or six credit passes at two sittings in relevant subjects including Mathematics and English Language, specified for admission into the particular programme of interest.

Candidate must have obtained an acceptable UTME score as determined by the Senate in relevant course combinations before being offered admission. Also, the candidate must pass the screening test conducted by the institution which shall be a Computer Based Test (CBT).

### Graduation Requirements

To graduate, a student will normally pass a minimum of 120 credit units for a 4 - year degree programme, 150 credit units for a 5-year degree programme, and 180 credit units for a 6-year degree programme. These must be spread strictly at a minimum of 30 passed credit units at each level of study. Students directly entering at 200 level can graduate with 30 credit units less than what is specified above for their respective programmes.

***For Master’s Programme****:* Each student will be required to register 24 credit units of course-work and 12 credit units of research (including thesis writing) for the master’s degree programme. Candidates must normally score an average of B grade or CGPA of 4.0 in the course work of their Master’s degree. All postgraduate students are required to pass required examinations, prepare and present seminars as well as submit theses on approved topics (in a prescribed format) in partial fulfilment of the requirements for graduation in the various degrees they have registered for. For each postgraduate student, there shall be a supervisor who will have the responsibility of guiding and supervising the students. A bachelor degree programme will normally be completed in 8 semesters for a 4-year programme, 10 semesters for a 5-year programme, and 12 semesters for a 6-year programme (two semesters less for those who join at 200 level). The date of degree will correspond with the end of the session in which the student completed his/her course requirements.

At the end of each semester when the grades for all courses have been assembled, each student’s cumulative grade point average is calculated by dividing total number of grade points obtained by the total number of units of all degree courses for which the student has registered. Computation of units and grades would start from 100 level or 200 level, depending on the point of admission into the university so that the cumulative grade point average at graduation is for the entire course.

### Teachers

The University academic staff to be employed shall meet all the academic requirements with relevant qualifications to be able to teach in the various departments according to their areas of specialisation. The guideline on staff/student ratio stipulated by the National Universities Commission (NUC) shall apply. However, there shall be a minimum of six full-time Staff for the commencement of any of the academic programmes. There shall be a reasonable number of Staff, of not less than 70%, with Ph.D. degrees as well as sufficient professional experience where necessary. With a minimum load of 15 Units per semester for students and a minimum of six full-time equivalents of staff in each programme, staff should have a maximum of 15 contact hours per week for lectures, tutorials, practical and supervision of projects. Staff-Mix by Rank shall be 20:35:45, for Professor/Reader, Senior Lecturer and Lecturer I & below respectively. In employing staff, the following criteria are suggested:

#### Qualifications for Appointments/Promotion of Academic Staff

|  |  |  |
| --- | --- | --- |
|  | **LEVEL** | **QUALIFICATIONS** |
| i. | Graduate Assistant | A good Bachelor’s Degree (with a minimum Second-Class Upper Division)This is a training position, and staff in this category are expected to complete their Master’s degree within two years of their appointment. |
| ii. | Assistant Lecturer | A Master’s Degree in addition to a good Bachelor’s Degree.  |
| iii. | Lecturer II | A PhD Degree for direct appointment;By promotion from Assistant Lecturer rank after a minimum of three years in addition to fulfilling other promotion requirements. |
| iv. | Lecturer I | In addition to the qualifications specified for Lecturer II, Lecturer I should have had at least three years post-doctoral teaching experience and demonstrated ability for research work and evidence of scholarship. |
| v. | Senior Lecturer | A PhD Degree in addition to meeting the requirements for publications, teaching and other conditions stipulated in the guideline.  |
| vi. | Reader (Associate Professor) | Basic qualifications set out for Senior Lecturer plus at least three years of experience. Must have considerable publications resulting from research as well as demonstrated academic leadership ability. A Reader should have evidence of participation in university administration and community activities. External assessment is required for promotion to the level of a Reader.  |
| vii | Professor | Basic qualifications as for Reader/Associate Professor. Must have had at least three years of experience as Reader/Associate Professor in addition to meeting the necessary publications. A Professor should demonstrate clear evidence of scholarship as well as academic and administrative/professional leadership. |

#### Academic Staff Appointment and Promotions Committee:

This Committee shall consider:

1. Matters relating to appointment, promotion and welfare of academic staff of the University, except matters relating to Principal officers.
2. Make recommendation to the Council on proper appointment and promotion of academic staff.
3. Consider the confirmation or extension of appointment of academic staff on the expiration of his initial period of appointment.
4. Grant study leave to academic staff in accordance to regulations.

Membership of this committee shall be: the Vice-Chancellor, Deputy Vice-Chancellor, University Librarian, Dean of Colleges, two (2) representatives of the Senate, Head of the Department concerned and Registrar as Secretary. The Vice-Chancellor shall be the chairman, or in his/her absence, the deputy Vice-Chancellor.

#### Recruitment:

Teaching Staff of the University will be appointed subject to vacancy and budgetary provisions.

1. Appointments to established positions will be normally advertised.
2. Temporary appointments will be made by the Vice-Chancellor after due interactive sessions with candidates. Such temporary appointments will thereafter be regularized after one (1) year subject to approval by the Appointments and Promotions Committee for academic staff and also subject to Council ratification.
3. All tenure appointments will be tenable for a period of two years in the first instance. They may be extended for specific period, confirmed to retiring age or terminated at the discretion of Council on the recommendation of the appropriate Appointments and Promotions Committee. An extension, when granted, shall not exceed six months at the end of which the appointment will either be confirmed or automatically lapse.
4. Professional appointments will be tenable till retiring age.

### Non-Teaching Staff

The Academic Support Staff such as the Laboratory Assistance in the various laboratories shall help the teaching staff in the conduct of tutorials, practicals and field works.The services of the administrative support staff are indispensable in the proper administration of the Departments and Faculty offices. Competent senior staff with computer savviness shall be recruited to support the Teaching in the administrative capacities. Provision of good atmosphere for non-teaching staff to thrive will be provided for them to give out their best. Quality Assurance Policy would ensure and guarantee that issues of welfare and remunerations for non-teaching staff is one of the best in the educational environment in order to encourage excellent service delivery from non-teaching staff.

Non-Teaching Staff Appointment and Promotions Committee: This committee shall consider:

1. Matters relating to appointment, promotion and welfare of administrative and profession staff of the University, except matters relating to Principal officers.
2. Make recommendations to the Council on proper appointment and promotion of non-teaching staff.
3. Consider the confirmation or extension of appointment of non-teaching staff on the expiration of his initial period of appointment.
4. Grant study leave to non-teaching staff in accordance to the regulations.
5. Report to Council from time to time.

Membership of this committee shall be: the Vice-Chancellor, Deputy Vice-Chancellor, Registrar, Bursar, University Librarian, Director of Physical Planning and Works, Director of Health Services, Internal Auditor, 2 representatives of the Senate, Deputy Registrar (Human Resources) as Secretary. Vice-Chancellor is the chairman, or in his/her absence, the deputy Vice-Chancellor (Administration).

#### Recruitment:

Non-Teaching Staff of the University shall be appointed subject to vacancy and budgetary provisions.

1. Appointments to established positions will normally be advertised.
2. Temporary appointments will be made by the Vice-Chancellor after due interactive sessions with candidates. Such temporary appointments will thereafter be regularized after one (1) year subject to approval by the Appointments and Promotions Committee for Non-Teaching staff and also subject to Council ratification.
3. All tenure appointments will be tenable for a period of two years in the first instance. They may be extended for a specific period, confirmed to retiring age or terminated at the discretion of Council on the recommendation of the appropriate Appointments and Promotions Committee. An extension when granted, shall not exceed six months at the end of which the appointment will either be confirmed or automatically lapse.
4. Professional appointments are tenable till retiring age.

### Managers

The management structure in Thomas Adewumi University shall consist of;

1. **The Vice-Chancellor** who is the Academic Head and Chief Executive of the University. (S)He shall coordinate all the various internal organs (Quality Assurance, Academic Planning, Teaching and research and all other activities involving staff and student’s security and welfare.
2. **The Deputy Vice-Chancellor** shall act in all activities of the University’s (Administrative and/ or Academic) capacities. He/she will act as the chairman of Committee of Deans and Directors in the University. The Deputy Vice-Chancellor shall have responsibility of overseeing, and supporting the office of Vice-Chancellor in activities including student and staff services, business services (IGR), health, socio-cultural and religious services.
3. **The Registrar** will the Chief Administrative Officer of the University and will be responsible to the Vice-Chancellor for the day-to-day administrative work of the University. The registrar shall be the Secretary to the Governing Council, Senate and Congregation. The registrar shall coordinate all the different units under the registry such as Council Affairs, Human Resources, College officers, departmental secretaries, Admission units and Academic Affairs.
4. **The Bursar** will be the Chief Financial Officer of the University and he will be responsible to the Vice-Chancellor for the day-to-day financial administration of the University.
5. **The University Librarian** will be the academic head of the University Library. The University Librarian shall be responsible to the Vice-Chancellor for the development of the University’s library system (the main library, college and departmental libraries).
6. To assist the Vice-Chancellor in the management of the University, there shall be
* **Director of Academic Planning,**
* **Director of Quality Assurance**
* **Director of Physical Planning and Works,**
* **Director of Health Services,**
* **Dean of Students Affair,**
* **Director of Student Works Experience Scheme (SIWES).**
* **Deans of Colleges and Postgraduate Schools**
* **Departmental Head of Department**

### Curriculum

Curriculum is a set of courses, course work and contents offered in educational institutions for a specific programme to set out an entitlement for students to the knowledge and learning in order to meet national need in a particular area of specialization. This is important to ensure the improvement and effective performance of students as well as provide coherence wider knowledge. The document contains suggestions of the status of each course in terms of *compulsory*, *required* and *elective*. This will encourage the universities to take due cognizance of the BMAS while bringing necessary innovation into the content and delivery of their programmes towards achieving their overall objectives and goals. Programmes are to be structured in such a way that a typical student does not take less than 30 credit units or more than 48 credit units per session. The curriculum design will serve as a guide to the academic staff in teaching and learning process for their programmes in terms of the minimum acceptable standards of input, process as well as measurable benchmark of knowledge, skills and competences expected to be acquired by an average graduate of each of the academic programmes. There shall be Curriculum Committee consisting of representatives from each College in the University. The Chairman shall be any Lecturer not below the cadre of Reader. The Director(s) of Academic Planning and Quality Assurance shall be part of the committee.

The committee shall see to the;

1. Implementation of curricula for all the programmes in all the colleges.
2. Ensure that the information contained in the Academic Brief, (course outline and detailed course content) are strictly followed.
3. Ensure that curriculum presented by any department get the approval of the Senate.
4. Ensure that the curriculum meet the Minimum Academic Standards laid down by the National Universities Commission.
5. Ensure existing programmes curricula are reviewed, updated and approved by the Senate.

In carrying out reviews, the NUC minimum standard for each Programme shall be used as reference material.

### Facilities (Physical)

Provision of Physical Facilities: At TAU, emphasis will be placed on the provision of required infrastructural facilities such as laboratories, well-equipped ICT centre, lecture rooms/theatres, offices as well as instructional aids, which will include audio and visual facilities such as overhead projectors, slides, and communication systems at Thomas Adewumi University. The University shall provide adequate physical facilities for the use of its staff and students. For evaluation of adequacy of physical facilities, the space allocated to various Academic Units are in NUC’s stipulated guidelines: Lecture theatres and classrooms, laboratories, library and ICT, number and type of recreational facilities, water supply and power.

### Library

There shall be Central Library in the University headed by the University Librarian. There shall also be college library, departmental reading room and E-Library; this will assist to reduce congestion of reader in the central library**.** Adequate instructional materials shall be adequately provided in the university. The resources will be shared according to the needs of the faculties, departments and programmes. All the teaching resources will be provided in the university and be adequate. There will be well stocked Library and Computer & Data Processing facilities. The University offers stimulating environment for effective teaching and learning. The laboratories will be equipped with adequately relevant equipment and consumable to meet the approved Benchmark Minimum Academic Standards (BMAS).

#### Library Accessibility

*Semester Period*

Mondays to Fridays

8.00 a.m – 5.00 p.m.

*Saturday*

10.00 a.m. – 4.00 p.m.

*During Vacation Public Holiday*

Closed.

*Lending Policy*

For Academic Staff: Two books for 7 days

For Students: One book for 3 days

### E-resources

The University Library shall have effective databases for both web-based and non-web-based resources. The subscribed databases in the library, but not limited to these, shall be;

1. J-GATE with 71 million plus Journals and Ebooks
2. Research4Life with 200 million plus Journals and Ebooks.

### Sport facilities

#### Facilities for Sports and Recreation

The University will be equipped with suitable and adequate sports and recreational facilities for both students and staff at the University Permanent Site and at the Thomas Adewumi International College. Facilities to be made available but not limited to these shall include:

1. Two Soccer fields.
2. 2 Athletic Tracks.
3. Two basketball courts.
4. 2 Handball Courts.
5. 2 Volleyball Courts.
6. 2 Badminton Courts.
7. 1 Swimming Pool.
8. 2 Table Tennis Tables.
9. Chess.
10. Two footballs.
11. Gymnasium.
12. Indoor games: Ludo, Draught, Cards, Ayo, etc.

### Health Facilities

The University shall have a standard University Health Centre within the Campus equipped and be operated by competent Medical Personnel. This will be complemented by the Oko Medical Centre, a fully furnished health facility, owned and run by the Founder of the University. The Medical centre is less than a kilometer from the University gate.

The health centre is a primary health care facility and has been involved in the following:

1. Providing Primary Health Care to the University community comprising of its staff and students, and the host community.
2. Providing pre-employment Medical Screening for its new staff and also pre-Matriculation Medical Screening of its students.
3. Providing Medical Referrals to secondary and tertiary medical centres and also Emergency Medical facilities.
4. Giving Health Prevention Talks and Medical Counselling.
5. Giving advice to University Management on policies with regards to health through the University Health Board.

A well-equipped ambulance with modern resuscitation devices shall be available in the University to aid emergency evacuation of critically ill patients. The health facilities will accommodate male and female wards for students and staff respectively; a waiting lounge; a treatment room; nurses’ station; laundry; and matron’s office.

The University Health Centre will run a twenty-four (24) hour service delivery and patients will be treated based on individual needs. The University Health Service shall employ well-trained staff with good antecedent history in all the units.

Apart from curative management of clients, preventive aspects of medicine will also be practiced; these include health promotion through various screening programs and immunization. Patients’ treatment and satisfaction will be respected at all times, there will be a memorandum of understanding undertaken with some secondary facilities for advanced cases requiring surgeries. This will ensure high responsiveness and prompt case management.

### Finance

The University shall operate a centralized payment/accounting system. However, petty expenditures needed for effective running of the Colleges/Departments will be decentralized. The bursar who is the Chief Finance Officer shall govern, manage, and regulate the finances, accounts, investments, properties, businesses and all affairs whatsoever of the university, and for that purpose, he/she and any other officers in the unit will ensure that all books of accounts are kept for all sums of monies received and expended by the university and for the assets and liabilities of the University so that such books give true and fair view of the state of the affairs of the university and explain its transaction.

### Instructional materials

Adequate instructional materials shall be adequately provided in the university. The resources shall be shared according to the needs of the faculties, departments and programmes. All the teaching resources will be provided in the university and be adequate. They shall be well stocked library and computer and data processing facilities. The University will offer serene environment for effective teaching and learning. The laboratories will be well equipped with adequate relevant equipment and consumable to meet the approved Benchmark Minimum Academic Standards (BMAS). The following instructional materials shall be available foruse in teaching and learning in the university:

1. Textbooks, E-textbooks, practical manuals, journals etc in the library.
2. Public address system in all large halls.
3. Projectors permanently installed in all large classes and laboratories.

## Policy on Processes

### Teaching and learning processes

To ensure quality in teaching and learning process, Thomas Adewumi University QA Unit shall:

1. Monitor and implement the University’s Strategic Plan;
2. Ensure periodical review of programmes curricular in line with National University Commission Benchmark;
3. Ensure that professional bodies and industries are involved in the review of programmes curricular;
4. Monitor and ensure that performance processes in all aspects of the University functions are appropriate and relevant;
5. Reveal inadequacies and recommend solutions to further enhance quality in Teaching and learning;
6. Maintain and provide periodically update of staff and students’ statistic for use in academic planning and other management requirement in ensuring that the goals and learning objectives are achieved;
7. Ensure that the University’s vision and mission are met.

### Conduct of Examinations, Offences and Penalty

At Thomas Adewumi University, the practice and conduct of examination is College based. However, the preparation is automated using students’ registration from ICT and Staff information from the department.

The following are the regulations that guide the conduct of examination.

1. Examination materials are to be submitted to Chief Invigilator in each college 30 minutes before the commencement of examination by the Head of the Departments. These materials must be well labelled according to the capacity of each venue and the sitting arrangement as indicated in the Examination Time Table**.**
2. Chief invigilators are to distribute materials to Invigilator as indicated in the Examination Time Table at the College distribution/collection centre.
3. Chief Invigilators are expected to move round during examination and return to distribution/collection centre for collection at the end of each examination.
4. The sitting arrangement of students for each department is to be printed and pasted by the department 24 hours before the commencement of examination.
5. Chief invigilators **MUST** collect a specially designed form from Quality Assurance Unit of his/her college to mark invigilators at the point of materials collection, keep record of materials collected/returned and allow them to sign at the point of return.
6. The invigilators are to move to their respective venue immediately, call in the students and arrange them following the sitting arrangement extracted from the Examination Time Table and pasted by the department.
7. Invigilators are to ensure that students are with their University I.D. cards and bursary clearance as evidence that qualify them for the examination.
8. Invigilators should ensure students sign in and out in the attendance sheet. Also, students should write their **BOOKLET NUMBER** boldly on each sheet in their examination script
9. Invigilators **MUST** report student(s) caught cheating during examination to Chief Invigilator who will report in writing to the Dean of the college and equally copy the Chairman, time table committee. Such matter is to be investigated at college level and final report directed to the University Student Disciplinary Committee for further action.
10. Any student that wants to use the convenience is to be assisted by the security officer assigned to the venue and not more than one at a time and must not be frequent. Besides, any student that cannot compose him/her self-health wise is to be assisted by the security/invigilator/chief invigilator to the health centre without delay.
11. Security personnel assigned to each venue by the Chief Security Officer of the University is to visit convenience at the start of the examination and remove note books and text books if any and submit to Invigilator in the hall.
12. Chief invigilators are to report officially any invigilator that is absent or comes late to the distribution centre and/or to the examination venue for appropriate sanction.
13. Invigilators should submit duly approved University’s leave of absence form for inevitable absence/replacement to the Chief Invigilator and Chairman, time table committee at least 24 hours prior to the period of the examination. Failure to do this, the invigilator shall be considered a defaulter **and reported for sanction.**
14. Use of corps members/Laboratory Assistants as invigilators is NOT allowed and **such will be sanctioned accordingly.**
15. Technologists in charge of different laboratories are mandated to make their laboratories ready for all examinations.
16. At the end of each examination, the departments are to recover all materials both used and unused submitted to Chief invigilator and duly sign for the material collected.

**Students shall:**

1. not use or consult books, papers, instruments or other materials or aids during the examination except permitted or provided by the university;
2. not introduce or attempt to introduce into the examination venue, hand bags, books, notes, mobile phones, instruments or materials or aids that are not permitted;
3. not enter the examination venue with any inscriptions on any part of the body e.g palm, arm, thigh, etc. and/or any material if such inscription bear relevance to the examination;
4. not pass or attempt to pass any information from one person to another during an examination;
5. not act in collaboration with any other candidate(s) or person(s) or copy or attempt to copy from another candidate or engage in any similar activity;
6. not disturb or distract other candidate(s) during the examination;
7. not be allowed to leave the examination venue until after 75 % of the time allocated for that particular paper has expired;
8. not use other people to sit for the university examination on their behalf;
9. not smoke in the examination hall;
10. not be in possession of any incriminating material(s) either used or unused during the examination or involved in any other serious examination misconduct including impersonation before, during or after the examination; and
11. be orderly and abide by the rules or guidelines at the centre in the case of CBT examinations.

In conclusion, if any student is found guilty of any of these offences by the University’s Disciplinary Committee, the penalty is **EXPULSION**.

### Conduct of Research

This Research Policy of Thomas Adewumi University provides the procedures and guidelines relating to planning, conduct, management and funding of quality and innovative research in the University. It has been developed as part of the University’s efforts to drive her vision, thereby making her a centre of excellence for demand-based research towards the development and transformation of the society

The overall objectives of the Research Policy shall be to:

1. Provide guidance to staff members, students, sponsors, industry and other collaborators on the research and development of the university
2. Determine Research directions and stipulate the structures for research activities and coordination in the University.
3. Provide guidance on university-industry linkages in fostering Research and

Development and on opportunities for private-public partnerships in research,

innovation, technology transfer and commercialization.

1. Present guidelines for staff, students and sponsors on compliance with terms and conditions for research grants, intellectual property, funds management and other research-related activities.
2. Provide the University’s guidelines to facilitate continuous capacity-building in research among staff and students.
3. To ensure standards, novelty and ingenuity of research outcomes among staff members, students, sponsors, industry and other collaborators on the research and development in the university.

### Use of Time and Space

In general, Thomas Adewumi University timetable shall from 8.00 am to 5.00pm, Monday to Friday. Lectures are held between 8.00 am and 2.00 pm at first, then break of 1 hour between 2 pm and 3 pm. Lecture resumes after break from 3.00 pm to 5.00 pm. The lesson periods are divided into 1- or 2-hours periods. The practical classes hold every week for 4 hours. The teachers and students obey the school timetable and clashes of lecture time be reported in the first week of the semester.

A 1-unit course is equivalent to 15-hours per semester, one hour per week

For a practical class, 1 unit is equivalent to 60-contact hours per semester

A 2-unit course is equivalent to 30-hours per semester, two hours per week

A 3-unit course is equivalent to 45-hour per semester, three hours per week divided into two classes in a week.

### Student Services

Thomas Adewumi University QA will ensure that:

1. Staff and students have access to health, sports, recreation and social facilities within the campus.
2. Ensure good accessibility to student advisory and mentoring committee of each department and also the guidance counsellor of the university.
3. Library is opened to students every day of the week and the policy on lending be available to them.
4. Physical facilities will be renewed periodically to support teaching/learning activities.
5. Teaching/learning activities is continuous, monitored and latest teaching aids and technology are continuously used.

### Administration/ Management processes

Quality Assurance Unit is an integral part of the Vice Chancellor's office and shall be headed by a Director whose status shall be lower than a Senior Lecturer. The Director, Quality Assurance shall be the chairman of the implementation and monitoring committee for the strategic plan of the University. The administration is presented in Figure 1 below.

Each college shall have a Quality Assurance committee headed by a Chairman. The Chairman shall be the Deputy Dean of the College who will work hand in hand with the Dean of the College and brings reports to the Central Committee.

Each Department shall have a representative who must work hand in hand and be meeting regularly with the college representative and also with the Director in achieving the unit's set goals. Other units of the University with a representative in the central committee include Library, Physical Planning and Works, Student Affairs, Security Unit and ICTRC unit.

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**Figure 1: Organogram of Quality Assurance in Thomas Adewumi University**

### Leadership

The Director of Quality Assurance in TAU shall be responsible to the Vice-Chancellor or as may be directed by the Management. He shall be the Chairman of Quality Assurance in the University.

The College Quality Assurance Committee shall be headed by the Deputy Dean and shall work with the representatives from each department. He shall liaise with the Dean of the College and bring information to the Quality Assurance Central Committee.

### Community Participation

The Directorate of Quality Assurance in conjunction with the Director works and Physical Planning, Director Research and Development and Director of Centre for Advancement shall work together to measure:

1. The attitude of the University community toward the management of the University through a well-structured survey;
2. the community perception about the relevance of the University;
3. rating of the University by the outside communities; and
4. movement of the university toward the achievement of its vision and mission.

# Chapter 4: POLICY ON EXTERNAL QUALITY ASSURANCE

## External Accreditation of Programmes and Institution/Institutional Audit

The Directorate of Quality Assurance in conjunction with Directorate of Academic Planning shall coordinate the internal programmes curricular review in preparation for the external accreditation by National University Commission and accreditation from professional bodies. They shall both be responsible for preparation for the accreditation programmes as well as institutional accreditation, which includes; adequate planning mock accreditation and arrangement of logistics for the accreditation.

## Programme Review

The QAC shall setup a Committee of assessor to audit or review existing programme curricular. The Committee shall be made up of Professors and other senior academics from relevant fields to:

1. Design or review the existing programme curricular using NUC BMAS as reference.
2. Liaise with relevant professional bodies on the design of new programmes.
3. Ensure the learning objectives or outcome in each curriculum is achievable.

## External Institutional Audits

Institutional audits will be carried out by committee setup by National University Commission and shall focus on the structure and functioning of the University’s administrative and governance organs. The following procedure shall be followed in carrying out the audit:

1. The structure of the University and procedure or plan put in place to achieve the vision and mission of the University;
2. Major facilities (Physical facilities, Finance, Health care, Utilities etc) for effective teaching, learning and welfare of staff and students;
3. Procedures for External Academic Review will include but not limited to; review
of documents, observations, and interviews with staff, students and management,
and site visits;
4. Minutes of Council, Senate and Congregation meetings;
5. The Directors of Quality Assurance and Academic Planning shall be involved in the coordination of the external institutional audits and programme reviews.

## Programme Accreditation

All academic programmes in the University shall be accredited by the National University Commission and professional bodies where applicable. Therefore, the University shall ensure that all the academic programmes being run are accredited by National University Commission and relevant Professional bodies where applicable.
The Quality Assurance Director shall:

1. Ensure that each academic units prepare the NUC Self Study Form for application for accreditation or reaccreditation.
2. Ensure that the forms are well filled with necessary information and accordance to NUC Minimum Benchmark.
3. Send and receive information from the National University Commission on the accreditation.
4. Feedback the Departments/units on accreditation.

# Chapter 5: MONITORING AND EVALUATION

## Procedures for Monitoring and Evaluation of the Policy

It is required by every university to conduct performance evaluation as a means of institutional self-assessment in order to determine the extent to which it has achieved its set goals and objectives, its cost-effectiveness and its operational efficiency. The performance audit at Thomas Adewumi University shall be conducted on an annual basis. The aim of the exercise is to assess the quantity and quality of work done as well as the administrative efficiency and cost-effectiveness of various organs of the University with the view to monitoring compliance with established norms. The indicators to be employed by the University for performance evaluation are: Academic Programme Indicators, Management Indicators, Physical and Other Infrastructural Indicators. The university shall employ the use of several strategies to monitor, evaluate, instill and sustain Quality Assurance Policy. The university shall:

1. Keep staff and students fully informed of all policies and developments through publications, newsletters and University websites, and also reports promptly to appropriate authorities.
2. Organize seminars at least once a semester to remind staff and students about the Quality Assurance policy and future challenges.
3. Establish a well-structured quality assurance at the college, faculty and departmental levels, assign duties to them, motivate them and instil confidence in them.
4. Ensure a member of the committee is invited and present at every department/college meeting.
5. Periodically meet with the Quality Assurance members to have a firsthand knowledge of their challenges in their respective posts or department and offer solution.
6. Regularly administer questionnaire to students to assess their lectures and make use of the feedback from the questionnaire.
7. Keep the stakeholders (staff and students) well informed of evaluation results, efforts made and recommendations periodically.
8. Motivate and reward staff and students for best practices e.g., for the use of new technology in lecture delivery, excellent performance in international and national debate or quiz, publishing in high impact journals, etc.
9. Enforce sanction(s) to erring staff.
10. Regularly monitor lectures to evaluate the quality and standard of teaching and learning.
11. Establish a strong and frequent communication link between the Staff, Quality Assurance Director and the Management.
12. Establish Support Services e.g., Research and Development Unit, Centre for Advancement and Linkages, Staff Welfare Unit, etc to assist and support the Quality Assurance Unit in sustaining quality culture.
13. Establish discussion fora for staff and students to discuss quality assurance issues.

## Roles and Responsibilities in the Implementation of the Quality Assurance Policy

### Duties of Director of Quality Assurance

The academic and administrative duties of the Quality Assurance Unit shall include the following among others as may be directed by the Vice-Chancellor.

1. Ensure that policies and provisions laid down in the University as well as other policies by NUC are adhered to in all Colleges, Faculties, Departments and Units of the University.
2. Promote, support and monitor implementations of national policies in the university.
3. Monitor and ensure compliance to academic brief, staff student ratio, quality and mix, teaching and research quality.
4. Monitor and assess quality, adequacy and currency of facilities and resources in Departments, Faculties and Colleges.
5. Encourage self-assessment of teaching staff and students.
6. Gather, analyze and evaluate data (staff, student) and use it to plan and write reports.
7. Evaluate and ensure the quality and standard of teaching and learning and all school ethos in every unit of the University e.g., ensuring that all examination questions are moderated; ensure that external examiners give report on moderated questions yearly, attendance at lecture and so on.
8. Support colleges, faculties and departments with internal review to ensure compliance with BMAS.
9. Analyze past accreditation reports of the University and highlight areas of remediation preparatory for next exercise.
10. Develop a self-assessment manual and creation of awareness of the provisions for QA.
11. Keep stakeholders: staff and students well informed of evaluation results, efforts made and recommendations periodically.
12. Network with Nigerian Universities Quality Assurance Network (NUQAN).
13. Any other tasks as assigned by the Vice-Chancellor.

### Duties of College Representatives/ Units

The duties of college representatives shall be among others as follows:

1. Ensure that QA policies laid down by the University as well as others policies as may be directed by the DQA and Deans are adhered to at college levels.
2. Provide advice, input and support to DQA.
3. Conduct meetings, monitoring of laboratories/workshops as well as libraries and conducting reviews at college level.
4. Gather, analyze and evaluate data at college level and send to the DQA for planning.
5. Support College and ensure quality and high standard of education/academic ethic are maintained in the colleges.
6. Ensure facilities and welfare of staff and students meet the standard set by NUC.
7. Report faults and flaw of monitoring to the Director, QA promptly and regularly.
8. Deputize for the DQA and any other duties as may be instructed by the Vice-Chancellor and/or Director of Quality Assurance.

### Duties of Departmental Representative

The duties of departmental representatives shall be among others as follows:

1. Monitor lecturers and students’ attendances at lecture.
2. Distribute and collect assessment forms from students and staff in the Department.
3. Ensure adherence to the university’s lectures and examination time-table
4. Monitor students’ registration in the Department.
5. Gather and analyze students and staff data (No. of students, staff attendance, students’ attendances and other as may be directed by the College Representative) and forward to the College representative
6. Meet regularly with the Head of Department, Technologists, etc and report flaws or inadequacies found promptly and regularly to the College Representative.

# Chapter 6: POLICY REVIEW

This Quality Assurance Policy shall be reviewed at least every five years to update the policy with new statements as the university environment changes and to conform with current trends in academic world. This policy statements may be changed or modified as deemed fit and on approval by the appropriate authority.

# Chapter 7: CONCLUSION

In conclusion, it is pertinent to note that the Quality Assurance Policy is an important document that guides the university in achieving its aims and objectives, providing guidance in its development and implementation, as well as improving the institution’s public image and imbibing a culture of self-evaluation and continuous quality improvement in the institution. This policy takes effect from the date of approval by the Senate and Council of the University.

Senate

Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Council

Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_