



NATIONAL BOARD FOR TECHNICAL EDUCATION

**STANDARDS FOR THE ACCREDITATION OF DIPLOMA
PROGRAMMES IN POLYTECHNICS AND
SIMILAR POST-SECONDARY TECHNICAL
INSTITUTION IN NIGERIA**

**Fourth Edition
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PROGRAMMES DEPARTMENT
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NIGERIA

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FOREWORD TO THE THIRD EDITION

In pursuance of the functions specified for it by relevant laws NBTE developed the Standards for the Accreditation of Diploma Programmes in Polytechnics and Similar Tertiary Institutions. The first edition was printed in 1980, the second edition was published in 1993 and the third in 2013.

In this fourth edition, the initial structural arrangement of the Standard has been slightly changed and minor amendments made to update the content in the light of global trends and new challenges in the Technical and Vocational Education Sector. Some of these include introduction of National Innovation Diploma (NID), requirements for entrepreneurship education and the National Vocational Qualification Framework (NVQF). The numerical aspects of the assessment contained in the instrument was removed and de-emphasized. It further spells out some of the criteria to guide team members in making recommendations for accrediting a programme.

I wish to express my indebtedness to the Council of Heads of Polytechnics and Colleges of Technology (COHEADS), Conference of Registrars of Polytechnics and Colleges of Technology (COREG), Academic Staff Union of Polytechnics (ASUP), Senior Staff Association of Nigeria Polytechnics (SSANIP), Non Academic Staff Union of Educational and Associated Institutions (NASU) and the Association of Proprietors of Innovation and Vocational Institutions for their tremendous contributions to the review of this all-important document. It is hoped that the Board will continue to enjoy their cooperation and assistance at all times.

Finally, comments and suggestions on what remains to be done to improve on the scheme and quality of technical education in Nigeria are welcome. Such comments and suggestions will be carefully considered and incorporated in subsequent editions as may be necessary.

Prof. Idris M. Bugaje
EXECUTIVE SECRETARY

STANDARDS FOR THE ACCREDITATION OF DIPLOMA PROGRAMMES ON POLYTECHNICS AND SIMILAR POST-SECONDARY TECHNICAL INSTITUTION IN NIGERIA

GENERAL

1.0 Introduction

The accreditation of a programme by the National Board for Technical Education means that the Board has granted public recognition to a diploma programme offered by an institution which has met its established educational standards and qualifications as determine through initial and periodic evaluations.

2.0 Process of Accreditation

Programme accreditation involves the evaluation of the quality of a programme offered in an institution by the Board to confirm that the curriculum, competence and number of teaching and administrative staff and the necessary physical and other facilities are available and are being effectively used for teaching and evaluating the students to ensure that the curriculum is adequately preparing the students to be able to perform satisfactorily in their chosen field as technician/technologist or similar levels in business and related fields and or as good citizens.

3.0 Objectives of Accreditation

The objectives of accreditation in polytechnics and similar post- secondary technical institutions are as follows:

- 3.1 to promote and foster good quality post-secondary technical education and training for the production of high quality and skilled technicians/technologists and similar levels business manpower for the economy.
- 3.2 to ensure parity of standards in all programmes offered by polytechnics and similar post-secondary technical institutions in Nigeria leading to the award of the Nation Diploma (ND), National Innovation Diploma (NID) and Higher National Diploma (HND).
- 3.3 to certify to the Nigerian Community that the programme offered by an institution has satisfied the minimum educational requirements as laid down by the Board for the award the National Diploma (ND), National Innovation Diploma (NID) and the Higher National Diploma (HND).

3.4 3.4 to provide counsel and assistance to the established and developing institutions a programmes where necessary

Types of Accreditation.

4.0 The **Board shall** undertake the following types of accreditation:

4.1 **Interim Accreditation** This is granted to an institution for a new programme after specialist staff of the Board and external resource persons have undertaken an inspect visit to confirm that there exists in the department all the resources required to mount and sustain the programme. Details of the process of granting Interim accreditation are contained in the Board’s publication titled “*Guidelines for Establishing New Programmes in Polytechnics and Similar Tertiary Institutions in Nigeria*”

4.2 **Initial Accreditation** This applies to the first accreditation of a diploma programme that has met the Board’s established minimum standards.

4.3 **Re-Accreditation** This applies to the subsequent accreditation of a diploma programme that has been granted initial accreditation status after a period of five years. The objective of re- accreditation is to ensure that the initial accreditation status is warranted, sustained and or improved upon.

5.0 **Award of the ND, NID, HND**

Only diplomates of accredited programmes will be eligible for the award of the National Diploma (ND), National Innovation Diploma (NID) or Higher National Diploma (FIND).

Formulation of Criteria for Programme Accreditation

6.0 It is the responsibility of the Board to formulate the criteria for accrediting diploma programmes offered by polytechnics or similar tertiary institutions. In performing these functions, the Board shall collaborate with the institutions, industry, ministries, professional associations and other bodies.

CRITERIA FOR ACCREDITING A PROGRAMME

7.0 The Board in order to ensure good quality education and training, parity of standards, and industrial and professional credibility shall satisfy itself that the programme to be accredited has met its established criteria. These criteria are

derived from issues relating to academic matters-goal and objectives of the programme, the curriculum, resources available for teaching the programme, satisfactory standard and quality of students' work, effective management of the department, good financial support and satisfactory rating of diplomates' performances on the job by employers.

Programmes to be Accredited

8.0 Only programmes that have earned the Board's approval and are offered by an institution that is established pursuant to a Federal or State Government law and operating as a polytechnic or similar institution. (See Appendix A) shall be considered for accreditation by the Board.

ACADEMIC MATTERS

9.0 Goal and Objectives of the Programme

The Board shall be satisfied that the goal and objectives of the programme which are to produce technicians/or technologists in the disciplines/fields or similar manpower in business occupations are being met through the totality of activities taking place in and the resources available to the department offering the programme.

10.0 There should be evidence to the Board that:

- a) The curriculum in use is adequate to produce a technician/technologist and therefore reflects the requirements of relevant industry and employers;
- b) Teaching/learning strategies are directed towards achieving the programme goal and objectives
- c) Assignment(s), practical class exercises and projects reflect the objectives as well as the skills of the programme, simulated work experience assignment(s) are provided; also the main skill areas are covered;
- d) Details of how a student's progress is monitored and reviewed are available; and internal quality control and procedures for assessment are satisfactory;
- e) Students communicate well (verbal and written) and demonstrate awareness and understanding of the social, economic, cultural and political environment.

Curriculum

11.0 The curriculum in use for the programme is adequate and therefore, not inferior to NBTE's approved minimum curriculum and course specifications for the programme. It should reflect the requirements of the relevant industry

and employers, and be adequate in content to prepare students at the appropriate level in the particular field. The curriculum should contain courses that can give the student adequate theoretical knowledge and skills to be able to perform satisfactorily on the job and also know himself and his environment.

The correctness of the above statement shall be defended before the visiting team members with documentary evidence of the curriculum in use.

The Board shall be satisfied that:

- a) There is a curriculum for the programme designed by the department/institution. Its structure includes professional and general education courses and students' industrial work experience scheme (SIWES ;)
- b) All the courses listed in the NBTE curriculum for the programme are included;
- c) The content of each course is adequate and similar to those contained in the NBTE curriculum;
- d) The curriculum content is clear to the lecturers teaching the courses;
- e) Skill and professional components are adequate for the level of the programme and
- f) The mode of teaching the curriculum is effective and includes lecture/recitation, practical exercises/projects and, written exercises.

General Studies for ND/N ID and HND programmes

11.0 General Studies courses shall be included in the curriculum so that students may improve their communication skills (oral and written) and their understanding of themselves, and their environment. General Studies courses will also inform the student on how to relate his skills u the society and the economy. The general studies courses account for 10% to 15% of the contact hours allocated to the programme.

All students enrolled in the ND /NI D and HND programmes, irrespective of discipline, are expected to take all the modules in Use of English, Communication in English and Citizenship Education. Other courses may be taken as elective courses depending on the professional programme and the resources available to the institution to mount them.

12.0 The Board will require evidence that the General Studies courses are taught in the institution and that:

- a) the compulsory and other mandatory courses are offered and passed by any student that may qualify for the award of the ND, NID or FIND as appropriate;
- b) there are available in required number qualified teaching staff for each course and average teaching load is between 15 to 18 hours weekly;
- c) appropriate books, journals and non-book items related to the General Studies courses are available in the library in addition to the text books recommended for each course;
- d) students' oral and written communication and their knowledge of the environment and world affairs are good.

STANDARD AND QUALITY OF STUDENTS' WORK

13.0 In general, the institution should have rules and regulations governing diploma examinations and awards. There should be evidence that these rules and regulations have been carefully explained to the students on enrolment and widely publicized. Such evidence may include each student having a copy of the publication.

14.0 Standard of examinations leading to the award of a diploma should be appropriate for the level of the programme. The sources of information to team members on this will include adequate coverage of the curriculum in the diploma final examination, past question papers, class tests and students answer scripts, course work, projects and external examiners/moderators reports for the two years preceding the visit. Also to be made available to members is a report on students supervised industrial work experience scheme.

15.0 The Board shall be satisfied that:

- a) class tests and course work in each module/course are appropriate for the level of training of the programme;
- b) mid-semester and end of semester examinations (theory and practical) adequately cover the course content and are of good standard;
- c) students' performance in tests, course work and examinations is good and indicates that they have mastery of the curriculum content;
- d) External moderation scheme exists and that each external examiner appointed for the programme is qualified has relevant industrial/professional experience; and performed his duties satisfactorily, and
- e) the institution implemented the recommendation of previous moderation exercise by the examiner/moderator

Practical/Project Work

16.0 Students' practical/project work are of good standard. They reflect adequate preparation of the students. The Board shall confirm that:

- a) laboratory/workshop/farm practical exercises listed for each course were accomplished by the end of each semester:
- b) projects undertaken by the students are related to the discipline, useful in the Nigerian environment and are of good standard.

Admission, Probation and Graduation of Students

17.0 The institution should have policies on admission, retention, withdrawals, expulsion and graduation of students clearly spelt out in all relevant publications. It should be clear to all concerned that a student can only withdraw on grounds of poor academic performance after the second semester.

18.0 There shall be evidence that these policies are properly explained and widely publicized for the information of all students either seeking admission or already enrolled in the institution. For admission into any of the diploma programmes, the minimum qualification expected will be similar to those laid down by the Board from time to time. For graduation, candidates should have fulfilled the requirements for the award of the ND, NID or HND which includes a successful completion of a minimum of 4 months supervised industrial work experience and passing all courses listed in the curriculum.

19.0 **The Board shall confirm that:**

- a) academic regulations exist and are well publicized;
- b) the students enrolled in the programme are qualified;
- c) the entry requirements of the institution are not less than those prescribed by NBTE;
- d) the requirements for the national award as laid down by the Academic Board of the institution and NBTE are being complied with and;
- e) students expelled/withdrawn for poor academic performance were placed on probation for at least one semester.

RESOURCES FOR TEACHING THE PROGRAMME

Physical Facilities

20.0 There shall be available to the programme adequate physical facilities - classrooms farms/field facilities, tools, instruments, machines, equipment and provisions for updating the physical facilities and provision for expendable/training materials and supplies.

21.0 The Board shall confirm that:

- a)
- adequate accommodation classrooms workshops/studios laboratories and farm/field facilities as appropriate, required to teach the programme are available use factor for each facility-workshop and laboratory should not exceed 0.7 which is 35 hours per week and in the case of classroom/lecturer theatre and halls 0.8, that is 40hours per week;
 - adequate space is provided in each facility listed above to take all machines/tools and equipment, work benches/tables, seats and writing desks etc for the number of students in each class (30 No. for science and technology-based and 40 no for art/social science-based courses and for the field and farm facilities, and
 - full complement of equipment, tools, machines and instruments shown on the NBTE minimum list of equipment for each level of programme to be accredited are available;
- b) all new equipment are properly engraved, installed and commissioned;
- c) all equipment in the laboratory, workshops and farm field facilities are functioning;
- d) safety provisions are adequate and are being maintained; and
- e) adequate volumes of books, journals/periodicals, and non-book items and e-resources are available in the library for the programme.

Teaching Staff: Quality, Number and Mix

20.2 Members of the teaching staff will be expected to possess at least a good first degree or HND in the discipline they teach plus membership of a professional body (association).

20.3 The overall competence of the teaching staff may be judged by such factors as:

- a. the level of academic/professional training;
- b. their cognate professional work and teaching experience;
- c. the diversity of their background;
- d. the extent to which they further their own education in relevant programmes that are offered in the section/department;
- e. the degree of their participation in professional associations/societies;
- f. their personal interest in the students' curricula and extra curricula activities;
- g. the existence of a staff development programme
- h. good working conditions to attract and retain staff of high quality;
- i. a reasonable teaching load of 8-18 hours per week, depending on the grade of teaching staff.

20.4 The Board shall confirm that:

a) For ND/MD Programmes

Lecturers have a minimum of a good first degree and instructors should have good HND/FTC

b) For HND Programmes

Lecturers have in addition to the qualifications listed for ND/NID programmes, post-graduate degrees or considerable post-degree or professional registration, cognate work and or teaching experience in the relevant discipline or option;

c) teaching staff are effective in the teaching and supervision of students' work and in the utilization of all resources in the department; -

d) the teaching load for teaching staff is 5-18 hours per week; Staff having administrative responsibility e.g.

Head of department should have a maximum teaching load of 8 hours a week;

e) for a single stream ND/NID 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 the HND level. Where the HND programme does not have an option, a minimum of 4 lecturers are required. For double or more streams, the number of teaching staff may be pro-rated at a ratio of one lecturer to 15 students for science and technology programmes and one

lecturer to 20 students for non-science and technology programmes. The number excludes lecturers for General Studies

- f) Overall the mix of staff for an ND/NID/HND programme shall be at least 1 Principal Chief Lecturer;
2 Senior Lecturers: 3-5 Lecturers 1 and below. A qualified technologist/technician or farm manager as appropriate and attendants are provided in each laboratory, workshop/studio farm or mini market.

HEADSHIP OF THE DEPARTMENT

21.0 There should be a substantive Head of Department who should not be lower than a Senior Lecturer in rank for a National Diploma programme; and a Principal/Chief Lecturer for a Higher National Diploma programme. He should be qualified in the discipline/field of study and have post-qualification cognate experiences in industry, teaching and educational management to guarantee to the Board that the department is being efficiently and effectively run.

22.0 There shall be evidence to the Board that:

- a) the Head of Department is qualified by credential, experience and rank to head the department;
- b) the Head of Department is efficient and effective in exercising his/her leadership roles. In this regard the Board shall be satisfied that:
 - only qualified students have been admitted into the programme;
 - the quality of teaching in the department is good, and correspondingly, the success rate of students enrolled in the department is good since the incumbent became the HOD to date;
 - teaching resources available in the department are being effectively utilised and maintained;
 - the supervision of students' work is effective, especially those related to laboratory, workshop, farm practicals' and projects.
 - the evaluation of students' work is being properly done, using appropriate assessment methods and relevant marking schemes;
 - students' academic and other records are properly kept and are readily available on demand;
 - the staff are being fully involved in the administration of the department and;
 - *Espirit-de-corps* exists among staff.

FINANCIAL SUPPORT

23.0 There should be adequate financial support to the institution, and to the department to be accredited as a measure of dedication of the proprietor to the goal and objectives of the programme, and as a predictor of continuity of good quality education and programme stability. Funds available shall be adequate for the institution to support good conditions of service that may attract new staff and retain existing ones, provide adequate consumable/training materials and update and improve its capital assets.

The Board shall confirm that there are adequate funds to support the activities of the department and the institution. Indicators of adequate-funding shall include;

- a) institution's ability to meet its personnel costs and allowances regularly;
- b) a reasonably stable staff and improved staff and student welfare services;
- c) availability of the number and diversity of books, journals/periodicals for the programme in the library. About 8% of the recurrent costs of the institution is required to maintain a good library.
- d) regular supply of consumables/training materials and adequate practical/project exercise in the laboratories, workshops and farms where applicable. There is a minimum provision of N5000.00 for science and technology and N3500 for business-related programmes for training materials annually.
- e) improved capital assets and maintenance of the departmental facilities.

Employers' Rating or Tracer Study of Diplomates

24.0 Employers and tertiary institutions are the two main consumers of products of the ND, NID and HND programmes to be accredited. It is therefore important that their views be obtained on how well diplomates of the programme are or are not performing in their chosen field as one means of determining whether the goal and objectives of the programme are being met or not and if the curriculum in use requires improvements.

25.0 As evidence of meeting the goals of the programme, the Board will require displayed employers reports that diplomates of the programme are performing well as technicians/technologists or in similar levels of employment in business fields. The evidence should be the result of a survey of the diplomates' employers to ascertain that there is a rating of satisfactory performance of the diplomates in their chosen fields. Where an institution has

not graduated any student from the programme to be accredited, employers' rating of the students during the supervised industrial work experience and students' course practical work/projects in the programme may be assessed by team members in lieu of employers' rating of diplomates.

Composition of Ad-Hoc Visitation Team for Programme Accreditation

26.0 The Board shall appoint an ad hoc visitation team.

The composition of the team for programme accreditation shall be as follows:

26.1 Two representatives of the academic community -Universities, Polytechnics and Colleges of Agriculture, who should not be lower than Principal lecturers in rank and who have responsibility for programmes similar to the one to be accredited.

26.2 A representative of a body, if any, established by law, which has responsibility for the registration of professionals/practitioners in that field, e.g Council for the Regulation of Engineering in Nigeria (COREN), Architect's Registration Council (ARCON), Institute of Chartered Accountants of Nigeria (ICAN), etc.; or a professional association related to the discipline e.g. Nigerian Society of Engineers (NSE), Nigerian Institute of Surveyors (NIS), etc.

26.3 At least one representative of employers/practitioners who has been working with technicians and higher technicians in that field or similar levels in business and therefore has a good knowledge of their education and training needs;

26.4 A staff of N.B.T.E. as Coordinator (see Appendix B for his functions during the visit.)

26.5 Union member at institutional level should be involved during Accreditation visits, particularly Institutional Administration for the purpose of transparency and observation.

Funding the Accreditation Visit

27.0 The institution whose programme is to be accredited shall be responsible for providing good hotel accommodation and local transportation for NBTE officials and team members as necessary for the period of the visit. The Board shall be responsible for the payment of travelling expenses and honorarium to team members.

The honorarium payable to team members shall be determined by the Board from time to time and such payment will be made when the report of the visit has been submitted to the Board.

Accreditation Process

28.0 The process of accrediting a programme is as follows:

28.1 An institution wishing to have any of its programmes accredited shall inform the Board of its wish in writing. (See appendix F for details) For this purpose ND/NID and HND programmes are treated as separate programmes in the same specialized field.

28.2 On receipt of the information, the Board shall compose a visitation team in accordance with paragraph 26.0 and fix a date for the visitation. Such date so fixed shall be communicated to all members of the team and the institutions involved.

28.3 The visit which is estimated to last for about three working days is then made.

28.4 At the end of the visit, the team will give an oral exit report/interview to the Rector/Provost and Principal Officers of the institution and the heads of department.

28.5 The report of the visit is then made available to the head of the institution before the team members leave for their stations.

28.6 The head of the institution is to return the report to the Executive Secretary of NBTE within two weeks with his comments.

28.7 Following the visit and the institutions comments on the draft report, the accreditation reports are made available to the Board to decide whether to accredit the programme or not

28.8 An institution may appeal against an adverse decision of the National Board for Technical Education denying it an initial accreditation or re-accreditation status for its programme. (Details of the appeal procedure are contained in Appendix E)

Activities of Team Members during the Programme Accreditation Visit

29.0 These are explained in Appendix C.

Exit Interview

30.0 At the conclusion of the visit, the team will meet officials of the institution for an exit interview. The team leader or group members will present a brief oral report of the team's findings. No minutes will be taken at this meeting and

team members are not to divulge any recommendations with respect to the accreditation of the programme.

31.0 Activities Following the Accreditation Visit

31.1 The team leader will prepare a comprehensive report incorporating all pertinent observations team members (see Appendix C) original copy of which will be submitted to the institution for review of findings of facts. Appendix D contains information on the format of presentation team's report and recommendations.

31.2 The comprehensive report by the team leader will include a discussion of the strengths and weaknesses of the programme evaluated, the degree of compliance with the accreditation criteria and comments on other areas affecting the accreditation. The report will also include suggestions for improvement where necessary.

GUIDELINES FOR ESTABLISHING AND OPERATING A POLYTECHNIC OR SIMILAR TERTIARY INSTITUTION

An institution whose programmes are to be accredited should have been established pursuant to a Federal or State Government law and met the following standard for establishing and operating a polytechnic or similar tertiary institution:

Philosophy and Objectives

1.0 It has a philosophy and clearly defined objectives which have been incorporated in a statement in its publication or a publication related to it. The institution's integrity will be measured in terms of its conscientious endeavour to fulfill its philosophy and objectives.

Site and Buildings

2.0 It has a site which is readily accessible and free from distracting noise, traffic hazards and other dangers. The site should be large enough to provide for both instructional and recreational needs attractive in appearance and properly maintained; the site should not be less than ten hectares for a Polytechnic and five hectares for Colleges of Agriculture and Monotechnics.

3.0 The buildings for classrooms and other uses, furniture, equipment, machinery, instructional devices and other physical requirements of the educational programmes are adequate in size and number for them to contribute directly to the achievement of the educational objectives. In addition, for colleges of agriculture and related disciplines, provision should be made for crop farms, livestock farms, various field facilities and audio visual room.

4.0 The physical facilities have met general tests of usefulness, cleanliness, high maintenance standards with provision for improvement and expansion and comply with any Local, State and Federal Laws governing physical facilities, particularly with respect to fire, safety and sanitation.

5.0 If the premises in which the institution is situated is not owned by it, there must be evidence of long-term lease to demonstrate to team members its stability.

6.0 The institution provides at least a number of senior administrative, teaching and other support staff on call duty with living accommodation on campus or

within the environment of the institution. Adequate hostel accommodation that is well maintained should be available to students who need it.

Organization, Administration and Control

7.0 It has clearly stated in one of its publications or a publication directly related to it, the ownership, control, and type of legal organisation of the institution.

8.0 The integrity of the institution is manifested and judged by the professional competence, educational experience, personal responsibility and ethical qualifications evidenced by each and all individuals comprising the ownership, management, or control of the institution.

9.0 The quality of the administration is evidenced by the attention given to such matters as: administration of academic matters, admissions, finance, overall administration and students' welfare services.

Governing Council

10.0 It has a Governing Council whose functions shall include the general management of the affair of the institution, the control of its property and finance, and advice to the proprietor, or have power to do anything which, in its opinion, will facilitate the carrying out of the activities of the institution and promote its best interest.

11.0 The composition of the Governing Council may include the following:

11.1 a Chairman who will be appointed by the Proprietor of the institution;

11.2 the Rector/Provost of the institution;

11.3 three representatives of professional institutions related to engineering technology, agriculture, environmental, and business studies;

11.4 two representatives of employers' association and industry;

11.5 a representative of the Academic Board

11.6 member of the community who is well informed about technical, agricultural and business education to be able to make meaningful contributions to the education and training of this level of manpower.

Academic Board

12.0 It has an Academic Board which shall be responsible to the Governing Council for the following functions:

- 12.1 the direction and management of academic matters of the institution including the regulation for admission of students, the award of certificates and diplomas, scholarships, prizes and other academic distinctions;
- 12.2 the making of such reports to the Governing Council as the Board thinks fit on any academic matters;
- 12.3 any other functions which the Governing Council may delegate to it from time to time;
- 12.4 The composition of membership of the Academic Board shall include:
- 13.1 The Rector/Provost of the institution as the Chairman;
- 13.2 The Deputy Rector/Deputy Provost;
- 13.3 Heads of Academic Departments;
- 13.4 The Librarian; and
- 13.5 Not more than two members of the teaching staff not below senior lecturers of the institution other than Heads of Departments elected from among themselves.
- 13.6 All Deans and Academic Directors to serve for three (3) years non-renewable term.
- 13.7 The Academic Board should include all Chief Lecturers as enshrined in the 2019 Polytechnic Acts (Amended).

Admission, Probation, Graduation and Student-Welfare

- 14.0 It has clearly stated policies on students' selection, admission, retention, scholastic work and graduation.
- 15.0 Entry requirements to diploma programmes should be the same as those laid down by the Board from time to time.
- 16.0 It has good students' welfare services. These may include properly maintained hostel/accommodation, feeding arrangements, transportation, health and extra-curricular activities such as sports, clubs and societies, and so on.

Library

- 17.0 There shall be evidence that:
- 17.1 the institution has a good purpose-built central library;
- 17.2 there is a Librarian and other library staff of good quality and adequate in number to service the central library and branches where they exist;
- 17.3 there is adequate annual budgetary allocation for books, periodicals instructional materials and e-resources.

17.4 adequate use is being made of library facilities by students and teaching staff and methods exist for encouraging the use of the library by the students.

Educational Programmes

18.0 It is expected that the curriculum of any good tertiary institution should develop the whole person, first by imparting knowledge and developing skills in a specialized field of technology, agriculture or business occupation, and second, by providing the student with entrepreneurial skills and an understanding of the functioning of all the elements of the society

19.0 There should be evidence to team members that there exists a systematic programme of curriculum improvement in the institution.

Academic Staff

20.0 There should be evidence to team members that:

20.1 Teaching staff members of the institution are qualified to teach in a polytechnic and similar tertiary technical institutions. They should possess a minimum of a first degree or its equivalent, recognized professional qualifications and adequate industrial and/or teaching experience (where necessary).

20.2 There exists a programme of staff development and training for the improvement of staff. Such programme should be specifically related to the institutional objectives.

Financial Stability and Reputation

21.0 The institution has adequate financial resources to meet its responsibilities. To ensure continuity of services, the proportion of the budget devoted strictly to instructional programmes, staff salaries library and staff improvement should be adequate in the light of the stated objectives of the institution.

NATIONAL BOARD FOR TECHNICAL EDUCATION

Appendix B

STAFF OF N.B.T.E. ON THE ADHOC VISITATION TEAM

As it is necessary for the visiting team's report to be consistent, the National Board for Technical Education (NBTE) will assign its staff member(s) to each team as coordinator during the accreditation visit to:

- a) liaise with the authorities of the institution for local transportation, refreshments and typing of team report;
- b) assist the team leader in the smooth management of the visitation exercise;
- c) assist the team leader or any other member of the team in their enquiries to facilitate the team's work;
- d) serve as an information source on the interpretation of the Board's accreditation criteria and policies;
- e) arrange exit interview between the team members and the head of the institution;
- f) ensure that allowances are paid to team members before they leave the institution for their stations;
- g) forward with a covering letter to the head of the institution for his comments on statements of facts, the original copy of the team's report of the visit before he leaves the institution for Kaduna.

NATIONAL BOARD FOR TECHNICAL EDUCATION

Appendix C

1.0 ACTIVITIES OF TEAM MEMBERS DURING THE ACCREDITATION VISIT

The Chairman/Team Leader

1.1 Among others the Chairman/Team Leader shall:

- a) Draw up a programme of activities to accomplish, in the least possible time, the objectives of the team's visit to the institution, to wit, *“to determine if the programme offered by the institution has in all respects met the accreditation criteria laid down by the Board and If the programme can therefore be accredited.*

The proposed agenda should be discussed and agreed to by all team members at the beginning of the visit.

- b) Allocate specific responsibilities to team members functioning singly and in groups in performing, various activities of the team.
- c) Give guidance on the presentation of individual or group report on their areas of responsibilities for the final report and recommendations of the team.

- d) Discuss frequently with team members their observations and where necessary direct on further areas of investigation to ensure that all the required information about the institution is available to team members to enable them to make a rational recommendation on accreditation action.
- e) Before the exit interview, the Chairman should agree with team members on the following aspects the final report:
 - the goal and objectives of the programme and how these are being met vis-a-vis the philosophy and objectives of the institution; and the goal and objectives stated by NBTE for the programme;
 - the observations of the individuals or group members on each item of the accreditation criteria;
 - the weaknesses and strengths of the programme;
 - the recommendations of the team to the Board highlighting whether to accredit the programme or not.

In each case of 1.1 (e) above the team should state the reasons for recommending that accreditation be granted or denied. In the case of a programme that is denied accreditation, the steps to be taken to bring the programme to the minimum standards required for accreditation should be highlighted.

1.2 Submit the final report to the NBTE programme coordinator before team members leave for their stations.

1.3 Team Members

Team members will be assigned specific responsibilities singly or in groups by the team leader. They will confer frequently with each other and exchange impressions. They will also ascertain whether or not the criteria laid down by the Board for programme accreditation are being met. Typical activities to be undertaken by them during the visit will include, among others, the following;

- a) the examination of students' work, past examination question papers, samples of students' scripts, and external moderators' report.
- b) the assessment of relevant teaching facilities and instructional aids and how they are being used to promote effective teaching and learning.

- c) the evaluation of the quality, number and mix of teaching staff teaching staff credentials may be sighted by team members where necessary.
- d) the assessment of the input of supporting departments such as general studies, mathematics, science and the library;
- e) determining the adequacy of the budgetary allocations for the programme; determining the adequacy of physical facilities for the programme - classroom and workshop space, laboratory facilities, staff offices, machines and equipment, college farm and other facilities;
- f) informal discussions with administrators, teaching staff, support staff and students about the programmes, the administration, students, welfare services, etc. Information gathered from these individuals combined with personal observations should form the basis of the individual or group report.
- g) sit in class/workshop/laboratory sessions to determine the quality of teaching and learning taking place in the department; where necessary conduct simple tests, quizzes or assign practical exercises to the class or a group of students to determine their knowledge and competencies in a subject in the curriculum of the programme to be accredited which has been covered in class.
- h) assess samples of students' notebooks to ascertain coverage of syllabus.

**GUIDELINES ON THE FORMAT OF THE REPORT AND
RECOMMENDATION OF THE AD HOC PROGRAMME VISITATION
TEAM**

- 1.0 Each member or group responsible for preparing an initial draft of sections of the report concerning his area of responsibility shall submit a comprehensive report to the team leader, before the team's exit interview and departure from the institution.
- 2.0 The report which shall be submitted in Programme Evaluation Form shall follow the following headings:
 - 2.1 The philosophy and objectives of the institution;
 - 2.2 The goal and objectives of the programme to be accredited; 2.3 The control and administration of the institution's resources; 2.4 Finance;
 - 2.5 Teaching staff adequacy in quality, number and mix;
 - 2.6 The students' selection, admission, retention, probation, expulsion, and graduation;
 - 2.7 The programme of studies;
 - (a) the curriculum of the programme to be accredited;
 - (b) the standard and quality of students' work, examinations, projects, coursework, external moderation, etc;
 - 2.8 The physical facilities, teaching, library resource centre etc;
 - 2.9 Employers' rating of diplomates of the programmes to be accredited;
 - 2.10 Summary of general observations;

2.11 Recommendations - should the programme be accredited? If not, state reasons and what the institution should do for the programme to be accredited.

NATION BOARD FOR TECHNICAL EDUCATION

Appendix E

APPEAL PROCEDURE

1.0 An institution may appeal against an adverse decision of the National Board for Technical Education denying it initial accreditation or re-accreditation for its programme(s)

2.0 The appeal process shall be as follows:

- i) The Rector/Head of the Institution shall provide the Board, within fourteen (14) days of notification of the Board 's decision on the matter, a written statement which must address the grounds upon which the appeal is based.
- j) The Board shall consider the appeal and if necessary constitute another team to re-visit the Programme
- k) The honoraria, travelling and hotel expenses of members of the appeal panel will be borne by the Board.

NATIONAL BOARD FOR TECHNICAL EDUCATION

Appendix F

A SUMMARY OF INSTITUTION'S RESPONSIBILITIES BEFORE, DURING AND AFTER THE ACCREDITATION VISIT

1.0 Before the visit - the institution shall:

1.1 Confirm:

1.1.1 The list of programme visitation team members. It should be noted that the final decision on the composition of the team is that of the Board.

1.1.2 The suitability of the dates of the visit, hotel reservations and local transportation arrangements for the team members.

Note: 1.1.3 The institution should be in session during an accreditation visit

1.2 During the Visit

1.2.1 The institution shall; provide a room equipped with writing tables and chairs as well as secretary for exclusive use of the team members during the period.

Allow team members; access into the various teaching and other support facilities, e.g. laboratories, library, workshops, classes in session, etc;

- ii) to interview staff (academic and administrative) and students of the department.
- iii) access to question papers for the courses taught and students' answer scripts for the two years preceding the visit, students' academic records, external examiners/moderators report, budgetary allocations for recurrent and capital costs, etc.

1.4 The institution shall be responsible for the local transportation of team members and for their hot accommodation during the period. Also, the institution shall provide team members with light refreshments and tea during the working sessions. Time and effort may be saved if lunch is arranged in a good hotel or cafeteria nearest to the institution or within the institution.

1.5 The institution shall render any assistance that team members may require to facilitate their work during the period. The exit interview should be attended by

the Rector of the institution, the head of department where the programme to be accredited is offered and key teaching staff who have responsibilities for various aspects of the programme.

After the Visit.

- 1.6 A copy of the report shall be made available to the Rector / Provost. The institution shall comment on statement of facts contained in the team's report, highlighting areas of agreement and disagreement with the report.
- 1.7 The institution shall ensure that the accreditation status is warranted by continual improvement on the accredited programme.
- 1.8 An institution whose programme is denied accreditation may appeal against the decision of the Board on the matter if it chooses. Such appeal should reach the Executive Secretary National Board for Technical Education, Plot B, P. M.B. 2239, Kaduna within fourteen (14) days from the date of the letter conveying the Board's decision to the institution.