

CHAPTER ONE

INTRODUCTORY NOTE

1.0.00 In this Brochure, detailed information on how to complete the Direct Entry (DE) and Unified Tertiary Matriculation Examination (UTME) application forms has been provided. Candidates are advised to read carefully the instructions and information provided herein before filling the Application forms.

1.0.01 IMPORTANT POINTS TO NOTE

Candidates should note the following:

1. The guidelines and instructions provided in this Brochure will assist candidates in selecting appropriate institutions and courses and in completing the application forms properly. The Board will not process any form completed without adhering to the instructions and regulations set out in this booklet.
2. A candidate must have completed or about to complete a full course of training in a Secondary School, Technical College, Teacher Training College or an approved institution of equivalent status.
3. A candidate must have attained the age of sixteen years (16) or would have done so on the first day of October in the year of his/her candidature.
4. UTME candidates must write the Unified Tertiary Matriculation Examination and attain an acceptable standard in the examination for entry into the course of his/her choice.
5. UTME candidates are advised to use the current syllabus. Past question papers on the examination are available for a fee at the National Headquarters, Headquarters Annexes, Zonal and State Offices of the Board.

6. Candidates who submit more than one set of application forms will be disqualified.
7. Apart from the notification of results, the Board will not enter into correspondence regarding candidates' performance at the UTME or failure of placement of candidates.
8. **The Board reserves the right to withdraw, at any time any result released to candidates or admission offers made, if it is discovered that the candidate cheated at the examination or gave the Board false, incomplete or misleading information.**
9. Candidates should note that the Board is free to place high scoring candidates into institutions other than their preferred choices.
10. Any candidate whose scores are low for their chosen courses/institutions could approach other institutions and/or departments for consideration. Such consideration would normally be given after such institutions had taken care of candidates who made such courses either their first or second choice and other high scoring candidates.

1.0.02. UTME SUBJECTS (EXAMINATION REQUIREMENTS)

For a candidate to be offered admission into 100 level of the chosen course in any of the Institutions, he/she must obtain an acceptable level of performance at the Unified Tertiary Matriculation Examination (UTME) in subjects RELEVANT to the proposed course/programme of study. The UTME subjects which are mandatory for the respective courses are set out in this Section of the Tables in this Brochure. All candidates are to note that "Use of English" is mandatory for all courses and has therefore been excluded from the Tables to avoid unnecessary repetition.

1.0.03. INFORMATION ON ADMISSION GUIDELINES

1. The proprietor of each institution provides the Board with guidelines to be adopted in selecting candidates for the respective institutions. For Federal institutions, the Federal Government stipulates that a percentage of the candidates should be selected on merit, another percentage on catchment/locality which in most cases is the geographical or socio-cultural area contiguous to the institution. A proportion is also reserved for candidates from educationally less developed states.
2. Candidates are advised to study this Section and the Section on Remarks/Waiver before Selecting Courses

1.0.04 GENERAL ENTRY REQUIREMENTS

In addition to the specific entry requirements into each Institution, faculty or department, the following are the general entry requirements approved for admission into first degree courses for both UTME and Direct Entry candidates.

- 1 Applicants must write the Unified Tertiary Matriculation Examination (UTME) and attain an acceptable standard in the Use of English (Compulsory) and three subjects relevant to the proposed course of study as set out in the relevant Chapters of this Brochure.
- 2 Candidate must in addition to attaining an acceptable standard in the Unified Tertiary Matriculation Examination obtain one of the following qualifications.
 - (a) National Examinations Council (NECO)/ West African Examinations Council (WAEC) Senior School Certificate (SSC) or the School Certificate/General Certificate of Education (SSC/GCE) or equivalents with credit passes in Five (5) subjects relevant to the course and obtained at not more than two sittings; except where otherwise specified.

- (b) Grade II Teacher's Certificate (TC II) with credit or merit passes in at least Five (5) subjects. PLEASE NOTE THAT TC II IS NOT ACCEPTABLE FOR SOME COURSES IN SOME UNIVERSITIES.
 - (c) National Technical Certificate (NTC), National Business Certificate (NBC) with credit passes in Five (5) subjects relevant to the course and obtained at not more than two sittings. For the purpose of NTC/NBC, a credit in any General Education subjects, trade related subjects and trade component subjects is equivalent to a credit in a subject.
3. A credit pass in Mathematics is required for all Science based and Social Science courses except where it is stated otherwise.
 4. A credit pass in English Language is required for all courses except where it is stated otherwise.
 - 5 Please note that a matriculated student in any University is not eligible to sit for the Unified Tertiary Matriculation Examination (UTME) except those who are transferring from foreign Universities.

1.0.05 Entry by Direct Application (DE) (2/3/4/5 - year degree programme).

1. Applicants with one of the following qualifications may be considered for admission by Direct entry:-
 - (a) A minimum of five (5) subjects passed at not more than two sittings with at least two at the Principal or Advanced level of the G.C.E. and the others, at credit level of the SSC/GCE , NTC/NBC. No subject shall be counted at both Ordinary and Advanced levels.
 - (b) Passes in two major subjects in the NCE with S.S.C.E , NTC/NBC credits or equivalents in THREE other subjects (mainly for Education Courses). Education may be accepted as a third A/Level subject for those taking courses in Education
 - (c) Two passes at the IJMB examination or Cambridge moderated Schools of Basic Studies terminal examination or International Baccalaurate from recognised institutions with SSCE/GCE , NTC/NBC credits or equivalent in three other subjects (SUBJECT TO UNIVERSITY REQUIREMENTS).

1.0.06 Entry into the Examination Hall

- A Candidate must write the examination in the town and centre to which he/she is assigned by the Board, as indicated on his/her e-registration Slip. Any candidate who reports elsewhere for the examination WILL NOT HAVE RESULTS.
- B Candidates will be allowed entry into the examination hall on the presentation of the following:
- (i) Original receipt for the purchase of the Scratch card for registration and;
 - (ii) E-Registration Slip

1.0.07 Visually impaired Candidates

Visually impaired candidates must write the examination at their Examination Centres.

1.0.08 Conduct During Examination

- A. Candidate should not carry any other paper or books except his/her e-Registration Slip and receipt of purchase of application document Pencil, Calculator, eraser and sharpeners will be provided by the Board The e-Registration Slip must be surrendered to the Invigilator before the end of the examination.
- B. **Mobile phone must NOT be brought into the examination hall/room.**
- C. Candidate should not attempt to obtain undue assistance from the invigilator and should not communicate with other candidates or any person.
- D. All rough work should be done on the blank spaces provided in the question paper booklet.

- E. Candidates are not allowed to leave the examination room without the permission of the Invigilator.
- F. Candidates, while in the venue of the examination and particularly the halls/rooms must be orderly.
- G. Any candidate leaving the room before the end of the examination for any reason whatsoever, must leave his/her question paper and answer sheet in the examination room.

1.0.09 Rules and Regulations for Dealing with Cases of Irregularities during the Board's Examination.

The following decisions of the Board are reproduced for the benefit of candidates.

A. Bringing In Foreign Materials

Where a candidate commits an offence such as bringing in textbooks, prepared materials or any other material such as mobile phones or plain sheets of paper, the candidate's results for the entire examination shall be cancelled.

B. Irregular Activities Inside or Outside the Examination Hall

Where a candidate is involved in any of the offences listed below, either inside or outside the examination hall, the candidate's results for the entire examination shall be cancelled.

The offences are:

- (a) Leaving the examination hall/premises without the permission of the invigilator;
- (b) Substituting worked script during or after the examination
- (c) Leaving the examination hall/premises with the question papers before the end of the examination;
- (d) Leaving the examination hall/premises with the answer sheet;

- (e) Stealing, converting or misappropriating the scripts of other candidates;
- (f) collusion with others or other irregular activities pertaining to examination before, during and after the examination.

C. Impersonation

Where a person is caught or found impersonating a candidate, the entire results of the person being impersonated and those of the impersonator if he/she is also a candidate for the examination, shall be cancelled.

D. Leakage

Where cases of leakage are established in a centre/town, the results of candidates proved to have benefitted from the leakage shall be cancelled while those of candidates not proved to have benefitted from the leakage shall be released.

E Widespread Cheating

- (i) Where there are established cases of widespread cheating/collusion in a centre, the results of all the candidates in the centre shall be cancelled.
- (ii) Where widespread cheating has been established, the following shall apply:
 - (a) In the case of schools used as centres, if it is established that the authorities of the schools condoned, connived or encouraged the mass cheating/collusion, the Principal of that school shall be reported to his employers;
 - (b) In the case of paid invigilators/supervisors, the Board shall take appropriate action.

F. Insult/Assault on Supervisors/Invigilators

Where a candidate or his agent insults or assaults a supervisor/invigilator in the lawful performance of his duties inside or outside the examination hall, or in any other way disturbs the conduct of the examination, the result of the candidate shall be cancelled.

1.0.10 EXAMINATION MALPRACTICES DECREE (ACT) NO. 33 OF 1999

The Board hereby reproduces below, for the benefit of Candidates, Invigilators, Supervisors, and Members of the public, the offences under Decree 33 of 1999.

1. Cheating at examination
2. Stealing etc of question papers
3. Personation
4. Orderliness at examinations
5. Disturbances at examinations
6. Misconduct at examinations
7. Obstruction of Supervisor etc
8. Forgery of result slip etc.
9. Breach of Duty
10. Conspiracy, aiding etc
11. Conviction for alternative offence
12. Offences by bodies corporate

The Act has created a number of punishments for the above offences.

The Board would therefore invoke the stiff penalties for person(s) found guilty of offences under this Act.