

Undergraduate Admission Matters

(Full-Time Regular Students)

Admissions Requirements and Procedures

Entry by University Matriculation Examination (UME)

Admission into the University of Ibadan like all federal Universities is through the Joint Admissions Matriculation Board, consequent upon writing the University Matriculation Examination (U.M.E.) and obtaining a minimum of 200 marks in the examination.

In addition to the above requirements, candidates are expected to have passed 5 'O' level subjects at Credit level in five relevant subjects at One Sitting or six in Two Sittings. Credit pass in English is compulsory for all faculties. A Credit pass in Mathematics is compulsory for all Science based courses. However, a pass in Mathematics is allowed for all courses in the faculty of the Social Sciences except **Economics** where a Credit is required. Candidates should note that to qualify for consideration in any of the courses in the College of Medicine, it is mandatory to have obtained at least the 5 'O' level Credits at **One Sitting**. The University of Ibadan in the last four years developed a model for the admission of her candidates by finding the average of the 'O' level (60%) and UME (40%) to arrive at an acceptable **cut-off** mark for each discipline. It is important to mention that the cut-off marks are not static.

1. Candidates must have reached the age of sixteen years on the first day of October in the year of their admission.
2. There are two categories of candidates, the University Matriculation Examinations (UME) candidates, and Direct Entry (DE).
3. Candidates offered admission either through the University Matriculation Examination or by Direct Entry of the Joint Admissions Matriculation Board must have met the basic requirements for admission in the University and/or their respective departments.

Direct Entry Requirements

Candidates with 'A' level results, OND (Ordinary National Diploma), HND (Higher National Diploma), NCE (Nigeria Certificate of Education) or equivalent qualifications are admitted into the 200/300 level by Direct entry, having first obtained the necessary forms from JAMB, and also meet general 'O' level requirements of the faculty for which admission is being sought.

However, they are not made to write any other examination either by JAMB or the University (for now).

Procedures

- Information is available on the university's website for prospective applicants to submit their credentials online, consequent upon the payment of the access fees into these designated banks - Afribank Plc, First Bank Plc and Wema Bank Plc (for now).
 - These applications are considered by an Admissions Panel at the level of each faculty during the Admissions exercise.
 - Names of shortlisted candidates are displayed on the website of the University inviting them for the interactive sessions, after which the successful candidates are duly recommended for admission to JAMB for approval.
 - The final list of candidates as approved by JAMB, are placed in some National dailies and the University website.
 - Consequent upon the payment of the prescribed acceptance fees by candidates, they are expected to present the originals of their credentials to designated Schedule Officers in the Undergraduate Admissions Office for clearance.
 - Thereafter, candidates who are found qualified at the clearance exercise, are matriculated at an impressive ceremony as bona-fide students of the University.
4. Every candidate, as a matter of rule, must first call at the Admissions Office to commence the Central Clearance exercise before proceeding to the Faculty and Department, for departmental clearance and registration, respectively.

Registration

- (i) All students shall register for their courses of study in the University at the beginning of each academic year in accordance with the rules made from time to time by the University. A student shall be deemed not to have registered for courses if two weeks after the beginning of the session, s/he has not completed his registration. However, special permission may be granted, by the Faculty/Department, for late registration by and on payment of a fee as sanction.
- No new student may register for courses after matriculation except through the use of ADD/DELETE forms obtainable from the Records Office.

- Examination/Records Office may expatiate on Add/Delete forms stating time of submission before any examination

(ii) **Procedure for Registration.**

The Procedure for registration shall include the following:

- a. Initial clearance by the Admissions Office indicated by the issuance of 'Authority to Pay';
- b. Payment of due fees and other charges;
- c. Obtaining thereon the signatures of all appropriate University authorities;
- d. Returning the completed Registration forms to their respective Faculty Officers not later than the Closing date as indicated for registration.

5. **Withdrawal/Expulsion from the University**

Any student who has been found to have gained admission with irregular or inauthentic credentials will be requested to withdraw from the University no matter the level of course. Such a student will not have another opportunity to study in this University as a student.

Every student should note that the penalty for double matriculation is Expulsion.

Matriculation Number/Student Identity

After the initial clearance in the Admissions Office, every candidate who has been found *prima-facie* qualified for admission is entitled to a Matriculation Number, which becomes the Student's Identity throughout his/her stay in the University.

The Management Information System (MIS) Unit, upon advice from the Admissions Office, generates matriculation numbers which are assigned to the new students by the Administrative Data Processing Unit (ADPU).

Matriculation

To become a matriculated student of the University of Ibadan, a student must have satisfied the minimum educational requirements for admission to the University. On Matriculation day, which is, normally, the first Saturday in November of each year, every fresh student, formally, signs a declaration to mark his/her provisional admission to the University, and to signify that he/she shall observe the statutes and regulations of the University as well as obey the directive of the constituted authority of the University. All matriculants are required to be formally dressed (that is, be in complete suit, as well as a costume gown for the matriculation ceremony. According to Senate regulations, no student, unless he/she is matriculated, is allowed to

remain in the University after half of the term in which he/she is registered has elapsed.

Use of Matriculation Numbers

Student records are computerized in the University Computing Centre. For this purpose, each student is assigned a matriculation number upon registration. No official student paper or document may be regarded as complete or valid unless it carries the correct matriculation number. Students are strongly advised to know, and to always be definite about their matriculation numbers, as well as use the numbers on all official transactions, including examination answer scripts and payment of fees.

Once a student has been given a matriculation number, he/she must retain it even if he/she changes his/her faculty or programme of study. Accordingly, a graduate of the University on admission for any postgraduate programme, with must use his/her undergraduate matriculation number for registration. Disciplinary action, including expulsion from the University, will be taken against any student who attempts to obtain more than one Matriculation Number.

Key points to note on matriculation, eligibility and significance:

- a. All new students are formally admitted to the University at the Matriculation. At this ceremony, new students must take the Matriculation Oath and sign the register of matriculated students of the University. Nobody may claim to be a student of this University until he/she has duly completed all matriculation formalities.
- b. A Diplomate (i.e. one who had undergone a pre-degree or diploma programme), except those of the Distance Learning Centre, shall on admission for any other course retain his/her initial matriculation number.

6. Deferment of Admission

A candidate who for any reason is unable to participate in the Clearance exercise for a session in which s/he is admitted, at the stipulated time (usually after 2 weeks) but is interested in taking up the offer at the next academic session should write, formally, to the Admissions Office for deferment. However, candidates should note that:

- a. Deferment is not automatic. A candidate must have been found prima-facie qualified and cleared by the Admissions Office.
- b. The Provisional offer of admission lapses after one session, if not taken up.

7. Suspension of Studies

A student who has matriculated but for some cogent personal reasons is not able to continue his studies, should write through his Head of Department to

the Dean of his Faculty for Suspension of Studies, usually for not more than one session. Should the reason for suspension be on health grounds, a medical report, duly endorsed by the director of the University of Ibadan Health Service, must be attached to the request.

Identity Card

Each registered student of the University upon payment of a prescribed fee is issued with an official Student Identity Card valid for one session only, or as may be indicated on the card. All persons, while on University property, may be required, for reasonable cause, to identify themselves upon request by any authorized University officials acting in the performance of their duties. Some University facilities e.g. Kenneth Dike Library, are open only to students who are able to show valid identity cards, as well as Library registration card. Students are strongly advised, therefore, to always carry their identity cards with them and to be ready to produce them, on demand.

Students must surrender their identity cards to the Records officer upon their graduation or withdrawal from the University.

Change of Name by Students

The Senate at its meeting held on 25 April, 1983, adopted the following resolutions in respect of the procedure for change of names by students in the University:

- a. That all students should graduate with the names by which they were admitted to the University.
- b. That only female students may, as a result of change in marital status, with acceptable documentary proof, be allowed to change their names.
- c. That, for the avoidance of doubt, no change of name by any male student will be recognized by the University. All students, especially, male students, are advised to take special note of this important decision of the Senate. All enquires on the procedures for change of name can be obtained from the Academic Affairs Division.

Change of Course

1. Change of Course

- (i)_____No student is allowed to change the initial course of study to another to start afresh at the 100 level. This may disqualify a student from the award of the degree of the University.
- (ii)A student who has completed more than two semesters (i.e 100 level) of studies shall not be eligible to change his/her course, except students in the College of Medicine, Faculties of Technology, Pharmacy and Veterinary Medicine who might be required to withdraw from the course.

- (iii) A student is deemed not to have qualified to change his/her course if he/she fails to satisfy the entry requirements for the intended course, at the time of admission, into the University.

2. Add & Delete Form

Add & Delete form is meant to add or delete first or second semester courses. For avoidance of doubt, no student shall be allowed to add/delete courses in respect of those in which examinations have taken place.

3. Withdrawal of Candidate

Any student who has been asked to withdraw from the University for poor academic performance is no longer eligible to change his/her course. Besides, he/she is not eligible to participate in University Examinations.

(iv) Attendance at Lectures:

Any student of the University who fails to obtain a minimum of 75% attendance at lectures in a given course is **not eligible** to write examinations in the course.

DISTANCE LEARNING CENTRE & PROGRAMMES

Introduction

The Distance Learning Centre, University of Ibadan, was established to provide, among other things, qualitative education and training to people who, for various reasons, are unable to enrol for the regular full-time academic programmes of the University.

Vision

To expand the frontiers of knowledge and transform society through Distance Learning.

Mission

To be a world-class institution where conditions of learning are excellent, research and services are outstanding, and where staff and students are worthy in character and sound judgment.

Objectives

- To bridge the capacity gap by delivering programmes of global standards in areas of national needs;
- To deliver skills-based programmes in order to promote employment and productivity.
- Partner with communities and private sector to create requisite synergy for quality and competitive education.

- Partner with reputable foreign institutions in order to deliver global educational products to Nigerians.
- Key into the global education market by positioning the University of Ibadan as an exporter of knowledge and intellectual resources.
- To become the primary center for learning resources in Africa and provide a platform for reengineering the African consciousness.
- To provide an avenue for forging global cooperation, harmony and understanding through education.

Websites

All prospective candidates and students are advised to visit the DLC websites **very** regularly for updates, information, support and feedback. They are advised to utilize existing opportunities for learning and support provided for in the Portal and Website:

www.dlcuionline.com

www.dlcui.org

The following are important email addresses and telephone lines for all relevant offices:

The Director: *director@dlcui.org* 07029392804

The Deputy Director: *deputyregistrar@dlcui.org* 07029392805

DLC: *info@dlcui.org* 07029392849

Communications Officer: *communications@dlcui.org* 07029392849

Examinations Officer: *examinations@dlcui.org* 07029392807

The Editor: *editor@dlcui.org* 07029392808

Admissions Officer: *admissions@dlcui.org* 07029392810

Exams/Records Officer: *records@dlcui.org* 07029392809

Telephone Services and Close User Group Facility

The Distance Learning Centre has a Close User Group Facility with special arrangement with a major service provider for learner support, administrative convenience, student interaction and tutorial delivery.

For further information, visit our website *www.dlcuionline.com* or call 07029392849 or send an email to *info@dlcui.org*.

Educational Radio

The University of Ibadan Radio Station, Diamond FM runs a weekly programme for Distance Learners on Wednesday at 11.00 a.m. to 12.00 noon. In addition, during the interactive sessions, Diamond FM is used to

facilitate orientation, lectures and tutorials. Students should avail themselves of the opportunity and tap into the resources of this unique experience. Schedule of Broadcast will be made available from time to time. Meanwhile, there are audio tutorial materials in Political Science, Psychology and Economics.

Interactive Sessions

Interactive sessions are designed primarily to expose students to University culture and traditions, create opportunities for them to have face to face contact with resource persons, utilize library facilities and have an extended period to interact and network with colleagues as well as study intensively. During this period, resource persons will provide tutorial support and opportunities for students. The Distance Learning Centre assists students who request for accommodation to secure safe and inexpensive accommodation on campus and elsewhere. It is, however, not an obligation and candidates are advised to make their own arrangements where that is possible. Sometimes, we are not able to provide accommodation on campus if the calendar is adjusted due to unforeseen circumstances.

Conduct during Interactive Session

The rules and regulations that apply to regular students apply also to Distance Learners no matter where they are. Degrees and certificates of the University of Ibadan are awarded only to students who are "found worthy in character and Learning". The University expects its students to be well-behaved at all times. You are all encouraged to go through the students' Handbook.

It is important for students to note that littering of the University premises is against the rules. Use refuse bins at all times. You are also advised to use walkways and not to walk across lawns. As you come into campus, you would observe the beautiful, serene, humane and green environment of the University. You should please help us to preserve this unique paradise for learning and research.

Loud music, honking, shouting or speaking at the top of one's voice especially in academic areas such as the Libraries and Classroom areas is not permitted. Distance Learners for good reasons often congregate to hold discussions. Please, do this in classrooms where available or open spaces far away from classrooms and rest areas. Be mindful of the needs of others.

Examinations

Candidates are advised in their own interest to go through the rules and regulations guiding the conduct of Examinations. The document will be available online at least **four** weeks before any examinations. The University does not condone any form of examination malpractice.

Social Services

The University of Ibadan offers social services through the following Units: Security Unit, University Clinic, Halls of Residence, Sports Council and Office of the Dean of Students. Please, ensure that you are duly registered with the appropriate unit as soon as you have the opportunity. The rights and privileges of students are contained in the students' handbook.

Power is supplied by PHCN and supplemented by the University's Generators. Water is supplied by the University's Works and Maintenance Department. We always strive to ensure that services are adequate. Sometimes however, we have to live with the reality of inadequate power and water supply due to reasons beyond our control. At such times, we request you to show understanding while we endeavour to mitigate the difficulties. The Distance Learning Centre will do whatever is reasonable to ensure that you have a good learning experience while you are a student of the University. Your experience will depend largely on your motivation and willingness to comply with the norms of social conduct. It will be our greatest pleasure to see you stand to shake hands with the Vice Chancellor at your graduation ceremony.

The Distance Learning Programme

The Distance Learning programmes are senate approved programmes of the University of Ibadan. The curricula and content are the same as those of the domicile departments of the orthodox university. The Distance Learning mode naturally forces a certain amount of flexibility on course delivery, design and administration of programmes. For instance, students are required to obtain study packs at the beginning of the session.

Resource Persons

Resource persons are drawn from departments. They are the same individuals who normally teach the courses in the orthodox programme. They prepare instructional materials, participate in tutorials, student evaluation and provide all kinds of learning supports. Our resource persons are highly trained in DL operations.

Duration

The B.Sc. Agricultural Science runs for 4, 5 or 6 years depending on entry point.

All B.Ed. courses run for 4 or 5 years depending on entry point.

All Diploma courses run for 3 years.

Mode of Study

Bachelors Degree

At the beginning of a session, each student is entitled to a study pack after payment of requisite fees. The pack consists of course materials, C.D, Audio tapes and relevant information on the centre and resource persons that will facilitate continuous and uninhibited interaction between students and the resource persons. Students are required to interact with the course materials for at least eight months before coming for an integrative period of eight weeks for tutorials and examinations. All examinations are presently conducted in the campus of the University of Ibadan.

Diploma Certificate Programmes

Diploma programmes are delivered through appropriate modes most as through face to-face teaching. Each programme has its own unique requirements for effective learning. Students will be given adequate information on specific requirement as the need arises.

Basic Requirements

Minimum of 5 Credits at one sitting or

Minimum 6 Credits at 2 sittings in either WAEC, GCE or NECO

Degree

1. B.Sc Agriculture
2. B.Ed Adult Education
3. B.Ed Education Management
4. B.Ed Guidance and Counseling
5. B.Ed Human Kinetics & Health Education
6. B.Ed Library Archival and Information Studies
7. B.Ed Special Education
8. B.Ed Teacher Education
9. B.Ed Social Work
10. B. A. Philosophy and Public Affairs
11. B.A. (Hons) English
12. B.A. (Hons) Linguistics
13. B.A. Communication / Language Arts & French
14. B.A. Communication / Language Arts & English
15. B.A. Linguistics / English
16. B.A. Linguistics / French
17. B.A. Linguistics / Yoruba
18. B.A. Yoruba / French
19. B.A. Yoruba / French
20. B.A. French and Linguistics
21. B.A. French
22. B.A. Communication & Language Arts

23. B.Sc Economics
24. B. Sc. Psychology
25. B.Sc. Political Science
26. B. Sc Statistics

Note:

Faculty of Arts & B.Sc Psychology (Direct 4 Sessions; 5 Sessions for O'L Qualifications)

1. Diploma in Management Studies
2. Diploma in Applied Linguistics/yoruba
3. Diploma in Communication
4. Diploma in Election Administration
5. Diploma in Social Work
6. Diploma in History and Diplomatic Studies
7. Diploma in Applied Psychology
8. Diploma in Industrial Relations and Trade Unionism
9. Diploma in Adult Education and Community Development
10. Diploma in Human Kinetics and Health Education
11. Diploma in Librarianship
12. Diploma in Educational Management
13. Diploma in Teacher Education
14. Diploma in Theatre Arts
15. Diploma in Statistics
16. Diploma in Social Work
17. Diploma in School Media Programme (Part Time)
18. Diploma in HIV/AIDS/STI's Education (Professional)

Summary:

44 Programmes

Student Population as at 2007/2008 - 15, 623

End Product:

The Certificate of the University of Ibadan is awarded to the successful candidate and is not different from the certificate awarded to the regular students.

Please note that:

A. Students who fail to

1. Register properly for the session
2. Complete payment for the session

3. Register for Examinations within the specified period shall not be allowed into examination centres.
4. No student would be allowed into an examination centre without a valid University ID.

Furthermore;

- Students are reminded that computer literacy is a graduation requirement in the University of Ibadan Distance Learning Centre. All students who have not been trained and certified are advised to do so within the next six months
- General Studies requirements for regular students also apply to all Distance Learning Students
- Retroactive suspension of studies will not be entertained
- Students who fail to suspend their studies at the right time will be deemed to have withdrawn.

Director:

Egbokhare, Francis O.
B.A.(Benin); M.A., Ph.D (Ibadan)
Professor (Linguistics).

Deputy Director:

Ajaiyeoba, Edith O.
B.Sc., M.Sc., Ph.D (Ibadan)
Reader (Pharmacognosy)

P.A.R./Secretary:

Anoemuah, Duke
B.A.(Ibadan)