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***ACADEMIC POLICY***

***FOR***

***DEPARTMENT OF EPIDEMIOLOGY AND DISEASE CONTROL***

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***KOGI STATE COLLEGE OF HEALTH SCIENCES AND TECHNOLOGY***

***IDAH***

 **SEPTEMBER, 2022**

**Mission, Vision, Objectives of the Department**

**Our Mission** : To create a teaching and learning community for imparting appropriate epidemiological skills and knowledge, behavior and attitude; advance the frontiers of knowledge that are relevant to national and global health & development; engender a sense of selfless public service; and promote and nurture good health.

**Our Vision**

The vision is to be a top rated Department in Kogi State College of Health Sciences and Technology Idah, ranked among the best in the Nigeria, whose products occupy leadership and sensitive positions in the public and private health sectors of the Nigerian and beyond.

Objectives of the Department

1. To produce graduates of international standard, with appropriate knowledge and skills in the field of Epidemiology, who will be highly employable and able to employ themselves.
2. To provide services, which have relevance to and impact positively on the health sector of the economy and the nation.
3. To harness modern health technology especially digital Epidemiology and modern social, economic and financial strategies to run a cost efficient and effective academic programme.
4. To operate as an equal opportunity department, sensitive to the principle of gender equity and non-discriminatory on the basis of race, ethnicity, religion or physical disability.
5. To train middle level epidemiological personnel that will assist epidemiology and disease control activities in communities.

***PROGRAMME NOMENCLATURE***

National Diploma (ND) in Epidemiology and Disease Control Technology.

***ENTRY REQUIREMENTS***

The minimum entry requirements into the D Epidemiology and Disease Control Technology programme are:

1. Five (5) credit passes in WAEC, NECO or GCE ‘O’ Level; at not more than two sitting.
2. The subject combination must include: English, Mathematics, Biology/health science, chemistry, Physics and Geography.
3. Environmental Health Assistant Certificate (with CGPA not less than 2.50) from accredited programme/institution.

***STRUCTURE/DURATION OF THE PROGRAMM***

* The ND Epidemiology and Disease Control Technology is a terminal programme structured to last for two (2) years (four semesters) of classroom work, laboratory and field trips, clinical training, workshop practices in an accredited primary, secondary and tertiary health institutions.
* Each semester shall be for 17-18 weeks, made up as follow:

15 contact weeks of teaching (i.e lectures and practical sessions etc) and 2-3 weeks for registration, test, quizzes and examinations

***CURRICULUM***

The syllabus of the ND Epidemiology and Disease Control Technology programme consists of four (4) main Components namely:

* General studies/General education courses
* Foundation courses
* Professional courses
* Project report.

***ASSESSMENT CRITERIA***

|  |  |  |  |
| --- | --- | --- | --- |
|  | Class/Practical&Laboratory Works | Semester Examination  | Total |
| Theory | 10 | 30 | 40 |
| Practical | 20 | 40 | 60 |
| Total | 30 | 70 | 100 |

***AWARD OF NATIONAL DIPLOMA***

The National Diploma certificate shall be awarded by the authority of the Academic Board of Kogi State College of Health Sciences and Technology Idah. The conditions for the award of National Diploma in Epidemiology and Disease Control Technology certificate include the following:

* Satisfactory performance in all prescribed course work/assignment, test/quizzes, workshops, practical, lab. work and field trips etc
* Satisfactory performance in all semester examinations.
* Satisfactory completion of written project/seminar papers.
* Completion of a minimum of between 72-80 semester credit unit

National Diploma (ND) shall be awarded based on the following classification.

|  |  |
| --- | --- |
| Distinction  | CGPA 3.50 - 4.00 |
| Upper Credit | CGPA 3.00 - 3.49 |
| Lower Credit | CGPA 2.50 - 2.99 |
| Pass | CGPA 2.00 - 2.49 |

***GPA SYSTEM***

|  |  |  |  |
| --- | --- | --- | --- |
| Score (in percentage) | Grade | Grade Point | Class of Degrees |
| 70-100 | A | 4.00 | Distinction |
| 60-69 | B | 3.00 | Upper Credit |
| 50-59 | C | 2.00 | Lower Credit |
| 40-49 | D | 1.00 | Pass |
| 0-39 | F | 0.00 | Fail |

The Course Unit System and Computation of Grade Point Average (GPA) as Operated by National Board for Technical Education (NBTE) Levels of Performance

1. A candidate shall be recorded as having attained in a course a level of achievement graded as follows:

A - Excellent 70-100%

B - Very good 60-69%

C - Good 50-59%

D - Satisfactory 40-49%

F - Failure 39% and below (CO)

W – Withdrawal

The overall performance of each candidate during an entire session shall be determined by means of a weighted grade point average, obtained by awarding credit points in respect of each course multiplied by the numerical value of the grade obtained such that:

A – 4 credit points per unit

B - 3 credit points per unit

C – 2 credit points per unit

D – 1 credit points per unit

F - 0 credit point per unit

The grade point average is the total number of credit points divided by the total number of units for all courses taken during a particular semester.

***CALCULATION OF GRADE POINT AVERAGE (GPA)***

***Definition of Terms***

1. Student Workload: This defined in terms of course units. One unit represents one hour of lecture or one hour of Tutorial or 2-4 hours of practical work per week throughout a semester. Thus for example, a course in which there are 2 hours of lectures and 1 hour of Tutorial per week is a 3 unit course.
2. (ii.) Total Number of Units (TNU): This is the total number of course units carried by a student in a particular semester. It is the summation of the load Units on all courses carried during the semester. For example, a student who is carrying 6 courses of 3 units each has a TNU of 18 for that semester. No student shall be allowed to carry (i.e. register for) or be examined in more than 28 units in any particular semester.
3. (iii.) Cumulative Number of Units (CNU): This is the summation of total number of units over all the semesters from the beginning to date. A student who is prone to repeating courses will finish (if he does not drop out) with a higher CNU than his non-repeating colleague and will most likely require a longer time to complete requirements for the award of degrees.
4. (iv.) Level of Performance Rating: This is the rating of grades obtained in terms of credit points per load unit. The rating used is as follows:

 ***Level of Performance*** ***Rating (credit point per unit)***

A - Excellent 70-100% 4

B - Very good 60-69% 3

C - Good 50-59% 2

D - Satisfactory 40-49% 1

F - Failure 39% and below (CO) 0

Based on the above, a student who obtained a grade of „A‟ in a 4- unit course has scored 16 credit points, and one who obtained a grade of C in that course has scored 9 credit points.

1. Total Credit Points (TCP): This is the sum of the products of the course units and rating in each course for the entire semester period. For example, consider a student who took 4 courses of 5 units each. Let’s say the grade obtained in the four courses were C, B, F, and D respectively. The TCP of this student is 5x2 + 5x3 + 5x0 + 5x1 = 30.
2. Cumulative Credit Points (CCP): This is the summation of Total Credit Points over all semesters from beginning to date.
3. Grade Point Average (GPA): This is the total credit points (TCP) divided by the total units (TNU). For example, consider the student‟s scores referred to above whose TCP of 30 and TNU is 20 (i.e. 4 courses at units each, for the semester) will have a GPA of 30 ÷ 20 = 1.5. The highest GPA that can be earned is 4.0 and that is when a student has earned a grade of „A‟ in every course during the semester. The lowest GPA obtainable is 0.0 and this would happen if the student has F all round during the semester.
4. Cumulative Grade Point Average (CGPA): This is the summation of TCPs for all semesters, divided by the summation of TNUs for the said semesters. Like the GPA, CGPA obtainable ranges from 0 to 4.

Sample Computation (example to be relevant to the Department) consider a student who has enrolled in a course programme designated as EDC and has just completed 2 full semesters in the department. His course programme and his GPA and CGPA could be as follows:

FIRST SEMESTER

|  |  |  |  |
| --- | --- | --- | --- |
| Courses | Units | Grade Score | Grade Points  |
| EDC 111 | 2 | A | 2X4 = 8 |
| EDC 112 | 2 | B | 2X3 = 6 |
| EDC 113 | 2 | C | 2X2 = 4 |
| EDC 114 | 2 | A | 2X4 = 8 |
| EDC 115 | 3 | E | 3X1 = 3 |
| EDC 116 | 3 | B | 3X3 = 9 |
| TOTAL | 14 |  | 38 |

GPA = 38/14 = 2.7

SECOND SEMESTER

|  |  |  |  |
| --- | --- | --- | --- |
| Courses | Units | Grade Score | Grade Points |
| EDC 222 | 4 | A | 4X4 = 16 |
| EDC 223 | 3 | D | 3X1 = 3 |
| EDC 224 | 3 | A | 3X4 = 12 |
| EDC 225 | 3 | C | 3X2 = 6 |
| EDC 226 | 2 | B | 2X3 = 6 |
| EDC 227 | 1 | C | 1X2 = 2 |
| TOTAL | 16 |  | 45 |

GPA = 45/16 = 2.8

 CGPA = 2.7+2.8 = 5.5 = 2.75 2 2

***WITHDRAWAL FROM THE DEPARTMENT***

 A student who fails to obtain a minimum of 1.00 GPA in two consecutive semesters shall be withdrawn automatically from the department on the basis of poor academic performance. In addition, failure to register for two consecutive semesters without due approval will lead to automatic termination of studentship of the department.

***EXAMINATION REGULATIONS***

 Registration for departmental Examination

* A candidate for an examination must have registered for the courses in the prescribed format not later than the closing date prescribed for registration for such courses. Any candidate who fails to register for courses at the appropriate time as prescribed by department will not be allowed to take any examination in such courses. Any examination taken without course registration shall be null and void.
* Students who register for courses are committed to the number of units registered for and are expected to take examinations in such courses. If a student failed to take an examination he would be scored „0F‟ for the number of unit he had registered for and in which he had failed to take the prescribed examination.
* A candidate who cannot register for courses during the prescribed period for registration because of an illness must ensure that medical report on his illness is forwarded by him or his parents/sponsors to reach the Head of Department not later than four weeks after the end of the normal registration period as scheduled in the academic calendar. Such a medical report should be forwarded for authentication by the Director of the College Clinic for it to be considered valid. Such a candidate shall be exempted from the penalties of late registration. All applications should be routed through the Head of Department.
* Students must attend a minimum of 75% of course instructions including lectures, tutorials and practical where required to qualify to sit for examination in any course.
* A candidate for the department examination should not be a regular candidate for another department in this or any other College of Health concurrently. Any candidate so discovered shall forfeit his/her studentship in the department.

***ABSENCE FROM EXAMINATION***

Candidate must present themselves at such Departmental examinations for which they have registered. Candidate who fails to do so for reasons other than illness or accident shall be bound by the following regulations:

* Any student who fails to register for courses during one semester without permission should be deemed to have scored “0F” in the minimum number of units required for full time student (i.e. 15 units) in the examination which they should have taken, but which they did not take.
* Candidates who have less than 15 units to graduate but who fail to take the required examinations should be deemed to have scored “0F” in the outstanding course only provided such candidates permissive to register for less than 15units.
* Any candidate who on account of illness is absent from a Departmental examinations may be permitted by the department on the recommendation from the appropriate Committee, to present himself for such examination at the next available opportunity provided that:
* Student in the Department shall report any case of illness to the Head of Department and College Health Centre at all times.
* When a student falls ill before an examination, he shall be under an obligation to send a medical report countersigned by the Director in the Director of Medical and Health Services within one week of such illness. Any time outside this period, shall be considered on its own merit.
* A candidate applying for leave of absence on medical grounds must forward his application together with a medical report to the Head of Department. The Medical report must be countersigned by the Director of Medical and Health Services. All applications for Leave of Absence must be taken by the appropriate Committee.

***EXAMINATION OFFENCES***

* A candidate shall not be allowed during an examination to communicate by word or otherwise with any other candidates nor shall he leave his place except with the consent of an invigilator. Should a candidate act in such a way as to disturb or inconvenience other candidates, he shall be warned and if he persists he may at the discretion of the invigilator, be excluded from the examination room. Such an action by the invigilator must also be reported in writing the Head of Department within 24 hours.
* It shall be an examination offence for any student, staff or any person whatsoever to impersonate a candidate in any examination. Any student or staff of the Department or the College found guilty under this regulation shall be subjected to disciplinary action by the appropriate committee in the college. The candidate impersonated shall also be liable of an infraction of these regulations where it is established directly from circumstantial evidence that the impersonation is with his knowledge or connivance.
* No candidate shall take into an examination room, or have in his possession during an examination any book or paper or printed or written documents, whether relevant to the examination or not, unless specifically authorized to do so. An invigilator has authority to confiscate such documents.
* Mobile phones are not allowed in examination halls.
* A candidate shall not remove from an examination room, any papers, used or unused, except the question paper and such book and papers, if any, as he is authorized to take into the examination room.
* Candidates shall not write on any paper other than the examination answer books. All rough work must be done in the answer books, and crossed out neatly. Supplementary answer books, even if they contain only rough work must be tied inside the main answer books.
* When leaving the examination room, even if temporarily, a candidate shall not leave his written work on the desk but he shall hand it over to an invigilator. Candidates are responsible for the proper return of their written work.
* Smoking and eating shall not be permitted in examination room during examination sessions.
* Any candidate or staff who attempts in any way to unlawfully have or give pre-knowledge of an examination question or to influence the marking of scripts or the award of marks by the departmental Examiner shall be subjected to disciplinary action by the appropriate committee of the college.
* If any candidate is suspected of cheating, receiving assistance, assisting other candidates or of infringing any other examination regulation, a written report of the circumstance shall be submitted by the invigilator to the Head of Department within 24 hours of the examination session. The candidate concerned shall be allowed to continue with the examination.
* Any candidate suspected of examination malpractice shall be required to submit to the invigilator a written report immediately after the paper. Failure to make a report shall be regarded as a breach of discipline. Such report should be forwarded along with the invigilator’s report to the Head of Department.
* Where a Head of Department fails to forward a report on examination malpractice to the Examination Disciplinary Committee, such action would be considered as misconduct.
* Where the Head of Department is satisfied on the basis of the reports forwarded to him that any candidate has a case to answer, he shall refer the case to the Committee on Examination Malpractice.

***PENALTIES FOR EXAMINATION OFFENCES***

* Any examination offence would attract appropriate penalty including outright dismissal from the Department and the college.
* Where the Head of Department has reason to believe that the nature of any question or the content of any paper may have become known before the date and time of the examination to any persons other than the exam secretary, he may order the suspension of the examination or the cancellation of the paper or setting of a new paper and shall report the matter to the College Management. The College management shall also take any disciplinary measure against any student or students involved, as he may deem appropriate.

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 John Onimisi

 Health of Department