

FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA, NIGERIA



## PROCEDURE FOR ADMISSION AND MATRICULATION

## **1. Preamble**

Federal University of Technology, Minna was established in 1983. It is a Federal Government owned University in Nigeria. The objective for its establishment is to give effect to the Nation's drive for the much-needed self-reliance in Science, Engineering and especially Technology through teaching, research and community services. It is a specialised University of Technology. Admission is conducted annually based on the guideline stipulated by the National Universities Commission (NUC) and the Joint Admissions and Matriculation Board (JAMB). The procedure for the admission and matriculation at Federal University of Technology, Minna involve several steps which are highlighted in this document.

## **2. Commencement**

The credentials of the applicants seeking for admission at Federal University of Technology, Minna are basically the O'level and JAMB results. The relative performance of the applicants and the carrying capacity of the University is used to decide on the cut-off marks for each Programme in the University. These details are taken to the policy meeting normally summoned by the Minister of Education. At the policy meeting national cut-off marks are established for Universities, Polytechnics and Colleges of Education.

After the policy meeting, the University further realign, if necessary, to finally agree on the cut-off marks for each Programme. This is put together into a document and are advertised to the public. Applicants make use of this window to change their programme to where they are qualified. Also applicants from other university can also change their choice to FUT Minna. This is done through JAMB.

## **3. Technical Committee Meeting**

The Technical Committee is Chaired by the Deputy Vice Chancellor (Academics). Other members of the Committee are Focal Officer (Servicom), Director of ITS (Information and Technology Service), Director of Academic Planning, Director CEPES, Academic Secretary, University Admission Officer, and Staff of Academic Office and ITS.

The Committee study the qualification of all applicants, cut-off marks and approved admission criteria. The admission criteria from JAMB shares admission based on Merit, Catchments (CS) and Educational Less Developed States (ELDS) using some percentages. Presently 45%, 35%, and 20% of the admission are allocated based on merit, CS and ELDS. Of the total carrying capacity, 90% is shared to Unified Tertiary Matriculation Examination (UTME) and 10% to Direct Entry (DE) applicants. The ten (10) catchment states are Niger,

Kogi, Kwara, Benue, Nassarawa, Plateau, FCT, Zamfara, Kebbi and Sokoto. Also the twenty-four (24) ELDS are Sokoto, Kebbi, Niger, Kogi, Plateau, Zamfara, Bauchi, Gombe, Katsina, Borno, Nassarawa, Adamawa, Jigawa, Kano, Kaduna, Taraba, Yobe, Kwara, Benue, FCT, Bayelsa, Cross River, Ebonyi and Rivers. These guidelines may be changed from time to time and FUT Minna would act accordingly.

The Technical Committee also carry out the followings:

- (i) Downloads the list of applicants from Central Admission and Processing System (CAPS) and forward same together with their credentials to the University for verification.
- (ii) Applicants would be verified based on the admission requirement for each course as follows:

#### **UTME**

- (a) A minimum of five (5) credits in O'level result, including English Language and Mathematics at not more than two (2) sittings in subjects relevant to the proposed courses.
- (b) JAMB results with a minimum JAMB score allocated to the Programme.
- (c) Selection of the right JAMB subject combination for the Programme.
- (d) Indigeneship and birth certificates are verified.

#### **Direct Entry**

- (a) A minimum of five (5) credits in O'level result is required.
- (b) Direct Entry JAMB slip for the current session of the admission should be made available.
- (c) A minimum of Lower Credit at National Diploma (ND), National Innovation Diploma (NID) or Higher National Diploma (HND) and Merit at National Certificate in Education (NCE) level are required.
- (d) The choice of courses should be relevant to their areas of specialisation at ND/HND and NCE.
- (e) An applicant must have a minimum of nine (9) points at NCE level and minimum of "C" in the major courses to be admitted into 300 Level. Applicant with merit at NCE who has a minimum of 8 points would be admitted into 200 Level.
- (f) HND candidates are recommended for 300 Level while ND and IJMB are recommended for 200 Level.
- (g) Birth and Indigeneship certificates are required for the verification.

- (iii) Qualified applicants are ranked based on their JAMB score and state of origin to reflect the Merit, CS and ELDS.

#### **4. Central Admissions Committee Meeting**

The central admission Committee is Chaired by the Vice-Chancellor. Other members of the Committee are all Principal Officers, Deans of all Schools, Focal Officer (Servicom), Director of ITS (Information and Technology Service), Director of Academic Planning, Director CEPES, Academic Secretary, University Admission Officer, Staff of Academic Office and ITS and Admission Officers of various Schools.

The list of qualified applicants from the Technical Committee are presented to the central admission Committee. Other working document to be made available are the JAMB cut-off marks for each programme, O'level and UTME combination and approved admission criteria. Admission is finally done using all the working document provided. The process is transparent all through. The list of the admitted students is proposed on CAPS by the institution Admission Officer, recommended by the Vice-Chancellor and approved by JAMB. Upon approval the applicants accept the admission on CAPS.

#### **5. Review and Collection of Feedback on Admission**

The admission portal is so designed that it is very interactive. At the commencement of the application, the candidate has to meet up with both the O'level and JAMB requirements. Otherwise the portal would send red alert. It would immediately notify the candidate that he/she is not qualified and suggestions would be made on possible Programme the candidate could fit into. Otherwise, the candidate would be notified that he/she is not qualified.

The University also have help lines which is quite visible on the home page of the admission portal. This medium is used by applicants to lay complains and seek further clarifications on gray areas during the admission process. Through this window candidates are able to add additional document needed for the admission or screening after admission. On the JAMB CAPS, the University Admission Officer can view candidates seeking admission and those that have accepted/rejected admission. Admissions are rejected by candidates if they latter have reasons to change their programmes or institutions. The spaces rejected are easily filled up by other candidates. There is close contact between the University and prospective candidates seeking admission all through.

## **6. Registration of Students**

Successful applicants on JAMB website would be required to proceed to pay an acceptance fee. When the Students receive notification of successful payment of acceptance fee, they would proceed to upload their credentials on FUT Minna portal. The credentials are screened and their authenticity ascertained. The Students are further directed to go ahead and pay the stipulated amount of school fee. The Students are to show evidence of payment along with other registration details to their level adviser who will guide them through the registration process including the courses to register for the session. Lectures commence immediately after the registration of courses. Students are subjected to medical screening in the University Clinic and are provided with Student Identification card which is required to be displayed by the students at all times.

## **7. Matriculation of Students**

Matriculation ceremony takes place four (4) weeks after commencement of lectures. Matriculation is Chaired by the Vice-Chancellor. Other dignitaries at the occasion are all Principal Officers, Deans, Directors, Heads of Departments, Invited Guest, newly admitted Students, and Parents. Representatives of the Minister of Education, NUC Executive Secretary, JAMB Registrar are also expected to grace the occasion.

The Registrar would make a brief introduction regarding the essence of the Occasion and declare the occasion opened. The Students are strategically positioned to sit according to Schools. The Dean of each School would ask their Students to stand up and present them to the Registrar. The Registrar would administer the matriculation oath to the Students and thereafter the Students would be asked to sit down. The Vice-Chancellor would then be required to deliver his/her welcome address. The ceremony would then come to a close.



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