



STUDENT INFORMATION SHEET

2009/2010 ACADEMIC SESSION

Admission Policy

- (a) Once a student is issued admission letter he/she is expected to pay the tuition fee immediately.
- (b) Any candidate who fails to make payment within the first four (4) weeks of resumption is deemed to have forfeited the admission and may be required to obtain fresh admission form if he/she wish to continue with the programme.
- (c) Request for deferment of admission can only be entertained if and only if the candidate has paid the first installment of his/her programme fees.
- (d) All students are expected to register online. Any student who is unable to do this should contact our office immediately for necessary guidance /or assistance.

Graduation Requirement/Policy

- (a) A student is allowed a minimum of two semesters and a maximum of three semesters within which to complete his/her programme.
- (b) Submission of tutor-marked assignment (TMA), passing all examinations and completion of students research project are pre-requisite for graduation. Project research carries 100 marks.
- (c) A student is said to have obtain pass in any subject, if he/she obtain a grade C. Any students who score less than grade C in a subject will be required to resit the subject.
- (d) Total number of credit units required for graduation are:

PSCFM Programme:

SAD	120 Units
SEAD	120 Units
ESPGD	50 Units
ICCA	50 Units
ICCF	80 Units



Affiliate University Programme:

BSC	120 Units
MSC	50 Units
PHD	80 Units

Grading System for Affiliate University Degree Programme

Score	Grade	Remark	Point	Interpretation of CGPA
70 and Above	A	Distinction	5	4.50 – 5.00 1 st Class
60 – 69	B	Good	4	3.50 – 4.49 2 nd Class Upper
50 – 59	C	Credit	3	2.50 – 3.49 2 nd Class Lower
45 – 49	D	Pass	2	2.00 – 2.49 3 rd Class
40 – 44	E	Pass	1	1.00 – 1.99 Pass
Below 40	F	Fail	0	0.00 – 0.99 Referred

Grading System for PSCFM Diploma Programmes

Score	Grade	Remark	Point	Interpretation of CGPA
70 and Above	A	Distinction	5	
60 – 69	B	Upper Credit	4	Distinction 4.50 – 5.00
50 – 59	C	Lower Credit	3	Upper Credit 3.50 – 4.49
45 – 49	C	Pass	2	Lower Credit 2.5 – 3.49
40 – 44	C	Pass	1	Pass 1.0 – 2.49
Below 40	C	Fail	0	Fail Below 1.0

Study Pack

Every student is expected to download his/her pack after paying tuition fee online. Those who are unable to make payment online shall be required to bear the following cost per semester:

	Study Pack Production Cost	Carriage Cost	Total
Student outside Lagos	₦3000	₦ 6000	₦ 9000
Student within Lagos	₦ 3000	₦ 3000	₦ 6000
Student within West Africa	₦ 3000	₦ 20,000	₦ 23,000



PSCFM Miscellaneous Charges (SAD, SEAD, ESPGD, ICCA, ICCF)

Project fee	₱ 5000
I.D Card	₱ 500
Matriculation	₱ 2000
Graduation	₱ 3000
Course Registration	₱ 1500 (Payable every semester exam)
Examination Deferment	₱ 15,000

PSCFM Resit Examination

SAD	₱ 10,000	Per Subject
SEAD	₱ 10,000	Per Subject
ESPGD	₱ 14,000	Per Subject
ICCA	₱ 22,000	Per Subject
ICCF	₱ 81,000	Per Subject

NB Any student resiting a subject would be required to pay the course registration fee of ₱ 1,500