

University on the Niger, Umunya, Anambra State
Students' Industrial Work Experience Scheme (SIWES)
GUIDELINES

1.0 Background

The Students Industrial Work Experience Scheme (SIWES) is a mandatory component of the NUC Core Curriculum and Minimum Academic Standards (CCMAS) for various programmes. It is designed to expose students to real-life industrial and workplace experiences that complement their academic training. The University on the Niger adopts SIWES as a structured and credit-bearing requirement in line with CCMAS expectations, ensuring that all students in eligible programmes gain hands-on learning, professional development, and industry exposure.

2.0 General Objectives (CCMAS-Aligned)

The SIWES programme at the University on the Niger shall:

1. Provide students with industrial and practical exposure as prescribed by CCMAS.
2. Bridge the gap between theoretical classroom instruction and practical industry operations.
3. Equip students with employable skills, workplace ethics, and professional discipline.
4. Strengthening students' understanding of equipment, technologies, and industrial processes.
5. Improve competence in problem-solving, teamwork, communication, and innovation.
6. Facilitate university-industry partnerships that enhance curriculum relevance.
7. Ensure compliance with NUC CCMAS and Industrial Training Fund (ITF) regulations.

3.0 CCMAS-Required Scope of SIWES

According to CCMAS, SIWES shall apply to programmes that require:

- Practical industrial attachment
- Clinical, field, or laboratory posting
- Professional experience in industry settings
- Technical or engineering exposure
- Agricultural or environmental field experience
- Teaching practicum (for Education programmes)

Programmes in the following faculties typically have CCMAS-required SIWES:

- B. Sc Public Health
- B.HIM Health Information Management
- B. Sc Accounting

- B. Sc Economic and Development Studies
- B. Sc Forensic Science
- B. Sc Microbiology
- B. Sc Computer Science
- B. Sc Cybersecurity
- B. Sc Software Engineering
- B. A. Religious Studies
- Doctor of Pharmacy (Pharm. D)
- B.Sc. Artificial Intelligence
- BSc. Business Administration

4.0 Duration and Credit Requirements (Per CCMAS)

SIWES shall be scheduled in accordance with NUC CCMAS guidelines:

- **6 months** (24 weeks) for programmes requiring extended industrial posting
- **12–16 weeks** for standard SIWES categories
- **6–12 weeks** for field experience depending on the programme

Credits assigned (as required by CCMAS):

- **2 to 6 credit units**, depending on departmental regulation
- Must be reflected in the programme structure and academic transcript
- Must not overlap with regular semester teaching periods unless approved by Senate

5.0 Structure and Responsibilities

5.1 SIWES Unit Responsibilities

The SIWES Unit shall:

1. Develop SIWES guidelines following CCMAS and ITF directives.
2. Register eligible students with ITF and maintain proper documentation.
3. Source and verify suitable places of attachment in line with curriculum relevance.
4. Organise compulsory pre-SIWES orientation covering safety, ethics, and expectations.
5. Provide SIWES logbooks, journals, evaluation forms, and reporting templates.
6. Conduct at least **two supervisory visits** to each student's placement.
7. Organise post-SIWES seminars as mandated by CCMAS.
8. Compile, analyse, and submit SIWES reports to Senate every academic session.

5.2 Responsibilities of Departments (CCMAS Requirements)

Each department shall:

1. Appoint a **Departmental SIWES Coordinator**.
2. Align SIWES activities with the CCMAS-approved curriculum content.
3. Approve student placements based on programme relevance.
4. Undertake academic supervision and assessment.
5. Score student SIWES performance using approved rubrics.
6. Submit departmental SIWES reports to the University SIWES Unit.
7. Ensure SIWES results are uploaded to the University MIS and transcripts.

5.3 Responsibilities of Students

Students must:

1. Complete all SIWES registration and documentation.
2. Secure an approved placement or accept one provided by the University.
3. Report to the industry on schedule and adhere to workplace rules.
4. Keep daily entries in the SIWES logbook.
5. Obtain weekly authentication from industry supervisors.
6. Report on the monthly progress to the SIWES Unit.
7. Prepare and submit:
 - Logbook
 - Technical/Field Report
 - Employer Evaluation
 - Evidence of supervision
8. Present findings during the post-SIWES seminar.

5.4 Responsibilities of Industry Partners

Industry partners shall:

1. Provide structured training relevant to programme outcomes.
2. Assign a qualified supervisor to oversee student activities.
3. Validate student attendance and logbook entries weekly.
4. Complete University and ITF evaluation forms.
5. Provide feedback and recommendations on student performance.
6. Ensure compliance with workplace safety and professional conduct.

6.0 Assessment and Grading (Required by CCMAS)

Assessment components shall include:

1. **Logbook Completion** – 20%
2. **Industry Supervisor Evaluation** – 30%
3. **University Supervisor Assessment** – 30%
4. **Technical Report and Seminar Presentation** – 20%

Grades shall reflect in the students' transcript as required by CCMAS.

7.0 Monitoring and Evaluation

The monitoring and evaluation framework includes:

- Scheduled field visits
- Documentation of training activities
- Monthly industry feedback
- Risk management and safety compliance checks
- End-of-programme evaluation sessions
- Analysis of stakeholder reports

The SIWES Unit shall maintain an M&E database for reporting to NUC during accreditation.

8.0 Documentation and Compliance

SIWES documentation must include:

- Student enrolment list
- ITF registration documents
- Approved placement list
- Supervision itinerary
- Industry evaluation forms
- Student logbooks
- Final reports
- Consolidated Senate-approved results

All records must be available for NUC, ITF, and accreditation panels.

9.0 Funding (Per ITF and CCMAS Regulatory Framework)

Funding sources include:

1. ITF reimbursement for eligible students
2. University budget provisions
3. Faculty/departmental allocations
4. Industry support where applicable

The University SIWES Unit shall ensure timely processing of ITF stipends.

10.0 Review of TOR

This TOR shall be reviewed every **three (3) years** or as directed by:

- University Senate
- NUC (based on CCMAS revision)
- ITF policy updates

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POLICY

1.0 Policy Statement

The University on the Niger adopts SIWES as a mandatory academic requirement in compliance with NUC CCMAS and ITF regulations.

2.0 Policy Objectives

The policies ensure:

1. Standardization of SIWES processes.
2. Clear responsibilities for students, departments, and industry partners.
3. Compliance with national regulatory frameworks.
4. Quality assurance and supervision.
5. Documentation for accreditation.

3.0 Governance Structure

The SIWES Directorate shall:

- Report to the Vice-Chancellor through the DVC (Academic).
- Coordinate with faculties and departments.
- Maintain ITF compliance.

4.0 Placement Policy

- Students may secure placements with departmental approval.
- University may assign placements if needed.
- All placements must be relevant to the programme.

5.0 Supervision Policy

- Minimum of two visits per student.
- Supervisors must complete official reports.
- Transportation allowances must be provided where applicable.

6.0 Assessment Policy

Grades shall be based on:

- Logbook
- Supervision

- Industry evaluation
- Technical report
- Seminar presentation

All assessments must follow Senate-approved rubrics.

7.0 Safety Policy

The University mandates:

- PPE usage
- Compliance with industry safety protocols
- Hazard reporting system
- Insurance coverage where applicable

8.0 Documentation Policy

All documentation must be stored for:

- NUC accreditation
- ITF verification
- Internal audits

9.0 Review Policy

The SIWES Policy Manual must be reviewed every **three years** or upon CCMAS revision.