

**INSTITUTE OF ADMINISTRATION
AHMADU BELLO UNIVERSITY
P.M.B. 1013, ZARIA - NIGERIA**

APPLICATION FOR ADMISSION INTO DIPLOMA COURSES

Applications are hereby invited from qualified candidates wishing to pursue the various Sub-degree Programmes being offered by the Institute of Administration, Ahmadu Bello University in the 2008/2009 academic year. The details are as follows:

1. Diploma in Accounting

- a) Duration - Two years.
- b) Entry Qualifications - Five credits including Mathematics, English Language and Economics.
- c) Tuition Fees - N25,000.00k per session

2. Diploma in Banking

- a) Duration - Two years.
- b) Entry Qualifications - Five credits including Mathematics and at least a Pass in English Language.
- c) Tuition Fees - N25,000.00k per session

3. Diploma in Insurance

- a) Duration - Two years.
- b) Entry Qualifications - Four credits including English Language, Mathematics or Economics in not more than two sittings in SSCE, WAEC or NECO and two other Social Science subjects.
- c) Tuition Fees - N25,000.00k per session

4. Diploma in Law

- a) Duration - Two years.
- b) Entry Qualifications - Five credits including English Language. Possession of credit in Literature in English, is an added advantage.
- c) Tuition Fees - N25,000.00k per session

5. Diploma in Sharia and Civil Law

- a) Duration - Two years.
- b) Entry Qualifications - Four credits in the SSCE, WAEC, NECO or Grade Two Teachers' Certificate with at least a Pass in English Language.
- c) Tuition Fees - N25,000.00k per session

6. Higher Diploma in Sharia

- a) Duration - One year (full time), Two years (Part-time).
- b) Entry Qualifications - Diploma in Law or Diploma in Sharia and Civil Law from Ahmadu Bello University, other recognized Universities, or Institutions; Degree from a recognized University of Institution, Diploma in Hausa, Arabic or Islamic Studies from ABU or any recognized Institution; Judicial Officers

from the rank of Higher Judges or Higher Registrars, Inspectors of Sharia/Area Courts, Registrars of Magistrate/Area Courts.

c) Tuition Fees - N30,000.00k per session

7. Diploma in Local Government

a) Duration - Two years.

b) Entry Qualifications - A minimum of four credits in SSCE or NECO. Candidates must have scored at least a Pass in English Language. Preference will be given to employees of Local Government.

c) Tuition Fees - N25,000.00k per session

8. Higher Diploma in Local Government

a) Duration - Two years.

b) Entry Qualifications -

1. Diploma in any of the following fields, with a minimum of a MERIT pass from any recognized University and Polytechnic:
 - i) Local Government
 - ii) Public Administration
 - iii) Accounting
 - iv) Public Accounting & Auditing
 - v) Adult Education & Community Development
 - vi) Mass Communication
 - vii) Social Welfare Administration
 - viii) Law
 - ix) Computer Science
2. NCE with a minimum of 3 years work experience in the Local Government Service.
3. Diploma in Local Government with a PASS grade but having a minimum of 5 year work experience in the Local Government Service.

c) Tuition Fees - N45,000.00k per session

9. Advanced Diploma in Local Government

a) Duration - One year.

b) Entry Qualifications - Candidates must have the basic requirements for admission into the Diploma Programme. They must have obtained at least a Merit Pass in Higher Diploma in Local Government from recognized Universities or Polytechnics and must have had two years working experience after their Higher Diplomas. However, candidates with a Pass at the Higher Diploma in Local Government from Ahmadu Bello University who have three years working experience may be eligible for admission. In either case, candidates must not be below Grade Level 09 in the Public Service.

c) Tuition Fees - N40,000.00k per session

10. Diploma in Public Administration

- a) Duration - Two years.
- b) Entry Qualifications - A minimum of four credits in the SSCE, WAEC or NECO in not more than two sittings with at least a Pass in English Language.
- c) Tuition Fees - N25,000.00k per session
- d) Candidates with diploma in other institutions but wishing to acquire ABU Diploma in Public Administration can be admitted into diploma year two if candidate have a minimum of **MERIT** grade

11. Advanced Diploma in Public Administration

- a) Duration - Two years (Part-time).
- b) Entry Qualifications - Non-Graduate serving officers with not less than six (6) years working experience, both in Public and Private Sectors are eligible for admission. In addition to this, candidates must attained academic qualifications of not less than an ordinary diploma or equivalent with a **Merit** and above grade.
- c) Tuition Fees - N30,000.00k per session.

Additional information for Diploma Holders

In addition to the aforementioned, for Diploma holders of institutions other than the Ahmadu Bello University and Ahmadu Bello University Diploma graduates who passed out with a grade lower than Merit and are hoping to be admitted into degree programmes via the direct entry mode into Ahmadu Bello University are also hereby invited to apply and do a one year programme to “polish” their diploma certificates. Such candidates will be registered into Part Two of their desired programme and are also required to pay the N25,000.00K Registration fee per session.

Method of Application

Applicants seeking admission into any of the Diploma Programmes are required to purchase the Institute's scratch card from any major branch of Unity Bank PLC and Zenith Bank PLC at the cost of **N2,500.00K**, Bank Charges inclusive.

Candidates are also required to fill the form online, print a copy of the completed form, affix recent passport photograph and retain the copy for future reference.

Note: The scratch cards will be available at designated branches of Unity Bank and Zenith Bank in all Northern State Capitals, Abuja, Enugu, Lagos and Port Harcourt.

Further information can be obtained from the Institute Website: www.ioa-abu.net

SIGNED,
BASHIR M. GAMBO
INSTITUTE SECRETARY