

FEDERAL UNIVERSITY LOKOJA KOGI STATE



Students' Handbook

2012/2014

FEDERAL UNIVERSITY LOKOJA
KOGI STATE



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2012/2014

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Office of the Vice Chancellor

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Preface

A Roman saying has it, – *ubi societas jus* – wherever there is a society, there must be laws. The modern university is a multi-varsity, a community of many professionals and students drawn from varied cultural backgrounds. Some rules and regulations to guide behaviour within such a community, promote harmony, check excesses and ensure an atmosphere conducive for the achievement of the goals for which a university is set up, are necessary.

This *Students' Handbook* is the students' companion and guide throughout his/her stay in the University. It sets out the rules pertaining to virtually all aspects of a student's life on campus right from the day he/she gains admission into the University till the day he/she graduates. The University graduates only those students who have met its requirements in character and learning.

Students are therefore strongly advised to read through this book, for ignorance of the law is not an excuse, especially for university students. There may be other rules of specific nature which may be issued from time to time not covered by this book. Such rules are as important as those contained herein.

On behalf of the Governing Council, Senate and staff, I welcome you and wish you a successful studentship in the University.

Professor Abdulmumini Hassan Rafindadi

VICE CHANCELLOR

SECTION ONE

Policies and Procedures

A number of policies/procedures are in place to guide students during their studentship in the University.

1.1 Procedure for Registration of Fresh Students for Academic Activities¹

All fresh students of the University must register for courses in their various programmes through the completion of relevant documents. Registration of fresh students will begin in the Admissions office of the University and end in the Departments. The procedure for the registration of candidates is as follows:

1.2 Clearance and Registration Procedure

Step 1: All admitted students shall obtain their Admission letters from the Admissions Office in the University.

Step2: All candidates shall present the following items/documents at the clearance centre:

- i. letters of Admission into the University issued by JAMB and Federal University Lokoja;
- ii. academic credentials (certificates) and JAMB Results slip;
- iii. birth certificates or statutory declaration of Age;
- iv. local government Certificate of Origin;

¹ Procedure for registration of fresh students will also be available online on the University's website.

- v. letter of Attestation from his/her parents/guardians vouching for his/her good behaviour and conduct;
- vi. four (4) recent colour passport-size photographs with his/her name and course of study clearly written on the reverse side of the photographs; and,
- vii. three (3) photocopies of each items i-v above.

Step 3: All candidates shall present all the items in Step 2 above to the Clearance Officer at the Clearance Centre.

Step 4: After the Clearance Officer has certified that the candidate meets the general and course entry requirements, he/she shall pay the appropriate fee in any of the designated banks as shown in the schedule and obtain a bank teller.

Step 5: All candidates shall submit the bank teller to any of the cashiers in the University Bursary Unit which will issue to the students the University Bursary receipt.

Step 6: All candidates shall present at the Clearance Centre the original and 3 photocopies of the University Bursary receipt and obtain the following forms from the Clearance Officer:

- i. acceptance Form ;
- ii. certificate of Clearance ;
- iii. general registration Form;

- iv. statutory declaration of good behaviour form;
- v. full home/office address, phone numbers, e-mails and addresses of their parents/guardians;

Step 7: All candidates shall:

- a. complete all the listed forms mentioned in Step 6;
- b. take the completed Statutory Declaration Form of good behaviour to the High Court, for the signature of the Commissioner for Oaths;
- c. make four (4) photocopies of the completed Acceptance, Certificate of Clearance, General Registration and Statutory Declaration of good behaviour Forms and submit them to the Clearance Officer.

The Clearance Officer shall sign the Certificate of Clearance after all the required documents have been completed and submitted.

Step 8: All candidates shall request for the Student list format from the Clearance Officer and complete accordingly.

Step 9: All candidates shall proceed to their respective Faculty Officer for Course Enrolment (registration) forms with two sets of these documents.

For example, candidates admitted to the Faculty of Arts and Social Sciences shall go to the Faculty Officer of that Faculty for its Course Enrolment (registration) Forms and proceed from there to his/her Departmental Office.

Step 10: At the Departmental Office, candidates shall be provided the list of courses for first and second semesters. He/she shall enter the appropriate courses in the first and second semester Course Enrolment Forms and submit them at his/her Departmental Office.

Step 11: Before submitting the forms to the Department Officer, candidates should go over the issued forms carefully to ensure that all the required information have been entered correctly.²

This procedure is subject to modification. Candidates who do not complete all the eleven (11) steps mentioned above would not be issued Matriculation Numbers. A student without a Matriculation Number is not deemed to be a *bona fide* student of Federal University Lokoja and would not be allowed to take lectures and write examinations. It is important to emphasize that the clearance and registration exercises last for a maximum of three (3) weeks.

1.3 Registration of Returning Students

All returning students of the University are required to register for the prescribed courses in his/her program of study every academic session. Students are expected to complete their registration within two (2) weeks

² **Note:** It is only when the Student Course Enrolment Forms have been completed and duly signed by appropriate Officers and the candidate's particulars entered in the issued forms that registration would be deemed to have been duly completed.

from date of commencement of the first semester in the session.

1.4 Late Registration

The University allows two (2) weeks after normal registration for late registration: Late registration attracts a penalty.

1.5 Registration at other Units of the University

All students are required to register upon presentation of evidence of payment of school fees at the following units:

- i. Health Centre;
- ii. University Library;
- iii. Student Affairs Office;
- iv. Sports Unit.

1.5.1 Health Centre

Every student is required to register with and undergo medical examination at the University Health Centre or any government hospital. All students are expected to register yearly with the approval of Health Management Organisation (HMO) for health insurance purposes.

1.5.2 University Library

All students are required to register with the University Library every year upon the presentation of evidence of payment of school fees.

1.5.3 Student Affairs Office

Students should make all enquires at the Student Affairs

Department and ensure that they participate in all approved University activities, namely, Orientation, Matriculation, Convocation, Lectures, Seminars, Workshop, Sports, etc. It is mandatory that every student obtains a copy of the *Students' Handbook*.

1.6 Certificate Verification

There shall be verification of certificates and credentials submitted to the University during the period of studentship in the Federal University Lokoja. Students found to have submitted falsified certificates and credentials shall be expelled from the University.

The University reserves the right to withdraw any degree/diploma/certificate of any student whose admission into the University is discovered to have been obtained through the presentation of false information at the time of admission.

1.7 Change of Name

No male student is allowed to change his name from that with which he gained admission into the Federal University Lokoja. A female student who marries in the course of her studies in the University would be allowed to change her surname alone, only when she has written to inform the University, with legal evidence including newspaper publication in support of the marriage, to the Vice Chancellor through her Head of Department. On no condition shall a male student be allowed to change any of his names.

1.8 General Regulations

1.8.1 *Introduction*

The Federal University Lokoja has many students who come from various backgrounds. It would be difficult to operate smoothly without some rules and regulations to guide their behaviour. Law and order must be maintained to create a favourable atmosphere for academic and other activities of the University. It is the responsibility of the University not only to educate students academically but also to guide their personal development into useful citizens. Knowledge has meaning only if it enables its possessor to live a full life, which must include behaving responsibly to self and to society.

1.8.2 *Participation in University activities*

It is important to note that students are expected to take part in University programme of activities, which in the end would enable them to:

- i. broaden their intellectual capacity;
- ii. broaden their positive interests and goals; develop individual talents in working with other people;
- iii. practice skills in organizing and administering group functions;
- iv. learn socially acceptable behaviour through observing rules and interacting with others;
- v. experience success and earn recognition from others.

1.8.3 Personal discipline

Every student of the University is required to maintain a high standard of personal discipline by:

- i. conducting himself/herself in an orderly manner and displaying a high sense of responsibility both within and outside the University premises;
- ii. maintaining personal cleanliness and being decently dressed as required by the dress code of the University;
- iii. co-operating with staff and other students to keep walls, grounds and general University premises clean at all times;
- iv. avoiding posting notices on the walls and unauthorized places; and,
- v. avoiding or checking reckless driving in the premises of the University.

1.8.4 Freedom of expression

Although the legitimate expression of differing opinions and beliefs is an essential part of the life of an academic community, the right to disagree is guaranteed. The University shall not tolerate the imposition of opinions and beliefs by one group of students upon others.

1.8.5 Interim disciplinary action

It is emphasized that all members of the University community, including the students, are, like other citizens, subject to the laws of our country whether within or outside the University premises. In cases where the law takes its course, the University shall, if

deemed necessary, take interim disciplinary action on erring students pending the final determination of the case. Students are, therefore, expected to learn to cope with their problems intelligently; each member of the University community should recognize and respect rights and privileges of others.

1.8.6 Respect for others

Students are to respect the privacy and comfort of their fellow students, and should not smoke in classrooms, lecture theatres, halls, laboratories, libraries or the University Auditoria. Students must avoid writing on University furniture and on walls within and around the University. All students are expected to show courtesy and respect to members of staff and University guests and are to treat their colleagues with respect.

1.9 Discipline

1.9.1 Sanction/Disciplinary action

The University shall, upon evidence of a student's failure to abide by its rules, regulations and code of conduct, take appropriate disciplinary measures against such an offender. Where a serious act of misconduct and/or indiscipline is involved, the matter shall be referred to the appropriate Disciplinary Committee for investigation and proper disciplinary action were necessary.

1.10 Deferment

A fresh student may apply to Senate through the

Registrar for deferment of admission after registration before matriculation. Application for the deferment of admission is subject to the approval of Senate. Deferment shall be valid for only one academic year.

1.11 Conditions for award of degrees

All students should note that:

- i. degrees are awarded on the bases of character and learning,
- ii. the University has the reserved right to withdraw the degree even after graduation if he/she is found wanting.

1.12 Academic Ceremonies

1.12.1 Matriculation

To 'Matriculate' is to be enrolled at a College or University after meeting the academic standard required to be accepted for a course for further education.

The University has, as one of its programme of activities, the matriculation of students. During matriculation, only duly registered students shall be formally admitted as members of the University with a pledge of loyalty to the ideals of the University.

1.12.2 Convocation

In an academic setting, Convocation is a ceremony in which degrees are awarded to students who have successfully completed their studies. The University shall also have a convocation ceremony during which conferment of degrees, diplomas, certificates, awards and

honour shall be made as approved by Senate.

1.13 Change of Programme of Study

Any student who desires to change his/her programme of study may be permitted to do so under the following conditions:

- i. a vacancy exists in the course of study which he/she seeks a change
- ii. he/she satisfies all entry requirements for admission into the desired course of study at the time the change is sought;
- iii. such change of course of study shall be subject to approval by the Senate.

1.14 Student Class Attendance

Attendance at lectures, tutorials, studio, laboratory, workshop and practical sessions, etc is compulsory and shall attract 5% of the total continuous assessment score. Every student is required to meet a minimum of 75% class attendance and other academic activities in order to qualify to write all examinations in a given course.

SECTION TWO

Academic Regulations

2.1 Admission Requirements

To be considered for admission into the first year of the Bachelors degree programme, candidates should have passed five subjects at credit level at not more than two sittings in the General Certificate of Education (GCE) Ordinary Level Examination, West African School Certificate Examination (WASCE), National Examinations Council (NECO), National Business and Technical Examination Board (NABTEB) or their approved equivalents. Furthermore, candidates must obtain an acceptable score in the Unified Tertiary Matriculation Examination (UTME) and further obtain an acceptable score at the University screening test. In addition, Faculty and Departmental subject requirements must be satisfied.

2.2 Temporary Withdrawal

A duly registered student may for good cause (ill-health, financial difficulty) apply for temporary withdrawal from the University by completing and submitting to his/her Department a Temporary Withdrawal Form. Permission for Temporary Withdrawal shall be granted only by Senate. Approval for withdrawal shall normally be for not more than one (1) academic session.

2.3 Re-admission

A student who wishes to be re-admitted after a period of Temporary Withdrawal shall apply two months before the beginning of the session by completing and submitting the Re-admission Form.

2.4 Eligibility

A student admitted into the University is eligible to register for the specific programme for which he/she was offered admission if he/she possesses the necessary required or relevant documents.

2.5 Academic Counselling

Students will be assigned to Academic Advisers who shall acquaint them with academic matters and university requirements and regulations.

2.6 Enrolment

During registration at the beginning of each session, all students shall enrol in person in all courses for which they are eligible by signing their names on the official course register for each course.

Students should consult their Faculty time-table for the schedule of lectures/tutorials/practicals for all courses registered in their respective programmes

2.7 Definition of a Credit Unit

A course credit unit is defined as one hour of lecture and one to two hours of tutorial/discussion, or two to three hours of practical (workshop, laboratory, or field work) per week per semester.

2.8 Student Academic Workload

All full-time students shall take a minimum of 15 credit units and a maximum of 24 credit units per semester. A student may apply to take less or more than the limit (provided it is not fewer than 9 units and not more than 30 units) through the Faculty Board for Senate's consideration.

2.9 Concurrent Enrolment

Students are not permitted to enrol in programmes concurrently either within the University evening programmes or in other educational institutions without the approval of Senate.

2.10 Duration of Semester

During each semester, 15 weeks shall normally be reserved for teaching, excluding public holidays and semester breaks. One to three (3) weeks shall be reserved for examinations after fifteen (15) weeks of teaching.

2.11 Continuous Assessment

Assessment of student work shall be continuous and this shall form not more than 40% of the total assessment for the course. Every student is required to partake in continuous assessment.

2.12 End of Semester Examination

There shall be examinations at the end of the semester. The final examination shall form not less than 60% of the course grade. Students are expected to meet the two components of continuous assessment and

examinations to have a complete result.

2.13 Grading System

Student's academic work shall at the end of every semester be assessed using the following grading system:

| Letter Grade | Marking Scale (%) | Grade Points |
|---------------------|--------------------------|---------------------|
| A = Excellent | 70–100 | 5 |
| B = Good | 60–69 | 4 |
| C = Average | 50–59 | 3 |
| D = Satisfactory | 45–49 | 2 |
| E = Pass | 40–44 | 1 |
| F = Fail | 0–39 | 0 |

2.14 Appeal for Reassessment

A student may request for a reassessment of the quality of his/her work in a course examination during the semester and within one week after publication of results to the Vice Chancellor. When a student makes such a request, he shall pay a reassessment charge of one thousand (₦10,000.00) naira which is subject to review from time to time. The application for reassessment shall begin only after presentation of evidence of payment. The charge is refundable only if the appeal is successful. The reassessment shall be final when approved by Senate.

2.15 Incomplete Grade

If an incomplete grade is not remedied at the next examination for a course, the student is deemed to have failed the examination.

2.16 Absence from an Examination

A student, who absents himself/herself from examination without written permission from the Head of Department or Dean of the Faculty during or at the end of the semester, will be deemed to have failed the examination. A student who has not met 75% attendance and has been disqualified to take the examination will be deemed to have failed examination. If a student is absent from examination on permission, he will be allowed to write the examination at the next available opportunity. The units of the course(s) shall not be used to compute students CGPA in the semester of deferment.

2.17 Grade Point (GP)

For the purpose of computing academic standing status of a student at the end of the semester, Grade Points per unit are assigned as follows: A=5, B=4, C=3, D=2, E=1 and F=0. Units of courses in which a grade of 'Incomplete' (I) is earned are excluded from grade-point computation for the semester in which the 'I' is earned. Upon removal of grade 'I' or if 'I' changes into an 'F' grade, the units are included in the subsequent cumulated grade point averages. When a course has been retaken by the student, the actual score earned by the student shall be employed in computing the result.

2.18 Grade Point Average (GPA)

Grade Point Average is calculated by dividing the total

grades points with the total units attempted in a given semester.

$$GPA = \frac{\text{sum of (Grade Point Units of course) in a semester}}{\text{Units attempted in the semester}}$$

$$= \text{Total Grade Point in a semester}$$

The Total Grade Points (GP) for a given semester is the sum of all the points in all the courses in a semester. The points earned in any given course are obtained by multiplying the units of the course by the point associated with the letter grade earned in the course.

Examples of how Grade Point Averages are computed

Suppose a 100 level student in the Department Physics has the following result in the first and second semester.

| (a) Course | (b) Grades | (c) Grade Points | (d) Credit | (e) Credit Points (c d) |
|---------------|---------------|---------------------|---------------|----------------------------|
| PHYS111 | 65(B) | 4 | 2 | 8 |
| PHYS131 | 76(A) | 5 | 2 | 10 |
| PHYS161 | 70(A) | 5 | 1 | 5 |
| CHEM111 | 63(B) | 4 | 2 | 8 |
| STAT101 | 72(A) | 5 | 1 | 5 |
| MATH101 | 73(A) | 5 | 1 | 5 |
| MATH103 | 67(B) | 4 | 1 | 4 |
| MATH105 | 75(A) | 5 | 1 | 5 |
| MATH107 | 47(D) | 2 | 1 | 2 |
| GEOL101 | 41(E) | 1 | 2 | 2 |
| CHEM121 | 57(C) | 3 | 2 | 6 |
| | | | 16 | 60 |

$$\text{Registered Credit Unit (RCU)} = 2+2+1+2+1++1+1+1+1+2+2=16$$

$$\text{Earned Credit Unit (ECU)} = 2+2+1+2+1+1+1+1+1+2+2=16.$$

$$\text{Thus first Semester GPA} = \frac{60}{16} = 3.75$$

| (a) Course | (b) Grades | (c) Grade Points | (d) Credit | (e) Credit Points (c d) |
|---------------|---------------|---------------------|---------------|----------------------------|
| PHYS122 | 75(A) | 5 | 2 | 10 |
| PHYS124 | 72(A) | 5 | 1 | 5 |
| PHYS162 | 64(A) | 4 | 1 | 4 |
| MATH102 | 69(A) | 4 | 2 | 8 |
| MATH104 | 70(A) | 5 | 2 | 10 |
| MATH106 | 78(A) | 5 | 2 | 10 |
| MATH108 | 75(A) | 5 | 1 | 5 |
| COSC100 | 72(A) | 5 | 2 | 10 |
| CHEM112 | 56(C) | 3 | 2 | 6 |
| | | | <u>15</u> | <u>68</u> |

Thus for second Semester, $GPA = \frac{60}{16} = 3.75$

$$CGPA = \frac{\text{Previous TCP} + \text{Present CP}}{\text{Previous TRCU} + \text{Present RCU}}$$

Where: TCP — Total Credit Point
 CP — Credit Point
 TRCU — Total Registered Credit
 RCU — Registered Credit
 CGPA — Cumulative Grade Point Average

Hence: $CGPA = \frac{60 + 68}{16 + 15} = 4.13$

2.19 Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) is the sum of all the total grade points earned in all the semesters divided by the sum of the total number of units attempted in all the semesters.

2.20 Repeat Course Grade

When a student re-registers for and actually repeats a course and takes the examination in the course, he/she should be credited with the actual grade scored in the repeated examination.

2.21 Clear Standing

For a student to be on Clear Academic Standing, he/she should have at least an E grade in all attempted courses in the University.

2.22 Academic Probation

A student shall be placed on Academic Probation if he/she fails to maintain a minimum CGPA of 1.00 at the end of the session. The probationary status of a student shall be reversed if the student maintains a CGPA of at least 1.00 in any subsequent semester after the first year. The responsibility to reverse the probationary status rests with the student. A preliminary notice of poor academic standing shall be given to a student in writing by the University. In some non-classified degree programmes, students are expected to maintain Minimum CGPA of 2.40 for each semester.

2.23 Withdrawal for Academic Failure (WAF)

- i. a student shall be required to withdraw for academic failure if he/she at the end of any session fails to maintain a CGPA of at 1.00. However, this rule shall not apply to the first year students.
However, a student in his/her final year of study who fails to make a minimum CGPA of 1.00 may be allowed to register for courses in the final year. Such student who fails to make a minimum CGPA of 1.00 in the concession year shall be asked to withdraw from the University.
- ii. a student who fails to obtain a passing grade in a

minimum of 40% of courses registered in the session shall also qualify for withdrawal from the University. This rule applies to students at all levels including 100 level students.

However, a student in his/her final year of study who fails to obtain a passing grade in a minimum of 40% of course registered in the session, shall be allowed to register for courses in the following session. Such a student who fails to obtain a passing grade in a minimum of 40% of courses registered in the concessional year shall be asked to withdraw from the University.

2.24 Inter/Intra-faculty Transfer

Students currently registered in any programme of the University in a session and have a minimum CGPA of 2.00 may apply for transfer to another Department or Faculty.

A student seeking to transfer from one Faculty to another shall have a minimum CGPA of 2.00. A student seeking to transfer shall complete the University Transfer Form and submit same to the Head of the Department from which the student is seeking transfer. All applications for transfer are subject to recommendation of the Board of the Faculty to which the student is seeking transfer. Approval of such transfers shall be obtained from Senate.

2.25 Transfer From other Institutions

Students currently registered in any full-time programme in other Universities may transfer to Federal University

Lokoja at the beginning of a new session, provided that they have a CGPA of 3.00 in programmes being offered at Federal University Lokoja.

Forms shall be used together with transcripts, in applying through the Registrar's recommendations. Admission shall be considered by Senate based upon the recommendation of the Registrar at least two (2) months before the commencement of the Session. There shall also be an attestation that applicant was not dismissed for misconduct from other universities.

2.26 Transfer of Credit Units from other Institutions

Student transferring from other recognized Universities may be credited with units for courses successfully completed and which satisfy the course requirements of the programme for which the student is registered at the Federal University Lokoja. The units and grade point awarded shall be placed in the appropriate level in the degree programme. A transferred student shall not normally be credited with more than 65 units for courses taken in other Universities. Transfers may only be entertained at 200 level for a 4-year course or at level 300 for a 5- or 6-year programme after fulfilling all other requirements.

2.27 Publication of Results

The Faculty Boards shall publish the results of all examinations after approval by Senate. However, Faculty Boards may publish failed courses of students after Faculty Boards' consideration. Senate's approved student

results should be made available to parents/guardians at the end of every semester.

2.28 Attendance Registers

All registered students of the University are expected to attend all scheduled classes, including tutorials laboratory work, and field trips. Student attendance at scheduled classes/tutorials shall be taken at every class/tutorial sessions and counter-signed by the Lecturer in-charge. Attendance Registers for every course will be cross-checked by the HOD from time-to-time. Attendance requirement to sit for course examinations shall be a minimum of 75% of scheduled classes and other academic activities.

2.29 Duration of Programmes

A student in a four-year degree programme shall normally be expected to complete the programme in eight (8) semesters, but may be allowed to continue for a total of twelve (12) semesters and still qualify for a classified degree provided he/she maintains a CGPA of 1.00 and above. However, a student who is unable to complete the programme in twelve (12) semesters may be allowed to continue for an additional two (2) semesters but shall only be eligible for a Pass degree, irrespective of the student's CGPA.

A student in a five-year degree programme shall normally be expected to complete the programme in ten (10) semesters and still qualify for a classified degree provided he/she maintains a CGPA of 1.00 and above.

However, a student who is unable to complete the programme in fourteen (14) semesters may be allowed to continue for an additional two (2) semesters but shall only be eligible for a Pass degree, irrespective of the student's CGPA.

2.30 Graduation Requirements for Bachelor's Degree

In order to qualify for the Bachelor's Degree of this University, students must attain:

- i. a passing grade in supervised Industrial Work Experience (SIWES), where applicable;
- ii. a minimum of CGPA of 1.00;
- iii. a minimum of 150 units including SIWES for a five-year programme and 120 units for a four-year programme. A transfer student must earn a minimum of 60 units for a 4-year programme and 90 units for a 5-year programme in Federal University Lokoja; and
- iv. a passing grade is required in all compulsory courses of a programme. A minimum score of 30% must be obtained in required courses. A student may take some Elective courses to meet graduation requirement.

2.31 Final Classification of Degree

For the purpose of final classification of degree, a student should have achieved the following CGPA at the end of 150 or more units for a 5-year programme and 120 or more units for a 4-year programme.

| CGPA | Class of Degree |
|-------------|---------------------------------|
| 4.50 – 5.00 | – First Class |
| 3.50 – 4.49 | – Second Class (Upper Division) |
| 2.40 – 3.49 | – Second Class (Lower Division) |
| 1.50 – 2.39 | – Third Class |
| 1.00 – 1.49 | – Pass |

SECTION THREE

Library Services

Some books are to be tasted, others to be swallowed, and some to be chewed and digested; that is, some books are to be read only in parts; others to be read but not curiously; and some few to be read wholly, and with diligence and attention

— Francis Bacon.

If you drop gold and books, pick up the books first, then the gold

— Anonymous.

3.1 Admission of Library Users

The Library is open to only registered users. Registration is renewable at the beginning of every session. A lost library ticket is replaceable on the payment of a prescribed charge of five hundred Naira (₦500) subject to review from time to time.

3.2 Eligibility for Use of the Library

All students, staff and the entire academic community of the University, members of the University Governing Council, and Research workers authorized by the University Librarian, are eligible to use the University library.

3.3 Specialized Services

Apart from lending and reference services, the Library also provides the following services:

- i. binding of materials
- ii. production of library identity cards for staff and students of the University;
- iii. compilation of bibliographies and reading lists for staff and students; and,

iv. photocopying services.

3.4 Library Hours

The library shall be opened to students and other members of the University community according to the following hours:

| | |
|-----------------|-------------------|
| Monday – Friday | 8.00 am– 10.00 pm |
| Saturday | 8.00 am– 10.00 pm |
| Sunday | 2.00 pm– 10.00 pm |

The Library will remain closed on public holidays, but may open as and when necessary, particularly during examinations.

3.5 Library Regulations

3.5.1 Eligibility of Users

The library may be utilised by duly registered users of the University. The University Librarian may give permission to others to use the Library.

3.5.2 Borrowing of Library Books

All library materials, including books, videotapes, diskettes, compact discs, or any other item, must be properly borrowed according to regulations before being taken out of the library. Removal of Library material without following the existing regulations shall attract disciplinary action.

3.5.3 Loan Period

Senior staff may borrow books available for loan only for a period of one month, while the loan period for students and other readers on special permission is two weeks. Periodicals bound and unbound, may be issued on loan to staff for a specified period of time.

3.5.4 Number of Books

Staff may borrow up to four different books at a time, while students are allowed to borrow only up to two different books upon the acquisition of library card or loan ticket.

Reference books may not be removed from the library without the express permission of the University Librarian.

3.5.5 Identity Cards

Users are required to present their library Identity Cards on demand.

3.5.6 Penalties for Non-return of Books

All library materials must be returned or renewed promptly on the due dates or following a recall notice from the University Librarian or before the reader goes on vacation, on leave or leaves, withdraws/graduates from Federal University Lokoja. Failure to do so will attract a fine of ₦10.00 per book for each day the book is overdue, or ₦5.00 an hour in the reserved books collection, or any amount as may be approved by the University Library Committee from time to time.

Library materials that are recalled by the University Librarian are charged at the rate of N10.00 a day, while a fine of N150.00 is imposed for replacing any lost ticket by a reader.

3.5.7 Mutilation and Stealing of Books

Mutilation and stealing are punishable offences, which attract a fine of N500.00 and suspension for one academic session respectively in addition to the replacement of the damaged or stolen book.

3.5.8 Readers' Responsibilities

Borrowers' tickets are not transferable. Accordingly, loss of tickets must be reported promptly to the University Librarian. It should also be noted that borrowers in whose names, according to library records, to whom books have been issued will be held responsible for any loss or damage that may occur to books on loan. They will also be required to pay the cost of replacing such books.

3.5.9 Safety of Materials

Every reader is personally responsible for the safety of materials that have been borrowed with his/her ticket from the time they are checked out till the time they are returned to the library.

3.5.10 Conduct

Every User of the library is expected to be of good conduct and is urged to bear in mind that, talking, smoking, eating, drinking and use of mobile phones

are prohibited in the library.

Silence must be observed in the Library.

3.5.11 Children

Children under the age of 8 and pets are not allowed into the Library.

3.5.12 Entrances and Exits

Library users must use prescribed entrances and exits.

3.5.13 Reservation of Seats

Seats should not be reserved in the Library.

3.5.14 Damage to Library Materials

Library users must not mark, tear or damage in any way books, documents, periodicals, furniture, etc belonging to the Library. Any reader who damages a book must not attempt to repair it but rather report to the Library staff on duty of such damage when the book is returned to the Library.

3.5.15 Checking

Readers leaving the library must present books and files to the staff on duty for checking.

3.5.16 Re-shelving of Books

Books and periodicals consulted should be left on the tables or trolleys provided. No attempt should be made to re-shelve them.

3.5.17 Suspension from the Library

The University Librarian may suspend any person

from using the library for violation of the foregoing rules, pending the reporting of such action at the next meeting of the Library Committee. Suspension here is used in its widest sense to denote sanction against any user found guilty of any wrong doing.

3.5.18 Loan of Material during Vacation/Leave

A vacation loan may be authorized or special permission granted to staff/student. Persons requesting vacation loans or special permission must complete the appropriate forms.

3.5.19 Books on High Demand

While these rules apply, the Circulation Librarian has discretion to restrict the loans of particular books on high demand in the interest of the majority of the readers.

3.6 Miscellaneous Provisions

3.6.1 Users forgotten items

Property left behind in the library will be collected and kept in the janitor's custody until the library closes for the day. Thereafter, the items would be transferred to the appropriate place so designated by the University.

3.6.2 Prohibited Items

Bags, brief cases, overcoats/raincoats and umbrellas should not be brought into the reading areas of the library. They should be deposited in lockers provided at the entrance to the reading Halls.

3.6.3 Suggestions/Complaints

Any suggestion regarding improvements to the library, including additions to stock or library facilities in general may be dropped in the suggestion box on the main library loan counter. All suggestions are considered and treated as appropriate.

SECTION FOUR

Rules for the Conduct of University Examinations

4.1 General Rules

It is the responsibility of each individual student intending to take any University Examination to ascertain the date, time and venue of the particular examination as indicated in the examination time-table. Candidates must present themselves at the examination venue thirty (30) minutes to the scheduled time of commencement of the examination. Each candidate is expected to present his/her Identity card and examination card after having satisfied all the requirements of the University.

Candidate must not be admitted to the Examination Hall after the examination has been in progress for thirty (30) minutes. Candidates will not also be allowed to leave the Examination Hall during the first thirty (30) minutes and the last fifteen (15) minutes of an examination.

Candidates will not be permitted to start an examination until formally instructed to do so by the Examiner/Invigilator in-charge of the examination. Candidates wishing to leave the Examination Hall must obtain the express permission of the Examiner/Invigilator before doing so.

Any candidate permitted to leave an Examination Hall temporarily must hand over his/her question paper(s)

and answer script(s) to the Examiner/Invigilator and must be accompanied by the Examiner/Invigilator or a person appointed by the Examiner/Invigilator.

4.1.1 Printed Materials or Manuscripts

Candidates may only take printed materials or manuscript into an Examination Hall when it has been previously announced in the examination timetable and when it is stated in the instructions to the question paper that such materials may be used.

4.1.2 Brief Cases/Bags

All brief cases and other materials not associated with the examination must be deposited at a designated place. Candidates will, however, be allowed to use their own mathematical instruments/tables and such other aids for drawing as the Examiner/Invigilators may permit.

4.1.3 Mobile Phones and Electronic Devices

The use of mobile phone, electronic programmable calculator, information storage devices, calculator instruction manuals, textbooks, atlases, lecture notebooks, etc shall not be allowed in the Examination Halls.

4.1.4 Seats

Candidates must sit at the desk assigned to them by the Invigilator. The University Administration will not condone any swapping of seats by candidates.

4.1.5 Attendance Register

It is compulsory for candidates to sign the Examination Attendance Register when the Examiners/Invigilators present it to them during the examination.

4.1.6 Answer Scripts

Candidates must ensure that their answer scripts are handed over to the Examiner/Invigilator before leaving the Examination Hall.

4.1.7 Smoking and Eating

Smoking, chewing of gums and the consumption of food and drinks are not permitted during the Examination.

4.1.8 Language

All questions in written examinations must be answered in English unless instructions on the question paper indicate other-wise.

4.1.9 Other Students

It is an academic offence punishable by expulsion from the University for any candidate(s) to prevent other candidate(s) from taking the scheduled University examinations or cause obstruction to examination processes or sit for an examination on behalf of another student.

4.2 Committees and their responsibilities

- i. Examinations Invigilation Committee;
- ii. Examinations Irregularity Committee (ERIC);
- iii. Dress Code Committee;

iv. Campus Peace Committee

Note that i–iii are Senate committees, while iv is a University Management committee.

4.3 Procedures for the Handling of Suspected Examination Malpractice Cases

The following procedures shall apply in handling all suspected cases of examination malpractice in the University;

1. The attention of any other invigilator present should be drawn to the suspicious circumstance(s), if an Invigilator suspects that a candidate has committed an examination malpractice offence. If another student suspects that there is misconduct he/she should alert the Invigilator(s).
2. The invigilator(s) should approach the suspected candidate and inform him/her of the suspicion, and give the candidate an opportunity to make a written statement. Refusal to make a written statement shall also constitute an offence.
3. The Invigilator(s) should withdraw the candidate's script and issue a fresh script for him/her to continue the examination. If any unauthorized material is discovered it should be confiscated by the Invigilator(s) and tendered in the evidence against the candidate.
4. Within twenty-four hours, the Invigilator(s) should make a written report to the Chief Examiner, who is the Head of the Department.
5. Written accounts of the incident by the Invigila-

tor(s), suspect's script, any unauthorized materials confiscated by the Invigilator(s), the Chief Examiner and other candidates (if appropriate in evidence) and the student's statement must be submitted under confidential cover to the Dean of the Faculty who shall forward it to the Central Student Disciplinary Committee within twenty-four (24) hours from the end of the course examination.

6. If, however, during the marking, moderating or collating of examination materials, an Examiner or any member of staff suspects that malpractice has taken place, the Examiner or member of staff must confer with the Chief Examiner (Head of Department). As soon as a prima facie case has been established, the Examiner or member of staff must submit written reports with the student's script and other corroborating evidence to the Dean of Faculty through the Chief Examiner (Head of Department) within seventy-two (72) hours. The student so affected must be informed as soon as possible of the allegation, and made to submit a written statement.
7. The suspect will be invited to appear before, and be heard by the Senate Students Disciplinary Committee.
8. The decision of the Senate Students Disciplinary Committee shall be conveyed to the candidate within seventy-two (72) hours.
9. All cases of examination malpractice must be disposed of within the shortest possible time but

not longer than three (3) months.

10. All materials confiscated from students in proven cases of malpractice shall be kept by the University until punishment has been served.

SECTION FIVE

Student Governance

5.1 Dean of Students

The overall co-ordination of student's welfare services shall be entrusted to the Dean of Students who shall be a senior member of academic staff and, by virtue of his office, a member of Senate.

The Dean of Students Affairs shall be responsible to the Vice Chancellor and the Senate. There shall also be a Deputy Dean to assist the Dean of Students.

5.1.2 Students Affairs Officer

There shall be Student Affairs Officer who shall be responsible to the Dean of Students.

A number of committees also exist in the University which help to facilitate students needs, these are:

- i. Students Welfare Committee;
- ii. Senate Students Disciplinary Committee;
- iii. Students Disciplinary Committee of Halls of Residence;
- iv. Hall Management Committee and;
- v. Joint Hall Management Committee.

5.2 Student Welfare Committee

The Student Welfare Committee is a Council Committee charged with the overall welfare of students.

5.2.1 Membership

- i. a representative of Council (Chairman);

- ii. Dean of Students;
- iii. a representative of Works and Services Department;
- iv. hall administrator
- v. hall officers;
- vi. three resident students appointed by the Student Union;
- vii. Student Affairs Officer as (Secretary).

5.2.2 Functions of Student Affairs Committee

- i. To make input to Council and advise Vice Chancellor and Senate on general policy matters regarding students welfare and governance.
- ii. To appraise student needs and related matters from time to time and make appropriate recommendations to Council, Vice Chancellor and Senate.
- iii. To advise on arrangements relating to student feeding services in the Halls of Residence and the university in general.

5.3 Senate Students Disciplinary Committee

This is a Senate Committee that handles all matters relating to student discipline in the University.

5.3.1 Membership

- i. the Vice Chancellor or his/her representative (Chairman);
- ii. the Registrar or his/her representative;
- iii. Dean of Students;
- iv. two Senate representatives;

- v. the Chief Security Officer;
- vi. two student representatives (one of whom shall be a Student Union Executive and the other non-executive member) to be appointed by the Administration.

5.3.2 Functions of the Senate Students Disciplinary Committee

- i. to investigate disciplinary cases involving students of the University;
- ii. to report concluded matters to Senate for information and or action. Senate reserves the right to review the recommendations of the Committee. Serious cases entailing suspension and expulsion are treated with dispatch by the Vice Chancellor on behalf of Senate;
- iii. to make recommendations to Senate on any matter that is in the interest of the proper discipline of students of the University; and
- iv. to consider any other matter referred to it from time-to-time.

5.4 Student Disciplinary Committee of Halls of Residence

There shall be a Student Disciplinary Committee of Halls of Residence.

5.4.1 Membership

- i. Dean of Students;
- ii. Deputy Dean of Students;
- iii. Registrar (or his/ her representative);
- iv. The Dean of Faculty or his/her representative of the accused students;

- v. The Hall administrator;
- vi. The Hall Warden of the affected student;
- vii. The Academic Adviser to the accused student;
- viii. The President of Student Union;
- ix. Director of Welfare of Student Union;
- x. Hall Chairman and Hall Secretary.

5.4.2 *Functions of the Student Disciplinary Committee of Halls of Residence*

- i. to act as adjudicator in the first instance in all cases of infractions involving students;
- ii. to receive and investigate cases referred to it by the Vice Chancellor;
- iii. to refer cases to the Senate Student Disciplinary Committee as it may find appropriate.

5.5 Hall Management Committee

There shall be a Hall Management Committee for each hall in the University.

5.5.1 Membership

- i. Hall administrator (Chairman);
- ii. Hall warden (Chairman);
- iii. Assistant Hall Warden;
- iv. Hall Supervisor;
- v. Hall Chief Porter;
- vi. Hall Chairman;
- vii. Hall Secretary;
- viii. Hall Social/ Welfare Secretary;
- ix. Sport Secretary/ Officer

5.5.2 Functions of the Hall Management Committee

- i. to take decisions on all matters, policies and improvements of halls;
- ii. to determine, from time-to-time and at the end of semester, the damage done to Hall property; identify the culprit(s) responsible for the damage and recommend appropriate charges/sanction and;
- iii. to prepare a budget for carrying minor repairs, purchasing of newspaper/magazine, acquiring indoor games, and hosting of Hall Annual Dinner through the Dean of Students.

5.6 Joint Hall Management Committee

For the overall smooth coordination of Halls of Residence in the University there is a Joint Hall Management Committee.

5.6.1 Membership

- i. Dean of Students (Chairman);
- ii. Hall Administrator;
- iii. Hall Wardens;
- iv. Chairman of Hall management Committee;
- v. Student Chairman of Halls;
- vi. President of Student Union;
- vii. Director of Welfare.

5.6.2 Functions of the Joint Hall Management Committee

- i to ensure standardization and uniformity of policy in the Halls of Residence. The Hall Manage-

ment Committees shall meet at least twice in a semester;

- ii. to collect approved Hall dues from all bona fide students in the halls at the beginning of the semester;
- iii. appraise the terms of reference of the Hall Management Committee:
 - a. the use of facilities in the halls;
 - b. to report any problem through the Dean of Student Affairs to the Student Welfare Committee.

5.7 Student Hall Officers

For the smooth management of the Halls of Residence, Student Hall Officers are elected for each Hall.

The Hall Officers for each Hall of Residence are:

- i. Hall Chairman;
- ii. Hall Secretary;
- iii. Hall Treasurer;
- iv. Hall Social/Welfare Secretary and
- v. Sports Secretary.

The election of the above Officers shall be held before the end of each session. There shall also be a formal handover to succeeding officer after the election before the end of the academic session.

5.8 Administration of Hall of Residence

The administration of the Hall of Residence falls under the purview of the Hall Warden who shall be guided by the following:

- i. the Hall Administrator is the highest authority in the Hall who shall deal with matters emanating from residents and staff of the Hall;
- ii. all Hall Officials and staff are directly responsible to the Hall Administrator and shall not bypass the Administrator and take matters directly to the Dean of Students;
- iii. all communications by students should be routed through the Hall Administrator and the Dean of Students;
- iv. all communications from students to the Vice Chancellor must be routed through the Hall Administrator and the Dean of Students;
- v. there shall be regular dialogue between the Hall Administrator and his/ her staff on the one hand and the student Hall Officers on the other;
- vi. for effective resolution of students problems the Hall Administrator should be available in his office on regular basis;
- vii. regular, healthy Inter-Hall competitions shall be promoted;
- viii. there shall be regular dialogue between Hall Administrator and Dean of Students as well as between the Dean and Hall Management Committee;
- x. the Student Affairs Officer allocates students to Halls, but the allocation to rooms in the Halls is the responsibility of the Hall Administrator;
- x. all communications from the Student Union, registered clubs, associations and societies to the Vice Chancellor shall be routed through the

Dean of Students with the endorsements of the appropriate Staff Advisers and Patrons.

5.9 The Student Affairs Officer

The Student Affairs Officer is responsible to the Dean of Students. The functions of the Student Affairs Officer include:

- i. advise the Vice Chancellor on policies, regulations and, any matter affecting the students;
- ii. help to develop student cultural and social activities;
- iii. develop student recreation and sports programmes;
- v. supervise awards of financial aid and bursary to students;
- vi. develop procedures for administration of student discipline and provision for appeal to the Vice Chancellor;
- vii. assist with the setting up, and administration of the Student Union;
- viii. assist student organization to publish student journals, magazines and newsletters for internal consumption;
- ix. provide career information, guidance and counselling;
- x. coordinate the posting of graduates of the University for the National Youth Service Corps (NYSC) programme;
- xi. assist the University Administration in the orientation of fresh students,
- xii. organize and conduct Student Union Elections; and

- xiii. register all Students Association and clubs on annual basis to enable them operate legitimately.

These and other rules and regulations as may be prescribed by the University authority are intended to regulate students in discharging their freedom and obligations in such a manner as to preserve the rights of other individuals in the community. Hence, the University administration is poised to create conducive conditions and appropriate opportunities in the University community.

SECTION SIX

Hall Rules and Regulations

In order to maintain decorum and conviviality in the Halls of Residence, the following rules and regulations shall apply.

6.1 Hall Accommodation

- i. acceptance of hall accommodation by a student carries with it the obligation to abide by all conditions, rules and regulations, which are subject to review by the University administration from time to time without notice.
- ii. the University is not bound to provide residential accommodation on campus to all students.

6.2 Regulations Governing Hall Residency

The University is made up of a large number of students who come from various backgrounds.

The University considers all students as matured individuals and hence a large measure of freedom is conceded to them. The regulations are therefore not only to protect this freedom but are also intended to provide students with vital information necessary for the dynamics for everyday life in the Halls of Residence. It is therefore expected that law and order must be maintained to create a conducive atmosphere for fruitful activities.

6.3 Hall Accommodation

6.3.1 Aims of Providing Hostel Accommodation:

- i. to provide suitable shelter;
- ii. to stimulate the socio-cultural and intellectual development of the students and;
- iii. to contribute effectively to the overall institutional goals.

6.3.2 Eligibility for Hall Accommodation

Owing to the inadequacy of hall facilities, there is no guaranty that all registered students shall be accommodated.

6.3.3 Expectant Mothers

The University makes no provisions for child-delivery in the Hall of Residence. A pregnant student is therefore responsible for a private accommodation arrangement during the semester she expects her baby. If she has been assigned a bed space for the part of the semester in which she expects to give birth and she moves out, the University will not be obliged to any rebate on the fees paid or payable for the part of the semester she stays out for the purpose of childbirth.

All expectant mothers who have been offered accommodation in the Hall of Residence shall report to the Hall Administrator/ Supervisors before taking up the accommodation. Expectant mothers are required to vacate the Hall six (6) weeks before the expected date of delivery. The University does not accommodate nurs-

ing mothers. The student is however; free to come back any time after delivery but NOT with the baby.

6.3.4 Bed Space³

Allocation of bed space shall normally be done in the following order of preference:

- i. year 1-degree student and Direct Entry students;
- ii. final year degree student;
- iii. members of the Student Union Executive and hall officials (five in each hall)
- iv. physically challenged students;
- v. foreign students; and,
- vi. active sportsmen and women.

6.3.5 Off-Campus Accommodation

All other students not within the categories listed above are advised to make arrangements for accommodation off campus. Students may seek information from the Student Affairs Officer who might have knowledge of available accommodation in nearby communities.

6.3.6 Duration of Residency

All Hall allocations are normally for a duration of one academic year.

6.4 Rules and Regulations in Halls of Residence

6.4.1 Absence from Hall

No student may be away from Hall overnight without informing the Hall Porter. Students are required to

³ Priority shall be given to fresh and final year students (where available).

sign a movement register in the Porter's Lodge both on departure and on return.

6.4.2 Visitors

- a. anyone who is not a registered resident of the Hall is a visitor;
- b. visitors are allowed into visitors' room/Common Room only between the 4.00 pm and 8.00 pm on week days and 10.00 am and 9.00 pm on Saturdays, Sundays and Public Holidays;
- c. All visitors to student rooms must do so through the Porter's Lodge where the visitor's book must be signed;
- d. female visitors are permitted in male common rooms and hall for within the approved period of 8.00 am to 9.00 pm. Similarly, male visitors are permitted ONLY in common rooms of female hall within the approved period of 8.00 am and 9.00 pm.

6.4.3 Common Rooms and Games Rooms

Responsibility for the use of Common Rooms and Games Rooms and their respective facilities and equipments shall lie with the Hall Administrator.

Request for the use of Common Rooms and Games Rooms, for functions, must be sought from Hall Administrator forty-eight (48) hours prior to the time the facility is needed. Hall Wardens may, however, delegate powers to grant such authorization to the Hall Executive Council Chairman or the Director of Sports of the Student Union (Games room only).

6.4.4 *Other Regulations*

- i) students must exercise great care and a high sense of responsibility in the use of all University property and equipment;
- ii). loss or damage to any installation/equipment will be appropriately charged to the student(s) responsible. Where the culprit is unknown the cost of the repairs/ replacement may be assessed and charged by way of general levy on all students in the affected Hall;
- iii) a student who misuses any equipment/ installation in the rooms shall be reported to the Hall Porter/ House Keeper, Hall Warden/Administrator for necessary action;
- iv) students must exercise great caution and responsibility in the use of all University property in their rooms, toilets and other places in the Hall.
- v) furniture must neither be removed from the room nor exchanged between rooms;
- vi) responsibility for the upkeep, custody of Hall property and maintenance of order in any room rest with the student(s) to whom the room is assigned;
- vii) students are allowed to bring radio, CD players record players, tape recorders, television sets and other musical and electronic instruments into their rooms. However, such equipments/ appliances should be used with a high sense of responsibility. It is expected that all musical equipment (audio/video) shall not be played beyond twelve (12.00) midnight in the rooms;

- viii) users of musical appliance are, however, urged to recognize that they MUST NOT operate their equipment in such a manner as to annoy or cause inconvenience to other members of the Halls at any time;
- ix) in the interest of the health of residents in the Halls, smoking in the Halls is strictly prohibited. Any resident violating this regulation shall forfeit his/ her room allocation;
- x) candles are not allowed in student rooms. When there is power outage only lanterns may be used. Even then, great care must be exercised by users to avoid fire outbreak;
- xi) faulty electrical appliances, which risk fire outbreak, must not be used in the hall.
- xii) all incidents of fire should be swiftly reported to the appropriate authority and investigated;
- xiii) students are responsible for their personal laundry. No laundry activity must be done in the Halls of Residence, except in specified places;
- xiv) a student who is ill should report to the University Medical Unit for attention. A student suffering from an illness diagnosed as contagious must be immediately quarantined. Under no circumstances will such a student return to the Hall without a medical certificate of fitness;
- xv) cooking and all culinary activities are strictly disallowed in the Halls, except in designated areas;
- xvi) students are strongly advised to keep their

- rooms securely locked and keys removed and deposited with the Porter, any time they move out of their rooms. Students are also advised in their own interest, not to keep valuables and large sums of money in their rooms. FEDERAL UNIVERSITY LOKOJA authorities will accept no responsibility for any loss of student property;
- xvii) unauthorized swapping of bed spaces (intra-or inter Hall) between students is strictly prohibited;
 - xviii) sale and procurement or other trafficking in bed spaces by students are strictly prohibited. Vendors and clients do so at the risk of summary eviction and loss of money;
 - xix) students are free to practice their respective religions. However, students in the Halls must remember that religious observances and practices are essentially individual and personal;
 - xx) the conduct of cultural, social and religious activities should be in such a manner that will not disrupt other activities in the university;
 - xxi) any hall resident who, either by himself/ herself or in collaboration with others (students or non-students), engages in religious activities deemed to disturb the peace of other residents shall be summarily evicted from the hall;
 - xxii) students are advised to use bulletin boards installed in the Halls with the greatest sense of responsibility. It is illegal to deface or otherwise remove notices placed on bulletin boards without authorization. Students posting or remov-

ing notices without proper authorization will be liable to disciplinary action.

6.5 Use of Electrical Appliances

For the sake of safety in the use of electrical appliances, the following rules apply:

- i) electrical appliances belonging to the University shall be signed for and returned to the Porter's lodge after use. Appliances belonging to the University must be treated with care. The University shall charge the student for any damage;
- ii) users of electrical appliances recognized by the University should clear with, and obtain a clearance slip from, the Maintenance Officer before registering with the Hall Warden/Supervisor;
- iii) only 13 amps. 3 pin fuse and earth plugs should be used in all electrical appliances;
- iv) electrical appliances should normally be connected to wall sockets only and never to light fittings. This rule must be strictly adhered to;
- v) no alteration to any electrical installation in rooms is permitted;
- vi) the following items **should not** be used in residential rooms or the halls:
 - a) cooker;
 - b) hot plate;
 - c) coal pot (non-electrical);
 - d) amplifier;
 - e) loud speaker.
- vii) The following items may be used in residential

rooms in the halls:

- a) pressing iron;
- b) small refrigerator;
- c) television set;
- d) C.D (compact disc);
- v) radio cassette;
- e) calculator;
- f) fan;
- g) multipurpose appropriately fused socket.

6.6 Penalties for Violation of Hall Regulations

A student who violates any of the rules and regulations governing hall residency will be liable to disciplinary action commensurate with the offence as stipulated here below:

- i) a student who absents himself/herself from the hall for more than 24hours without genuine reason shall be liable to appropriate disciplinary action as may be determined by the Hall Disciplinary Committee;
- ii) any student who allows visitors to stay in the hall overnight without clearance from the Hall Warden shall be liable to suspension from the Hall for one semester;
- iii) students who use electronics or musical instruments in such a manner to constitute nuisance shall have such equipment confiscated;
- iv) any student caught harbouring another student shall be ejected from the hall;
- v) any student involved in acts of arson shall be

- ejected from the hall and handed over to the University Senate Student Disciplinary Committee and the police;
- vi) every fire incident shall be swiftly investigated and students found culpable or liable shall be handed over to the senate Student Disciplinary Committee for appropriate action;
 - vii) any student caught stealing, pilfering or being in possession of item(s) not belonging to him/her, without genuine explanation, shall be handed over to the Senate Student Disciplinary Committee;
 - viii) all cases of fighting shall be referred to the Senate Student Disciplinary Committee;
 - ix) use of weapons, chemicals, explosives, incendiary devices, etc, shall attract ejection from the halls of residence and the matter shall be referred to the Senate Student Disciplinary Committee and the police for prosecution;
 - x) forgery, alteration, misuse or mutilation of documents, records, identity card etc, will lead to eviction from the halls of residence;
 - xi) rioting or wilful damage of University property or any misbehaviour capable of causing a breach of the peace will lead to ejection from the hall for one academic session and then culprit be referred to the Senate Students' Disciplinary Committee and the Police for prosecution;
 - xii) violators of regulations guiding religious observations in the halls of residence shall face a

- disciplinary action, which shall be determined by the Committee of Administrators;
- xiii) those found liable for the defacing of walls shall be made to repaint such defaced walls and referred to the Senate Students' Disciplinary Committee;
 - xiv) any student caught harbouring suspects shall forfeit his/her bed space, and other disciplinary actions shall be taken against such student;
 - xv) littering of halls is an offence punishable by appropriate sanctions to be determined by the Hall Warden(s);
 - xvi) **prohibitions:** The following activities are prohibited in the University: a) Cultism⁴; b) Stalking; c) Hawking; d) Loitering; e) Fighting; f) Weapon carrying.

6.7 Checking Into Room

Students on allocation of Hall room may receive and sign for the appropriate keys. Items of furniture e.g, beds, wardrobes, and beddings are provided by the University and students are required to inspect their rooms in the company of the Porter and to report any defect in writing within 24 hours to the Head Porter.

⁴ A cult is an illicit organisation prohibited in any civilised society or institution. By extension, cultism is forming membership of an association that thrives on coercing students and using secrecy, oath taking and other illicit means to attract and retain members. Activities of cultists are inimical to the development of the University.

Any student found coercing or luring others to join secret cults will face appropriate disciplinary actions.

Any defect discovered after this period shall be deemed to be the responsibility of the occupants who shall be held financially liable. Permission to use any of the University facilities in the halls shall be obtained through the Porter.

6.8 Surrender of Keys and University Property

At the end of the semester or upon the eviction from the hall, students are required to return immediately all keys and University property in their possession to the Hall Warden. Students who fail to comply with this instruction shall forfeit hostel accommodation for the rest of his/her stay in the University.

Defaulting final year students shall have their letters of notification of results withdrawn and their graduations delayed until they return the keys/properties.

6.9 Use of Hostel Facilities

Application to the Dean through the Hall Warden for approval for holding a function in the hall must be received at the Students Affairs Office not later than 48 hours to the function.

6.10 Miscellaneous Information

- i) if any equipment or property is lost or damaged while in a student's care, the student concerned will pay an extra amount if the loss or damage is more than their caution fee;
- ii) the Student Affairs and the Security Departments shall investigate all incidents of fire;
- iii) students are responsible for all items or furniture and other school property in their rooms;

- iv) students causing electrical failure in a hall or part of a hall will be charged the cost of restoration of power and shall face further disciplinary action;
- v) all fixtures, fittings and furnishing must not be tampered with or modified in any way whatsoever;
- vi) no indecent pictures, posters, postcards, cuttings etc, shall be displayed on the walls, doors and/or windows of rooms in Halls of residence;
- vii) student must leave the hall not later than 12 noon of the following day of the day on which the University officially closes except with the permission of the University authorities;
- viii) all complaints relating to student cafeteria services shall be directed to the Dean of Students.

6.11 Personal Property and Sanitation

- i) the University does not accept responsibility for any loss of personal property in the halls of residence. Students are therefore advised not to bring valuable and expensive personal items into the Halls. Students shall not leave personal property in their rooms during vacation without a written permission from the Hall Administrator;
- ii) the laundry of the beddings will be the responsibility of the students;
- iii) waste and sanitary pads should be placed in the dustbin or receptacles provided in the halls and toilets;

6.12 Dress Code

Students are expected to dress up decently and with a high sense of morality. They are also expected to comply with the Dress Code issued by the University's authority.

6.12.1 Indecent Dressing

The following types of dressing shall therefore be considered indecent:

- i. DRESSES–short and skimpy, e.g. body hugs, “show me your chest,” topless, “spaghetti,” sleeveless, one sleeve, see through, etc;
- ii. SKIRTS–tight-fitting, short (above the knees), long, but tight, with front, back or side slits that expose under-wear or sensitive parts of the body;
- iii. TROUSERS–hipster, tight-fitting trousers exposing under-wear and the contours of the body. Tattered jeans or jeans with holes, short untidy trousers/jeans;
- iv. TOPS–underclothing e.g., singlet worn to public functions, shirts/blouses without buttons or not properly buttoned; low-neckline blouses exposing the navel/belly and sagging of trousers;
- v. APPEARANCE OF HEAD–unkempt hair, plaiting of hair by male students, wearing of ear-rings by male students, painting of the face to look like masquerades etc;
- vi. FEET–wearing of bathroom slippers outside the hostel e.g., to lectures and other public functions on campus (except on medical grounds);
- vii. TATTOOS by males and females.

Additionally the university may deem it necessary to review the rules concerning dress code as above, from time to time.

6.12.2 Decent Dressing

The following are considered to constitute decent forms of dressing:

- i. smart traditional attires which do not contravene the general dress code;
- ii. corporate dressing for professional courses such as Law, Accounting, Banking and finance, Medicine etc.;
- iii. costumes for students in the Performing Arts, worn during periods of performance;
- iv. religious or denominational dress veil/normal *hijab*;
- v. aprons, overall, etc, prescribed by some Faculties/Departments and worn only when required;
- vi. sports and games clothing used when appropriate i.e., during sports/games meetings on the field.

6.13 Alcohol and Drugs

- i) no alcoholic beverages are allowed in student Halls of Residence. Consumption of alcoholic beverages is strictly prohibited within the Halls of Residence. The University Administration shall discipline students for drunkenness or any misdemeanour;
- ii) the use or possession of banned drugs and illicit

substances shall be grounds for immediate expulsion. The case may also be reported to the police.

6.14 Enforcement of Discipline

The Dean of Students shall have responsibility for ensuring that law and order are maintained within the precincts of the halls. It shall be lawful for the authority to take such actions at all times as it may deem necessary or expedient to maintain peace, protect property, promote and protect the safety and welfare of students and staff resident within the halls.

6.15 Vacation of Residence

- i. students are not allowed to remain in Halls of Residence during vacation. If for any reason an exception is made to this rule, a specified charge for a day for a bed space shall be paid in advance to Bursary and receipt presented to the Student Affairs Department for clearance. Authorization to stay may be obtained from the Dean of Students;
- ii. postgraduates and foreign students engaged in research shall be allowed to retain their bed spaces during vacation on payment of the prescribed fee. Authorization to stay may be obtained from the Dean of Postgraduate School.

6.16 Room Security

All students' rooms must be locked and the keys deposited at the Porters' lodge when occupants are leaving their rooms. Hall cleaners, who use duplicate

keys provided by Porters to gain access to rooms in the absence of occupants, shall return those keys after cleaning. If more than one student occupies a room, the last inmate to leave the room is responsible for locking of the door and depositing the key at the Porters lodge.

6.17 Rebate

No student shall be entitled to rebate of fees on account of late registration or in respect of any period during which the student is sent out of the hall either for non-payment of fees or on disciplinary grounds.

6.18 General Regulations

- i. all students allocated to halls of Residence shall submit, on registration, two passport's photographs for the Hall Album;
- ii. where a final year student shares a room with any junior student, the final year student shall have first choice in the occupation of a bed space and wardrobe;
- iii. a student who wishes to swap an accommodation with another student shall present a written permission from the Dean of Students;
- iv. partitioning of rooms is strictly prohibited in the Hall of Residence;
- v. the Hall staff shall search all bags/luggage's being taken in or out of the Halls at any time;
- vi. students travelling out of the University shall sign the Exit Register before they leave;
- vii. there shall be no bathing in unauthorized places.

- viii. there shall be no parties in the rooms. Students wishing to hold party shall apply to Hall Warden who may give permission to use the Common Room;
- ix no student shall molest or obstruct the Hall staff in the cause of performing their duties. Any student who attacks a Hall staff shall face Disciplinary Committee.

6.19 Closing of Gates

- i. all gates to the Hall shall be closed between 12 midnight and 5.30am every day;
- ii. students returning to their Halls after 12 midnight except in exceptional cases shall be required to sign the late comer's register;
- iii. a student whose name appears on this register more than three times in one semester shall forfeit his/her accommodation.

6.20 Absence from the Halls of Residence

- i. students expecting to be away from the Halls of Residence for a night or longer, shall inform the Hall Warden/Supervisor and obtain permission before leaving;
- ii. in an emergency, the student shall leave a written statement with the Porter on duty explaining the nature of the emergency and indicating destination and probable duration of absence;
- iii. upon return the student shall report to the Supervisor or Hall Administrator;
- iv. students shall not leave the University prior to the designated time for holidays, or before the

official vacation date as stated in the University Calendar or official memo to that effect.

6.21 Valuables and Personal Property

Students are advised to open accounts with banks for the security of their money and other valuables. Students who keep large sum of money and other valuables in their rooms do so at their own risk. Personal property shall NOT be left in the rooms during vacation.

6.22 Ill-Health

All students must register in the University Health Centre. Students who are ill shall report to the university Health Centre. Students who are seriously ill and are unable to report shall send for the Porter on duty as soon as possible.

6.23 Cleanliness and Sanitation

The premises and surroundings of the Halls of residence must always be kept in the best sanitary conditions.

6.23.1 Pests and Domestic Animals

Animals and pests are not allowed in and around the Halls of Residence.

6.23.2 Litter Baskets

Trash of waste shall be placed in receptacles provided, and students are advised to make use of them.

SECTION SEVEN

Hall Administration

A number of officers assist or work in conjunction with the Dean of Students to oversee the day-to-day administration of Halls of Residence. These include:

- i. Hall Administrator
- ii. Assistant Hall Officials
- iii. Supervisors
- iv. Porters, and
- v. Hall Workers.

7.1 Relationship between Dean's Office and Halls.

The Hall Administrator takes directive from the Dean and is the link between the Halls and the Student Affairs Office. The Hall Administrator communicates with the other arms of the University through the Dean of Students.

7.2 Relationship between Hall Administrator and Hall Workers

The Hall Administrator is in charge of the Hall. Porters and Cleaners are supervised directly by the Supervisors, who are expected to be directly involved in the day-to-day administration of the Hall, whether in terms of cleaning the Hall, the discipline of erring staff student; and the overall well-being of staff and students. Supervisors and Assistant Supervisors report directly to the Hall Administrator, keeping him/her abreast of happenings in the Halls of residence.

7.3 Relationship amongst Resident Students, Student Hall Officers and the Hall Administrator

Officials (University staff) are responsible for the welfare of students resident in the Halls. Student Hall Officers who are elected by students live in the Hall and interact, on a daily basis, with other resident students. There shall be five elected Hall Officers viz: Chairman, Secretary, Treasurer, and Social/Welfare: Secretary and Sports Secretary.

These Officers assist Hall Workers by keeping a close tab on fellow students in terms of discipline and cleanliness of the Hall. They also organize activities to keep students profitably engaged.

If there are problems, resident students seek the intervention of their elected officers, porter(s), the Assistant Supervisor, Supervisor or Hall Warden. However, if these officials cannot handle the problem, then they shall refer the matter to the Hall Administrator. The Hall Administrator if necessary shall refer the matter to the Dean of Students.

7.4 Relationship between Hall Officials and Student Union Officers

Student Hall Officers operate at Hall level, working with the Hall Administrator and Hall Workers to maintain discipline, peace and order. If there is a problem of interest to official(s) of the Student Union (SU), he/she discusses it with the Hall Officials.

Student Union (SU) officers perform their functions

outside the Hall even though they live in the Hall. They interact directly with the Dean of Students and may not have direct business enforcing discipline in any Hall. However, they can assist Hall Officials or the Hall Administrator on the issues that may be of interest to the overall well-being of the university. It is important to stress that the Student Union (SU) officials are also not above the rules and regulations of Halls of Residence. Indeed, they must, by virtue of their elected positions, not only uphold the rules and regulations of the Halls but those of the University as well.

For the sake of peace, order and harmony in the University, *it is important that student officers uphold their apportioned roles*, and not to usurp the role and duty of other groups. Failure to do this will only lead to conflict and anarchy, which will not be in the interest of students and authorities of the University.

7.5 Channel of Communication

Any student who wishes to have audience with the Vice Chancellor on any matter should do so in writing through his/her Head of Department stating clearly the reason(s) for the audience. Students Associations, on the other hand, should do so through the Dean Student Affairs.

Students wishing to visit or have audience with non-academic departments/units such as the Estate and Work Unit, Health Services, Bursary, etc, must do so through the Dean Students Affairs.

Nothing however, prevents students from reporting cases directly to the appropriate quarters, such as the Librarian, Chief Security Officer (CSO) or any other office of the University if there is an emergency.

SECTION EIGHT

Student Welfare

8.1 Introduction

The objectives of this university will be better achieved where there is optimum student welfare. It is the policy of the University therefore, to create the environment that affords the student maximum opportunity to derive from his/her education the highest possible quality of personal fulfilment, professional attainment, social responsibility and service to the community.

To this end, the University shall:

- i. encourage responsible Student Union activities, clubs and associations. At all times students shall conduct themselves in a gentlemanly and ladylike manner;
- ii. maintain open communication among all segments of the University community through the establishment of clear and reliable channels for free exchange of ideas and opinions and for the dissemination of accurate and authoritative information;
- iii. involve students wherever and whenever practicable in the management of their own affairs and University affairs so far as these directly affect their well-being. This is in belief that to make a student responsible, he/she shall be given responsibility to decide in order to appreciate the difficulties of decision-making and, more importantly, implementation.

8.2 Open Communication

- i. wherever practicable, the University shall involve students in the making of decisions and policies affecting them;
- ii. the Vice Chancellor shall hold regular dialogue with students and address the student body at least once a session;
- iii. there shall be a University newspaper run primarily by students, with technical advice from senior staff. The primary purpose of this is three-fold:
 - a) inform the University of new and projected developments as well as decisions and activities of the various student groups and university community;
 - b) provide avenue for expression of students' views on issues that affect them; and,
 - c) serve as a training ground for student journalists.
- iv. the University shall organize an orientation programme for first-year students with a view to familiarizing them with the University, giving them favourable first impression and acquainting the new students with the evolving traditions of the University.

8.3 Student Union

8.3.1 Voluntary Membership

Following the Federal Government's directive on Student Unionism, membership of the Student Union in

Federal University Lokoja shall be voluntary.

The implications of these directives are as follows:

- i. students will be largely responsible for the Union and its operations;
- ii. the University shall not be responsible for the Student Union dues; however, the amount to be paid as Union dues must be approved by the University Administration. This is to curb and forestall any exploitation by the Students Union; and,
- iii. the university is under no obligation to give matching grants to the Students Union.

8.3.2 Residual Powers

The Governing Council of the University shall have residual powers over the organization of the Student Union in the University. Such residual powers include determination of the minimum qualifying academic standard for Student Union Officials, the personal qualities that students have to hold offices, etc. The University also ensures that the organization and conduct of the activities of the Union conform to the set ideals of the University and of a decent society. The approved constitution of the Student Union (approved by Senate and Council) shall regulate the organization and conduct of the Union's affairs and activities.

8.3.3 Student Union Executives

Student union activities demand a lot of time of the executives. Therefore, only students with a CGPA of

3.00 and above shall qualify to stand for elective positions. The elective offices are:

- i. President;
- ii. Vice President;
- iii. Secretary-General;
- iv. Assistant Secretary-General;
- v. Treasurer;
- vi. Financial Secretary;
- vii. Director of Socials;
- viii. Director Sports;
- ix. Public Relations Officer;
- x. Director of Welfare;
- xi. Director of Transport;
- xii. Provost.

8.3.4 Decisions of Congress

Before any decision of the Student Union Congress becomes effective on University-wide issues, the following procedure must be followed:

- i. a referendum involving voting by secret ballot;
- ii. At least a quorum (one third) of the registered membership of the Student Union shall participate in such a referendum;
- iii. the referendum shall be decided by a simple majority of the votes cast.;
- iv. the referendum shall be held under the supervision of the Dean of Students.

8.4 Demonstrations

- i. permit for demonstration must be obtained

- from the University authorities before demonstrations can be staged;
- ii. all demonstrations shall be peaceful. Such demonstrations are limited to the hours of 6.00 am to 6.00 pm;
 - iii. no demonstration of any kind shall be allowed within the staff residential areas of the university;
 - iv. none of the demonstrators should be masked. students shall be held responsible for their actions during demonstrations;
 - v. no demonstrating student shall molest or force any student or staff or anyone else into participating in any demonstration or any meeting against his or her will.

8.5 Guidelines on Rallies, Demonstrations, Etc.

The following guidelines are to be observed by organizers of rallies, demonstrations and similar activities.

Demonstrations and their organizers MUST NOT:

- i. force others to join them, or deny other members of the University community (both staff and students) their right not to participate in a demonstration, strike and other similar actions;
- ii. disrupt or obstruct the academic and other activities of the University, including lectures, tutorials, examinations and laboratory work;
- iii. obstruct or restrict free movement of persons and vehicles in any part of the University campus;
- xiii. deny the use of offices, classrooms and other

- facilities to staff and students or guests of the University;
- xiv. destroy or damage University property;
 - vi. endanger the safety of any person on the University campus;
 - vii. lock the University gate(s) during such rallies and demonstrations; and,
 - vii. seize or 'commandeer' any vehicle.

8.6 Clubs and Associations

The Dean of Students, on behalf of Senate and Council, shall approve the registration of students' clubs and associations. Only such approval and registration may entitle a club or an association to operate on campus.

Any association applying for approval and registration must supply information about its membership, full names, residential addresses and departments of key officers as well as the names of their staff advisers and patrons. The application form shall be returned, with a copy of the club's or association's constitution. There shall be an annual registration, which entitles the clubs, or associations to operate for that academic year only.

Students are encouraged to join University approved clubs and associations such as English and Literary students' Association, Biological Science students' Association, Historical Society, etc, which serve social, academic and cultural purposes as well as train or improve the quality of leadership ability of students, teach

good community relationship and help students appreciate the problems of leadership and followership.

8.7 Social and Cultural Activities

8.7.1 Permission

Registered clubs/associations are encouraged to undertake a variety of activities in each academic session for the benefit of their members and the University community in particular and the outside world in general. In doing so, they must abide by the University regulations on Hall facilities. Permission must be obtained from the Dean of Students through the Director of Socials before any activity is undertaken.

8.7.2 Procedure

Students who wish to organize social activities open to the public on the campus shall comply with the following procedures:-

- i. apply to the Registrar through the Dean of Student Affairs on prescribed forms obtained from the Student Affairs Office for permission to use University Facilities;
- ii. obtain permission from the Hall Warden through the Hall Executive concerned, in the case where a Hall facility such as Common-room will be used. Where a refectory is to be used, the operator of the refectory shall first be informed and clearance obtained from the Dean of Student Affairs at least one week before the social activity is scheduled to hold;
- iii. pay the stipulated rent for hiring Hall facilities

at the Bursary and a receipt obtained at least three working days before the social activity is scheduled to hold. A copy of the receipt is tendered to the appropriate Hall Official (Social/ Welfare/ Sports Secretary) for records;

- iv. it should be noted that, No club, association, individual student is allowed to show films on campus for commercial purposes, i.e. where gate fees are charged except permission has been obtained in writing from the Dean Students. However, academic films and others meant to promote student academic standing shall be encouraged provided no fees are charged.

Students are warned to note in their own interest that neither the Hall Executives/Hall Warden nor the /Dean of Students shall permit any part of the campus to be used for activities, social or otherwise, that are classified illegal by the laws of the Federal Republic of Nigeria. Thus, applications for use of Hall facilities are required to contain definite information regarding the nature of the activity for which the facility is required; e.g. lectures, symposia, debates or films shows. In the case of film shows, the application shall specify title of film or films and its rating (P.G., X., XX, XXX, X-rated films etc.). No films which promote ethnicity, sectarianism or detract from our national objectives shall be permitted.

The Hall Administrator, men/women of the Security Department and Dean, Students Affairs, or other officers acting on his behalf, must always be given

access to sit in to observe the nature of the film in question. On no account must a different film be screened from that originally advertised. Severe disciplinary measures shall be taken against the student leaders of the club/society/association in such activity. Besides, the defaulting club/society/association may be suspended or proscribed.

It is the policy of the University to encourage students to organize themselves and join organizations which contribute to the academic, cultural, recreational and social life of the University and enhance greater student interaction outside the classroom. These organizations sponsor various activities such as lectures, 'open houses', parties, excursions, art exhibitions, drama, etc.

All forms of cultism, religious extremism and any other anti-social organizations, by whatever names they may be called or known; and which are not in the national interest and illegal are prohibited in the University.

8.8 Registration of Student Organizations

As a rule, the University does not encourage or recognize any student organization which, in its membership, discriminates on account of race, sex, religions etc.

Before being accorded University recognition, student organizations must:

- i. demonstrate *bona fide* intent to pursue activities, which shall be consistent with the educational and social functions and established policies of the Uni-

versity as approved by the Governing Council and Senate of Federal University Lokoja;

- ii. show proof of permanence in organization as evidenced by constitutions, rules and regulations, statement of financial support and sources commensurate with the activities to be undertaken;
- iii. provide evidence that none of the existing student organizations meet the needs of the proposed organization(s);
- iv. show significant numbers of student members or prospective members;
- v. give the names(s) of staff Patron(s)/Adviser(s);
- vi. for this purpose, submit the following to the Dean of Students:
 - a. two copies of the proposed constitution and bylaws. The Dean, Student Affairs shall be notified of any future amendment within 14 days of the adoption of such amendments;
 - b. names, matriculation numbers, Course/department, addresses of the officers;
 - c. signature of a full-time Senior Academic, Administrative or Technical staff of the University who has agreed to serve as Adviser/Patron to the organization;
 - d. certificate by the Adviser/Patron that at least twenty full-time students will form the nucleus of the organization;
 - e. statement of purposes and proposed programmes of activities as they relate to the expected benefits;

- f. affiliations, if any, to any external organization(s);
- g. statement of sponsorship from the Head of Department, Director of centre, if the organization is to be sponsored by a Department, Centre or any other unit of the University;
- h. statement of proposed financial support and structure for the management of funds;
- i. such student organization may be dissolved or re-established by request of the organization itself or by action of the Dean of Students, when the organization has failed to fill a registration form for two consecutive academic sessions.

8.9 Privileges and Recognition

Registered student organizations are entitled to the following privileges:

- i. use of University facilities subject to payment of appropriate charges and in keeping with the scheduling and booking regulations and procedures governing the use of such facilities;
- ii. the use of names of the University as part of their official titles;
- iii. may seek support from other affiliate organizations.

8.10 General Regulations Governing Student Organizations

- i. registration of a student organization shall not be construed as an agreement for financial support by the University;

- ii. only *bona fide* and registered students of the University are eligible for membership of student organizations;
- iii. all student organizations must keep proper records of their finances in accordance with the guidelines laid down from time to time by the Dean, Student Affairs. All funds raised by student organizations by whatever means are subject to financial accountability.

8.11 Activities Involving Guests From Off-campus

In keeping with the University freedom of inquiry and pursuit of truth, students are allowed to organize activities featuring guests/artists from outside the campus.

However, the University has an obligation to ensure that activities on the campus are conducted in a manner acceptable to the University community and in accordance with the Law of the land. Where the President, a Governor, a Minister, a Head of Diplomatic Mission or some other important personality from outside the University is invited, the University must be duly informed through the Dean of Students at least two weeks before the guest is expected to arrive on campus. This is to enable the University to coordinate the activity.

SECTION NINE

Student Publications and Publicity

9.1 Introduction

In accordance with the stated policy of the University, i.e.

Creating an environment that affords the student the maximum opportunity to derive from his/her education, the highest possible quality for a personal fulfilment, professional attainment as well as social responsibility and service to the community,

students are encouraged to undertake research, develop literary skills and engage in free expression, subject to the following:

9.1.1 Obtaining Clearance for Public Statement on University Affairs

Student organizations may hold private or public news conferences or submit news releases on student activities only when the contents of such release have been presented to, and vetted by the University through the Dean of Students.

9.1.2 Avoiding Obscenity in Student Managed Magazine

The production/publication of obscene and lascivious cartoons and articles is absolutely prohibited. Students who engage in such publications/productions are liable to severe disciplinary action. Editors of such newspapers and magazines must avoid the production and publication of seditious or libellous articles or

such publications which may provoke ethnic or sectarian violence or are capable of inciting one group of persons against another.

9.1.3 Maintaining Specific Guidelines on Bulletin Boards

Official notices are posted on the Notice Boards as guides/information for students and other members of the University community. Students shall be responsible for acquainting themselves with official notices. They are advised to avail themselves of information on Notice Boards time-to-time. All notices to be placed on Notice Boards whether public or private, must bear the proper names and signatures of those issuing them. They should also be properly dated. Approval for posting notices and/or removing them from the University Notice Boards must be obtained from the following:

- i. Public Relations Officer, Student Union-for posting on Student Union Notice Boards;
- ii. Hall Social Welfare Officer-for posting on Hall Notice Boards;
- iii. Head of Department-for postings on departmental Notice Boards. Students posting notice without proper approval shall be liable to disciplinary action. Provision must be made on all notices for the signatures and names of approving bodies/persons.

9.1.4 Student Publications

The University maintains a tradition of encouraging various, free student press. Such publications on

campus shall be guided by the following regulations:

- i. only registered student organizations may produce any publication or printed matter bearing the name of the University or purporting to emanate from it;
- ii. printed matters published by students of the University may be sold on campus only if such materials are produced or sold by a registered student organization;
- iii. all student publications must carry the names of the organizations and members of the editorial board;
- iv. any student organization, which publishes, sells, or distributes printed or otherwise reproduce materials on campus is responsible for those materials, including their contents, and any libellous matters arising there from;
- v. all student publications must state explicitly on the editorial page that the opinions expressed there are not those of the University or its student body as a whole. The name of the editor of the publication must appear in the publication;
- vi. all seditious, libellous and obscene articles, as well as publications capable of inciting one section of the students population against another or inciting the students against the University administration are prohibited;
- vii. A copy each of every publication shall be deposited in the Office of the Vice Chancellor, Registrar, Library and two copies in the Students Affairs Office.

SECTION TEN

Students Disciplinary Matters

10.1 Introduction

This chapter of the Handbook addresses various disciplinary matters of students and recommended sanctions for violation. Students are advised to be acquainted with these regulations and conduct themselves accordingly.

Offences relating to Students' disciplinary matters are summarized into three (3) categories:

These are:

- i. examination malpractice;
- ii. offences in the Hall of Residence;
- iii. other specific offences.

10.2 Examination Malpractice

Examination malpractice shall be defined as all forms of cheating which directly or indirectly misrepresent the ability of the student. These shall include, among others, cheating within an examination hall, cheating outside an examination hall and any involvement in all illegal examination-related offences. Forms of cheating are further categorized as follows:

10.2.1 Offences within an Examination Hall/Room

The following are forms of offences within the Examination Hall and their prescribed sanctions:

| OFFENCES WITHIN AN EXAMINATION HALL/ROOM | PENALTY |
|--|---|
| i. copying from one-another or exchanging question/answer sheets; | The candidate shall be disqualified from the entire examination and rusticated for one (1) semester. |
| ii. collaboration with invigilator/lecturer (where it involves the lecturer providing written/oral answer to a student) in the examination hall; | The candidate shall be disqualified from the entire examination and rusticated for one (1) semester. |
| iii. oral/written communication between and amongst students; | The candidates shall be disqualified from the entire examination and rusticated for one (1) semester. |
| iv. illegal removal of answer scripts from the examination hall. Non-submission of answer scripts at the end of the examination; | The candidate shall be disqualified from the entire examination and rusticated for one (1) semester. |
| v. verbally assaulting and intimidating the Invigilator/Examiner inside the Examination Hall; | Rustication for between two (2) and four (4) semesters. |
| vi bringing in prepared answers, copying from textbooks, notebooks, laboratory specimen and any other instructional aides smuggling into the hall; | Rustication for between two (2) and four (4) semesters. |
| vii. receiving information whether written or oral from any person(s) outside an examination hall; | Rustication for between two (2) and four (4) semesters. |
| viii. impersonation,; | The student shall be expelled from the University. |
| ix. physically assaulting and intimidating the Invigilator/Examiner inside the Examination Hall; | The student shall be expelled from the University. |
| x. Use of handset during examinations. | Rustication for one semester. |

10.2.2 *Offences outside the Examination Hall*

The under-listed forms of offences shall constitute examination malpractice outside the Examination Hall

| OFFENCES OUTSIDE THE EXAMINATION HALL | PENALTY |
|---|---|
| i. plagiarism; | The candidate shall be rusticated for one (1) semester. |
| ii. writing of projects, laboratory and other field report/reports for a student by a staff; | The candidate shall be disqualified from the entire examination and rusticated for two (2) semesters. |
| iii. verbally assaulting and intimidating the Invigilator/Examiner outside the examination hall; | The candidate shall be disqualified from the entire examination and rusticated for two (2) semesters. |
| iv. attempting to destroy and/or the destruction of evidence of Examination Malpractice; | Rustication for four (4) semesters. |
| v. colluding with a member of staff or his/her own initiative modify students score, answer script and/or other mark sheets; | The student shall be expelled from the University. |
| vi colluding with staff and others in order to submit a new prepared answer sheet as a substitute for original script after Examination; | The student shall be expelled from the University. |
| vii. secretly breaking into a staff or departmental office in order to obtain question/answer script or marked sheets or substituting a fresh answer sheet for the original script; | The student shall be expelled from the University. |
| viii. refusal to cooperate with Investigating Panel in the investigation of alleged Examination Malpractice; | The student shall be expelled from the University. |

| OFFENCES OUTSIDE THE EXAMINATION HALL | PENALTY |
|--|--|
| ix. physically assaulting and intimidating the Invigilator/Examiner outside the Examination Hall; | The student shall be expelled from the University. |
| x. colluding with a member of staff or on his/her own initiative to obtain examination questions or answer before the official conduct of a scheduled examination. | The student shall be expelled from the University. |

10.2.3 Related Offences

The following related offences shall also constitute examination malpractice:

| RELATED OFFENCES | PENALTY |
|---|--|
| i. malpractice of Registration Forms in order to sit in for an examination, for which the student is not qualified; | The candidate shall be disqualified from the entire examination and rusticated for one (1) semester. |
| ii. presentation of a fake medical certificate as an excuse for absence from Examination; | The candidate shall be disqualified from the entire examination and rusticated for one (1) semester. |
| iii. intimidation or offering of monies in exchange for grades. A lecturer or staff who is guilty of colluding with students to cheat in any examination or who extorts money or seeks sexual or any other kind of favour from a student in exchange for marks will be referred to the University Staff Disciplinary Committee for appropriate action. | The student shall be rusticated for two (2) semesters. |

NB: The University may, from time to time, further define other offences not referred to herein and shall appropriate penalties for these.

10.3 Violation of Regulations In Halls of Residence

In addition to the offences and their sanctions listed below, the Hall Administrator is empowered under these regulations to make supplementary rules which he/she may consider necessary for the smooth running of the Hall regulations herein contained or are not detrimental to the well-being of the University as a whole.

| VIOLATION OF REGULATIONS IN HALLS OF RESIDENCE | PENALTY |
|---|---|
| i. absence from halls of residence for more than 24 hours without genuine reason; | Admonition for first offenders. |
| ii. using electronics or musical instrument in such a manner as to constitute nuisance; | Admonition for first offenders. |
| iii. smoking in halls of Residence; | Admonition for first offenders. |
| iv. littering of Halls; | Admonition for first offenders. |
| v. drunkenness; | Admonition for first offenders. |
| vi. loud and distracting noise at unauthorized times and locations; | Admonition for first offenders. |
| vii. unlawful assembly; | Admonition for first offenders. |
| viii. obscene and libellous publications; | Admonition for first offenders. |
| ix. loitering around the staff residential quarters; | Admonition for first offenders. |
| x. reckless driving on campus; | Admonition for first offenders. |
| xi. posting notices or bulletins on the walls outside the notice boards; | Admonition for first offender and fined to repaint wall(s). |
| xii. allowing unauthorized visitors to stay overnight; | Probation if first offender. If opposite sex, rustication for one (1) semester. |

| VIOLATION OF REGULATIONS IN HALLS OF RESIDENCE | PENALTY |
|---|---|
| xiii. fighting or inciting others to fight; | Rustication for two (2) semesters. |
| xiv. molestation of staff and fellow students; | Rustication for one (1) to four (4) semesters. |
| xv. disruption of services approved by the University; | Rustication for one (1) semester. |
| xvi. wilful destruction or damage of University property; | Replacement of damaged property in addition to rustication from one (1) to four (4) semesters to expulsion depending on the gravity of the offence. |
| xvii. promoting or causing fire hazards; | Expulsion from the Hall. |
| xviii. selling of bed space(s) after allocation; | Expulsion from the Hall. |
| xix. violation of regulations guiding religious observance in halls of Residence; | Expulsion from the Hall. |
| xx. harbouring criminal suspects; | Expulsion from the Hall. |
| xxi. stealing, pilfering, or being in possession of items belonging to other person(s); | Expulsion from the University. |
| xxii. forgery, alteration, misuse or mutilation of documents, records, identity cards etc.; | Expulsion from the University. |
| xxiii. rioting or any behaviour capable of causing breach of the peace; | Expulsion from the University. |
| xxiv. membership of secret cults and such other anti-social organizations, as well as coercing others to join secret cults; | Expulsion from the University. |
| xxv. drug abuse and possession of hard drugs and all such substances banned by the Federal Government of Nigeria; | Expulsion from the University. |
| xxvi. all other acts which the University may adjudge as misconduct. | Sanctions will depend on gravity of offence. |

Note: **Admonition:** This is a verbal or written warning addressed to an offender drawing attention to the fact that he/she has violated some rules and regulations governing Halls of Residence. This is normally given for minor infractions.

Probation: This is a written notice informing an offender of his/her placement on probation for a defined period of time. A copy of the notice is forwarded to the Academic Officer for record purposes in the student's file.

Suspension/Rustication: This is a written notice informing an offender of his/her exclusion from Hall of Residence, privileges and activities for a specific period. The affected student remains off campus for the duration of the suspension.

Such an offender is not entitled to any fee refund. A copy of the notice is sent to the Academic Office for filing. Upon his/her return from the suspension from the Hall, the affected student may, at the discretion of the University administration, be required to sign an undertaking to be of good behaviour.

Expulsion: This is a termination of hall residency status, which is invoked for major breaches of hall rules and regulations. It implies the denial of eligibility for University hall accommodation, privileges and facilities either for a specific duration of time or for the rest of the period of the affected student's stay in the University.

10.4 Other Specific Offences

Other Specific Offences listed here are specific offences that shall attract sanctions from Senate Student Disciplinary Committee. They are further categorized into offences bordering on i) gross misconduct; ii) misconduct, and c) misdemeanour.

10.4.1 *Gross Misconduct*

- | | |
|--|-----------|
| i. riotous or disorderly behaviour leading to a breach of the peace; | Expulsion |
| ii. unauthorized possession/use of fire arms or any dangerous weapon, chemicals explosives, incendiary devices, etc. | Expulsion |
| iii. rape, arson and use of dangerous drugs e.g. hemp and cocaine; | Expulsion |
| vi. cultism; | Expulsion |
| v. assault leading to grievous bodily harm. | Expulsion |
| vi. stealing. | Expulsion |

10.4.2 Misconduct

- i. forgery, alteration, misuse or mutilation of documents records, identity card and impersonation;
- ii. furnishing false information to the University;
- iii. wilful damage or destruction of property belonging to the University;
- iv. aiding, abetting and inciting others to commit any of the above acts; v. indecent dressing.
- v. indecent dressing

Students shall not be allowed entrance in lecture rooms, examination halls, the health centre, library, offices and other University buildings.

Any student found guilty of insubordination in areas of indecent dressing shall be arraigned before the University Senate Student Disciplinary Committee.

10.4.3 Misdemeanours

- i. failure to comply with verbal or written directives of any University official;
- ii. violation of any rules and regulations governing Halls of Residence;
- iii. insubordination to superior authority;

10.5 Discipline of Students

10.5.1 Vice Chancellor's Powers

Where it appears to the Vice Chancellor that any student of the University has been guilty of misconduct, the Vice Chancellor may, without prejudice to any other disciplinary powers conferred on him by status or regulations, direct:

- i. that the student shall not during such period as may be specified in the direction, or make use of such facilities of the University, as may be so specified; or,
- ii. that the activities of the student shall, during such period as may be specified in the directive, be restricted in such manner as may be so specified; or
- iii. that the student be rusticated for such period as may be specified in the directive; or,
- iv. that the student be expelled from the University.

The Vice Chancellor may delegate his power to the Senate Student Disciplinary Committee consisting of such members of the University as he may nominate.

10.5.2 Students' Activities

Nothing shall be construed as preventing the restriction or termination of a student's activities at the University otherwise than on the ground of misconduct.

10.6 University Staff, Contract and other Personnel

Any student who attacks, obstructs or threatens any

staff, contractor or other personnel engaged by the University while performing their legitimate duties, or found to be supporting any of these vices, shall be liable to the following punishment:

- i. *Expulsion*: for attack and assault occasioning bodily harm;
- ii. *Suspension/Rustication*: in addition to payment for damage or losses; for attacking and assault not occasioning bodily harm, insult causing embarrassment, obstructing staff from carrying out his/her duty, disruption of services causing damage or loss of property.

10.7 Personal Vehicles

Students who own personal vehicles and plan to operate them on campus must obtain clearance from the Dean, Student Affairs and a permit from the University Security Department. Such vehicles may only be parked in designated places and their operators must undertake to abide by the University Campus regulations. Failure to abide by such regulations may lead to the withdrawal of the permit and other disciplinary measures. The student is solely responsible for the safety of the vehicle.

10.8 Safety in the University

- i. The University places a high premium on maintenance of safe equipment, safe systems of work, safe premises, etc, as well as the need to ensure adequate instructional training and supervision to secure safe and healthy working and learning environment.

- ii. Management, staff and students all have a duty to take reasonable care to avoid injury to themselves or to others by their activities.
- iii. For safety of life and property, a high level vigilance and supply of information is expected of every member of the University community.
- iv. As a precaution against accident, and for the safety of every one, motorist and cyclists must obey all traffic signs and other traffic regulations on campus, including the speed limit of 30km per hour.
- v. Cyclists and other commercial vehicles shall not be allowed on campus except those duly registered with appropriate authority.
- vi. Motor vehicles, motorbikes or bicycles must be parked in the proper parking area only. The University does not accept responsibility for these vehicles.

10.9 Alcohol and Drugs

- i. No alcoholic beverages are permitted in the Hall of Residence.
- ii. Students should not take any drugs except prescribed by a recognized physician.
- iii. The possession and use of illegal drugs and banned substances is strictly prohibited.

10.10 Smoking in the Halls

For health and safety reasons, smoking of cigarettes and other tobacco products is prohibited in all Halls of Residence.

10.11 Pets

For health and sanitary reasons, pet (dogs, cats, fishes, reptiles, etc) are banned on campus.

10.12 Cults/Secret Societies

All unregistered clubs/ societies/confraternities/sororities are illegal. Membership of secret/nocturnal clubs is strictly prohibited.

10.13 General Social Conduct

- i. Students should be decently and appropriately dressed at all times. Indecent exposure is prohibited.
- ii. No student should be forced into any relationship, be it ethnic, tribal, religious, academic, social or personal.
- iii. Any act or behaviour considered a crime in the larger society is also a crime in the University. Any student involved in such acts will be handed over to the police through the Chief Security Officer of the University.

10.14 Miscellaneous Authorities

All persons and authorities dealing with cases of the student discipline shall as much as practicable comply with stipulated requirements as to procedure, time and the like, provided however that no decision taken in respect of any disciplinary matter shall be invalidated by reason only of a non-compliance with any such requirement.

