
Newgate University Minna



EXPLORE TO EXCEL

Undergraduate Studies Handbook

Directorate of Student Affairs

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Definition of Terms

Academic Year: An Academic year means two semesters equivalent to 4-month (17 weeks) each of study. The first semester begins from August to November and the second from January to May.

Academic Program: A group of related courses designed and approved by the relevant Organs of the University, Professional Bodies and accredited by the National Council for Higher Education. Upon completion of an academic program and subject to all applicable University regulations and policies a student may be awarded a degree; diploma and certificate of the University.

Auditing course: A course taken for purely students' interest and may not be required for him or her to graduate. Such a course does not carry credits but may appear on the student's transcript.

Cumulative Grade Point Average [CGPA]: This is the average score a student earns in the period of his or her study of a given academic programme at the university.

Core Courses: Essential core courses of the academic programme offered by the school or faculty at which the student is registered for that shall be completed for graduation purpose.

Course: A course is a unit of specialized information that forms a part of the programme or subject in which a student pursues a certification.

Course Credit (Credit Hour or credit unit) is a unit that gives weighting to the value, level or time requirements of an academic course taken at Institution of higher learning.

Elective Course: An Elective course is one that a student can choose to study in order to meet the requisite minimum credit hours for graduation. Elective courses are chosen from a list of scheduled courses at the convenience and interest of the student and are offered of broaden his or her university life and experience.

Final Grade and Assessment: A student's final grade is comprised of 60% of the Final Examination and 40% of the Course Assessment Tests in all courses. An assessment is based on a student's performance in assignments, tests, presentations, and research reports.

Grade Point Average (GPA): This is the average score a student earns at the end of a semester of study. A student's GPA is calculated by dividing the total number of points earned by the total number of courses undertaken.

Leave of Absence: A registered student may choose to take a leave of absence for one semester to one academic year.

Pre-requisite Course: Is a course which shall be completed by a student before proceeding to higher courses.

Qualifying course: This is a course that enables a student to qualify to enter a programme of study.

Semester: A semester is an academic period with the duration of 17 weeks. The last two weeks are slated for final examinations and 15 weeks are for active teaching and course work.

Subject: A subject is the specialized area in which a student wishes to pursue a certification.

Unauthorized Material during the examination period: These refer to materials, which are not to be carried inside the examination room.

Chapter 1: Introduction

This undergraduate student Handbook of Newgate University Minna (NUM) contain policies and regulations established by the University to provide the framework for the orderly conduct of its academic programmes and forms the basis of the relationship between the student and the University which starts when the student accept the University offer of a place on the student's programme of choice.

The policies are intended to ensure a thorough and complete education for each of the University's graduates and to aid students and faculty in their progress towards an academic experience that is both effective and efficient. Each student is responsible for knowing NUM's rules, regulations, requirements, and policies.

The statements contained in this handbook shall be effective as of the date of adoption and shall be the normal repository of policy statements, but corrections, changes, or interpretations can be promulgated by other means, including electronic publication. When the university or one of its academic unit change course requirements, grading procedures, or criteria for acceptance into a particular programme, academic standing, or graduation, the changes apply to all students enrolled at the time of implementation of the change and thereafter.

The policies and regulations contained in this handbook are administered through the respective Directorates, Faculties, Schools, Departments and units in the Office of the Vice Chancellor, and shall be read and implemented in consultations with Academic Polices and Regulation Manual of the University.

1.1 University Prospectus

- a) The University shall publish in every academic year a Prospectus which shall contain the following;
 - i) the College or Faculty vision and missions in line with University's vision and mission,
 - ii) entry requirements for each programme on offer,
 - iii) tuition and fee structure for each programme,
 - iv) course structures per semester and
 - v) list of staff members (full or part-time).
- b) The University shall endeavour to ensure that students follow the same academic programme throughout their studentship.
- c) When a student takes a leave of absence for one academic year or more, he or she breaks residence and, therefore, shall follow the current prospectus at the time of resuming his or her studies.
- d) Students who break residence and experience a change of curricula in accordance with the new prospectus shall consult the Dean or Principal of the Faculty or College for a fresh arrangement of courses.
- e) The Prospectus shall be used in conjunction with these policies and regulations.

1.2 Financial Good Standing

- a) Financial good standing and a university record clearance are required for students to receive academic or other services in the University.

- b) Each student shall remain individually liable for all fees, debts and other charges payable to the University on his or her behalf.
- c) Services, such as, transcript issuance, release of certificates, and class registration (add, drop, withdrawal, and things of the like) will not be provided to students with a financial balance due or a hold of any kind on their record.
- d) No students will be allowed to carry a fee forward to a subsequent semesters or term or trimester.
- e) In case a student is unable to meet his or her financial obligations to the University, he or she will be advised to apply for a dead semester or term or trimester as stipulated in academic calendar of the relevant academic year.

1.3 Responsibility of the University

- a) Provide the student with learning support associated with the programme of study with reasonable care and skill.
- b) Make reasonable efforts to deliver the programme of study as described in the relevant curriculum for the appropriate academic year.
- c) Inform students as soon as possible if the university need to alter anything related to the programme of study, such as a change in timetabling, location, type of class, assessment or syllabus.
- d) Provide formal university policies, including regulations, codes of practice and guidelines, within which each programme will be delivered.
- e) Make available appropriate infrastructure to support student's learning, including teaching and learning space, library and information and communication technology (ICT) facilities.
- f) Provide clear information about each programme of study and units and about the university expectations of what each student needs to achieve to complete the programme of study successfully.
- g) Communicate with students by post, noticeboards, university website or via the university email address as appropriate.
- h) Return marked work in a timely manner and according to the guidance set out in the university's codes of practice for assessment, progression and the award of qualifications, or equivalent.
- i) Encourage a professional and responsible learning environment and suitably support the student, academically and pastorally.
- j) Carry out regular monitoring of the quality of learning and teaching offered as part of the programme of study.
- k) Contribute to internal and external procedures for assuring the quality of learning, teaching and assessment provided for students.
- l) The University has the right to alter the timetable, location, number of classes, method of delivery, content, assessment and syllabus of any programme, provided such alterations are reasonable.

1.4 Responsibility of Students

- a) Take responsibility for their own learning, working in partnership with staff to become a self-reliant, independent learner.
- b) Pursue their studies diligently, contributing effectively to the programme of study and not to hinder the studies of others.

- c) Attend formal teaching and learning events (lectures, seminars, tutorials, lab classes, etc.) associated with the programme of study, subject to absence for medical or other agreed reasons.
- d) Familiarize and comply with relevant university rules and regulations, including those relating to the programme of study and the award for which the student is registered.
- e) Make appropriate use of all the resources available, including staff, other students and library and ICT facilities, and comply with the general regulations for the library services and facilities.
- f) Be aware of the information provided about the University and the programme of study and know where to look for reference to detailed information and guidance, whether electronic or paper based.
- g) Check university email account regularly and frequently both during and outside of academic calendar time.
- h) Complete and submit by the required deadlines any work to be assessed as part of the programme of study, including any assignments, laboratory or project work related to individual units.
- i) Play an effective part in the academic community and respond to requests to give an opinion about the learning and other experiences at the university.

1.5 Accountability and Conduct

1.5.1 Responsibility of the University:

- a) Allow each student the right to make a complaint about matters that affect the student and allow him/her the right to appeal decisions made about him/her
- b) Operate a fair and transparent disciplinary procedure.
- c) Give each student the right to be represented in university governance, usually through the students' union, and to encourage student representation on relevant university committees, boards and working groups.
- d) Make publicly available (and annually update if required) details of the tuition fees and any other expenses relating to all the programmes of study offered by the university.

1.5.2 Responsibility of the Students

- a) Be aware of the Student Complaints Procedure, Student Disciplinary Regulations and Examination Regulations including, complying with deadlines by which representations have to be made and noting that, wherever possible, academic complaints are best resolved at School/College or Faculty level.
- b) When acting as a student representative on school, college, faculty or University committees, take care to consult fellow students and to represent their views accurately and in a balanced way.
- c) Ensure that the personal details the University holds about the student are accurate and updated.
- d) Make sure all tuition fees and other expenses relating to the programme of study are paid in time and agree to be bound by the University regulations on the payment of fees, refunds in the event of termination of studies and the consequences of non-payment
- e) Comply with University rules and regulations regarding student behaviour and attendance to lectures.

1.6 Termination of Relationship Between the Student and the University

- a) The relationship between the student and the University will end:
 - i) if the student withdraws from the University; or
 - ii) if the student is are required to withdraw in accordance with the University disciplinary or by a decision of the Senate based on the student academic performance; and/or
 - iii) for non-payment of fees in accordance with the Student Fees Regulations.
- b) The University may terminate relationship with the student in writing with immediate effect if:
 - i) the student is expelled or refused admission or membership by any organisation which the student is expected to attend or be a member of as part of requirement of programme of study; or
 - ii) the University become aware of information about the student which it did not know before and which, in the University reasonable opinion, makes it inappropriate for the student to study on the programme of study; or
 - iii) in the University reasonable opinion, the student has failed to provide it with all relevant information, or have supplied false or misleading information, relating to his/her application for the programme of study; or
 - iv) where the behaviour of the student represents a significant risk to the health, safety or welfare of the student or others; or
 - v) if the student continuing registration at the University puts the University in breach of any of legal obligations to comply with the laws of the Federal Republic of Nigeria
- c) The student will have the right to submit a complaint under the Student Complaints Procedure should the relationship between the student and university be terminated under this sub-section (b) above.
- d) On termination, the student is required to return the student identification card, together with all property owned by the University. The student must pay all outstanding fees immediately. Any contract with the University accommodation will terminate in accordance with its terms.
- e) Any action we take under the above provisions will not restrict the University's ability to take any other action against the student that it has the right to take.

Chapter 2: Admission Policies and Procedures

2.1 Introduction

- a) The Newgate University Minna (NUM) is open to applicants without regard to ethnic or national origin, religion, or sex. The University therefore seek to attract a wide range of applicants from different social, cultural, and educational backgrounds who can demonstrate the academic ability and the skills required to succeed in their chosen studies.
- b) The principal aim of the Admissions Policy of the University is to offer to offer clear advice and guidance to prospective applicants to enable them to make informed choices and to apply to programmes appropriate to their interests, academic qualifications, and potential. Once students are admitted, the University ensure that they are given the academic, personal and, where appropriate, financial support necessary for successful completion of their course at NUM.
- c) These regulations apply to the admission of all categories of students to accredited programmes of undergraduate study at NUM. The regulations will inform all admissions decisions including the setting of entry requirements for new programmes.

2.2 General Regulations

- a) The University operates a centralized admissions structure, and all decisions are made in accordance with the University Admissions Policy and the requirements of National Universities Commission (NUC).
- b) Detailed selection criteria vary from programme to programme but admission decisions are based on an overall evaluation of the applicants'
 - i) individual merit;
 - ii) academic ability and potential;
 - iii) motivation and suitability for the chosen programme; and
 - iv) commitment and self-discipline.
- c) Admission is subject to the availability of places. Where there are restrictions on the number of places the University make available, competition for places.
- d) The University reserves the final decision on matters of admission, retention, and withdrawal.
- e) A candidate admitted to a programme of study shall comply with conditions and guidelines set in the University.
- f) Registered students in another higher education institution in the Federal Republic of Nigeria or any recognized institution of learning who desire to be admitted to NUM can apply for credit transfer through the programmes's Head of Department.

2.3 Application Procedures

- a) Admission to academic programmes is open for a limited time and the deadlines for each intake shall be published through the media [electronic and print] and university website (<http://www.newgateuniversityminna.edu.ng/>).

- b) Applicants whose applications are caught up by the deadline will have their admission deferred to the next intake.
- c) Application forms are available online at the University website.
- d) Completed application form and all accompanying material submitted online consequent upon the payment of the application fees into designated NUM bank accounts.

2.4 Minimum Entry Requirements for Admission

- a) The entry requirements described below should be seen as benchmarks only. The University recognises that a wide variety of other qualifications and learning may provide appropriate evidence of an applicant's suitability for admission.
- b) The University will use its discretion to interpret such formal minimum attainment levels in terms of equivalence, with advice from external agencies as appropriate.
- c) The minimum admission requirements for undergraduate programs of the University shall include the following:
 - i) 100 Level: a candidate shall possess the SSCE/NECO/GCE, a bridging or Remedial course certificate or its equivalent with credit passes in five subjects in not more than two sittings including English and Mathematics. A candidate shall, in addition, have an acceptable score in the Unified Tertiary Matriculation Examination (UTME).
 - ii) Direct Entry (200 Level):
 1. A pass at Lower Credit/Merit level in relevant Ordinary National Diploma (OND), Higher National Diploma (HND), National Certificate of Education (NCE) or equivalent in addition to meeting the O' Level requirements for admission into undergraduate programs or;
 2. Two A' Level passes in relevant subjects with SSCE/NECO/GCE 'O' Level credit passes in 5 subjects obtained in not more than two sittings or; and
 3. In all cases, an O' Level credit in English Language and Mathematics shall be required.

2.5 Selection Criteria

Selection of applicants for admission into the various academic program will be based on;

- a) Assessment of applicant's academic qualifications based upon the characteristics of the national system of education (if the applicant is foreign), the type of institution attended, its accreditation, and the level of studies completed.
- b) An applicant will be admitted upon fulfilling the following basic requirements:
 - i) Academic achievement,
 - ii) Good character,
 - iii) Financial support,

- c) The University reserves the final decision on matters of admission, retention, and withdrawal.
- d) A candidate admitted to a degree program, diploma or certificate in any School, Faculty or College shall comply with conditions and meet the guidelines set in the University's admission policy.
- e) Registered students in another higher education institution in the Nigeria or any recognized institution of learning who desire to be admitted to the University should apply for credit transfer through the Head of Department.

2.6 Provisional Admission

- a) Successful applicants will receive a provisional letter of admission informing him or her of his/her successful acceptance into the program.
- b) The applicant is required to accept the admission in writing, and the conditions under which it is offered, and pay the required fees.
- c) Provisional admission of any applicant shall be cancelled if he or she fails to submit the original documents within the stipulated time.
- d) There may be additional requirements for specific academic programs, based on the professional demands.

2.7 Admission into the University

- a) Names of shortlisted candidates are displayed on the website of the University inviting them for the interactive sessions, after which the successful candidates are duly recommended for admission to JAMB for approval.
- b) The final list of candidates as approved by JAMB, are placed in some National dailies and the University website.
- c) Consequent upon the payment of the prescribed acceptance fees by candidates, they are expected to present the originals of their credentials to designated Schedule Officers in the Admissions Office for clearance.
- d) Thereafter, candidates who are found qualified at the clearance exercise, are issued with the University admission letter and matriculated at a ceremony as bona-fide students of the University.
- e) Provisional admission may be granted to candidates who at the time of admission do not have original copies of required documents for a period of not more than one month from the commencement of the first semester during which all known deficiencies shall be made up. Provisional admission of any candidate will be cancelled if he or she fails to submit the original documents within the stipulated time.

Chapter 3: Registration Procedures and Regulations

3.1 Purpose of Registration

- a) Student Registration means confirmation of the admission of the student to the specified year/semesters of the academic programme by the university, after submission of a completed online admission form with necessary supporting documents and payment of the required fees for the programme.
- b) This exercise is compulsory for all students irrespective of sponsorship status and must be done every semester (including when one who withdrew returns to resume studies).
- c) The university assigns unique 'Permanent Registration Number (PRN or Matric Number)' to each student when he/she is registered for the academic programme during the first admission.
- d) It is the responsibility of the students to confirm the accuracy of their registration and recognize that incorrect registration may result in academic and financial difficulties.

3.2 General Regulations

- a) A Student is required on admission, to register with the mother Faculty or School and Department by downloading or completing the official registration forms online.
- b) Students are required to undertake the following registration process:
 - i) Pay the required fees directly to designated Bank accounts and present the evidence of payment to the Finance Office.
 - ii) Check the semester's schedule in reference to the academic programme structures as published on the University website or programme curriculum and make a personal list of courses to be taken that semester.
 - iii) Complete registration forms online through the student portal.
 - iv) Upon submission of the completed registration form, a Class Entrance Permit is issued with a list of courses that the student has registered for signifying that he or she has been officially permitted to sit in the listed classes or lectures of that semester
 - v) If changes are required to be made in the list of courses after submitting the forms, candidates shall complete another form called Add/Drop of course form.
 - vi) All changes must be made before the given deadline in the University Academic Calendar.
 - vii) no student shall be allowed to add/delete courses in respect of those in which examinations have taken place.
 - viii) Attending classes without being officially registered is an offense. No grade will be issued for a course for which a student has not registered.

- ix) A student shall not be registered for more than one programme e.g. a degree or diploma at NUM, or be registered as a student in another university at the same time.

3.3 Types and Procedure of Registration

There are six types of registration in the University which all students should undertake:

3.3.1 Central Verification /Registration

- a) This is the first registration exercise, administered by the Admission Committee for all the students before they are registered in their respective Schools/Faculties, Departments and Halls of Residence.
- b) Central registration has two major activities
 - i) verification which leads into the registration exercise. It is an annual event which takes place during the first semester of every Academic Year and entails among others, verification of all fresh admitted students' academic documents.
 - ii) Continuing Students will be re-registered automatically each semester throughout the period of study if fees have been paid up to date. This exercise aims at documenting the number of continuing students in the University every academic year.
- c) Upon successful verification, a student is required to do course registration at their individual student portals on the University website (see section 3.3.6 below)
- d) Any student in the First Year of studies, who, for some reason is unable to register or take up his/her place in the University by the end of the registration period, is advised to re-apply for admission the following academic year by following the same application procedures or apply for deferment of studies.
- e) Each student shall be issued with a Student Identity Card after successfully completion of registration. The Identity Card enables a student to gain access to the University's facilities such as the library, sports center, and student halls.
- f) Central Registration shall occur upon payment of all prescribed fees.

3.3.2 Faculty/School/Institute Registration

- a) After the Central Registration, students are required to register with their respective Faculties, Schools or Institutes to which they have been admitted.
- b) The procedure will entail the presentation of the registration card and signing of the Faculty/School/Institute Register.

3.3.3 Departmental and Library Registration

- a) All students shall, in addition, be required to register their presence with their respective Academic Departments and the Library.

- b) The procedure will entail reporting to the Heads of Department and the University Librarian with their Registration Cards and signing the registers accordingly.

3.3.4 Registration at Halls of Residence

- a) All students are furthermore required to register with the Wardens in their Halls of Residence or Attachment.
- b) The procedure will entail submission of the registration form verified in (3.3.1) above, signing the Hall Register and filling non-residence form for non-resident students.

3.3.5 Medical Examination

- a) All students are furthermore required to register and undergo a medical examination at the University Medical Centre.
- b) All students' medical histories shall be kept confidential by the medical personnel.

3.3.6 Course Enrolment

- a) Courses are the basic units of study into which students are registered and for which grades are assigned. Each course is assigned a number of credit points. Related courses are grouped under a learning domain.
- b) Students must ensure the completion of course registration before the course starts. Students who have not registered for the required number of courses in a semester will be considered to have withdrawn from their program at the University unless deferment of studies has been approved by the relevant Department.
- c) Registration in some courses is restricted to students having the necessary prerequisites. Appropriate pre-requisite and/or concurrent courses shall be prescribed for programs where this is considered necessary. No course in the 1st semester shall be a pre-requisite for a 2nd semester course in the same academic session at the same level. Senate may waive pre-requisites for suitably qualified candidates on the recommendation of the appropriate Board of Studies.
- d) Students can add or drop a course during the add-drop period or before the third-class meeting. Students are permitted to drop a course after the add-drop period but before the examination period or the deadline for submission of final assignments, whichever applicable, only for strong personal reasons, such as serious illnesses; the grade W (Withdrawn) will be recorded on the students' transcript.

3.4 Identity Card

- a) After pay of the requisite fee, each registered student is issued with an official University student identification card (ID).
- b) The card is valid for one academic session and must be renewed every academic year.

- c) The student ID must be presented to access library services and is required for admission to university events and when using other University facilities or services. It is not transferable and is validated every academic year after payment of all financial dues.
- d) Students are strongly advised, to always carry their ID with them and to be ready to produce them, on demand.

3.5 Registration Deadlines

- a) All students are required to adhere to Registration Timetables released during each semester for the smooth running of all University activities.
- b) Those who fail to do so due to reasons beyond their control may be accorded another chance, but upon payment of a late registration fee at the rate determined by the University Council from time to time.

3.6 Late Registration

- a) A specific time period will be given to students who, due to unavoidable circumstances report late after the deadline for registration has been crossed.
- b) A student who registers late shall pay a late registration fee along with the normal fee and complete the registration before the deadline for late registration.
- c) Absence from classes during this period is noted and is counted as excused absences that are part of the absence quota permitted to students.
- d) Students shall be responsible for registering in good time and for paying full tuition fees by the deadline as indicated on **the University Academic calendar** and published by the Directorate of Academic Planning and Assessment.
- e) Students should confirm the accuracy of their registration and recognise that incorrect registration may result in academic and financial difficulties.

3.7 Names to Use for Registration

The names to use when registering are those which appear on the student's Admission Letter of offer and those must be the same names which appear on the results slips/Certificates and on Diploma, Degree and Certificate transcripts.

3.8 Change of Registration Status within the Same Program

- a) A student may be permitted by the Senate to change his/her registration status from part-time, full-time or vice-versa only once.
- b) After the change has received approval, all the required foundation courses studied and deemed to have been passed remain relevant.

3.9 Cancellation of Registration

- a) The Senate shall, after the semester examinations in any academic year, cancel students' registrations for the remainder of that academic year if the student is unable to satisfy the minimum requirements of study prescribed by the University.

- b) The Senate may refuse to grant permission to a student to renew registration if the student is unable to satisfy the minimum requirements of study prescribed by the University by the end of the academic year.
- c) A student shall not be allowed to register for more than one degree or diploma at the same time.
- d) A student of NUM shall not be allowed to register with another university, except with approval of the Senate.

3.10 Deregistration of Candidate

- a) Where the academic performance of a given, candidate is unsatisfactory such as to warrant deregistration, such a candidate should have received a written warning from the Dean stating that unless he or she shows signs of improvement within three months, he or she will be deregistered.
- b) A recommendation for de-registration shall be made to the Senate through the appropriate School or Faculty Board of Studies after the above condition has been complied with.

Chapter 4: Credit Transfer

4.1 Preamble

- a) Transfer of academic credits is the transfer of credits earned at a recognized university or NUM partner institution of higher education.
- b) The overall goal of this policy is to widen access to quality university education to persons who wish to attain higher education in minimal time and designed to remove duplication of learning and promote a continuum of learning.
- c) This policy provides a broad framework, set of principles and minimal requirements for determining credit for prior learning and it applies to all prospective students, staff, decision-making bodies, and agents and partners of the University.

4.1.1 Types of Credit Transfer

Credit Transfer may be either horizontal or vertical:

- a) Horizontal or lateral credit transfer: Credit transfer shall take place between two (2) programs at the same level i.e., two undergraduate or post-graduate level programs.
 - i) Intra-institutional lateral credit transfers: The credit may be transferred from one course to another at the same level in the same or related field within the same institution.
 - ii) Inter-institutional lateral credit transfers: The credit transfer process will operate across two or more institutions.
- b) Vertical Credit Transfer: Credit transfer shall take place between two (2) programs at different level. Certain academic program at a particular level is carried over to a higher-level academic program having common courses. An example is when a candidate completing a Postgraduate Diploma and gets direct admission to a Master Degree in the same program.

4.1.2 Credit Unit Transfer Procedure

- a) Candidates attending any other NUC recognized College or University who wish to join NUM shall seek written advice from the Head of Department before applying for a transfer of credits.
- b) An application for credit transfer must be accompanied by certified copy of an academic transcript and evidence of honorable separation from the institution in which the student has been registered.
- c) The application shall be submitted to the concerned Faculty Dean through the Head of Department before transfer of credits may be approved.
- d) NUM shall allow credit transfer for candidates whose Cumulative Grade Point Average (cGPA) is 3.0 on a 5-point average. The student should have passed all subjects for which he/she is seeking transfer of credits at the same sitting with a minimum score of 50%.

- e) The number of accepted credits applicable to the student's academic program determines class standing (i.e., whether year 2 semester 2 or year 3 semester 1, etc.)
- f) Students seeking transfer credit must have regular student status and be in good academic standing where the credits were earned.
- g) Credits are accepted only if they meet the minimum requirements of the specific academic program offered at NUM and if they conform to similar course content and the required credit hours.
- h) Credit transfer shall be limited to a maximum of one third of the total credit units for the award being pursued.
- i) Transferred credit units must have been earned not earlier than five (5) years before the date of enrolment at NUM.
- j) A course waiver will be permissible if it does not reduce the overall total credit hours required for an academic program.
- k) Once a course has been accepted as being equivalent to a NUM course as per the criteria, the course shall be given the same number of units as that of the course at NUM regardless of the units in the other University.
- l) Conversion of grades shall be done by anchoring the pass mark of the other university to that of NUM and accordingly determining the range of marks in the other University for the NUM grades.
- m) In the case where only grades (and not scored marks) are available, the lower equivalent grade shall be assumed.
- n) Once admitted, a transferred student shall be subjected to the same regulations, governing rules and policies at NUM like all other students. The student shall be accorded the same class standing and other privileges as all other students on the basis of the number of credits earned.
- o) As a general rule, transferred credits must not have been used to satisfy degree requirements for any other degree. However, this rule, as well as the limit of transferred credits, may be modified by
 - i) special cooperation agreements between NUM and other universities; or
 - ii) specific program regulations (if permitted by respective program accreditation)
- p) Students transferring from other institutions shall pay an administrative cost for verification of their certificates and transcripts. The University Council shall determine the administrative cost from time to time.

4.2 Inter-Disciplinary Transfer

- a) A student may wish to change the programme of study for which he or she was initially admitted. The University will permit such a change only during the first year of study.
- b) Grounds for Change of Programme shall include the following;

- i) Official cancellation of a programme due to low enrolment or non-availability of teaching staff (in such a case, change of programme fee is not charged to the student).
 - ii) Advice of the Dean of School or Faculty on the advice of the Head of the Department as a result of poor academic performance.
 - iii) Serious medical concern or bereavement or a personal problem that prevents the student from completing the programme.
 - iv) Non-completion or failure of prerequisite courses.
- c) A student who has passed examinations and has been recommended to proceed to the next level of an academic program or has failed and has been recommended to retake the course (s) failed or to repeat the year of study may be allowed by the Senate to transfer to another program of his or her choice, provided that at the time of joining NUM he or she was qualified to join that program of transfer.
- d) A candidate who fails examinations and is recommended to be discontinued from a given program may be allowed by the Senate to transfer to another program of his or her choice provided that:
- i) at the time of joining NUM he or she was qualified to join the new program;
 - ii) he/she shall start from year one, semester or term or trimester one of the new programme; and
 - iii) he/she shall not receive any credit transfer for courses done in the part of the program at the end of which he or she was recommended to be discontinued from the programme.s
- e) A candidate transferring to another program shall start from the first year, first semester or term or trimester of the new program, but may, however, be granted credit transfer to the new courses he or she passed in the program he or she is transferring from if they are the same or common courses and applicable in the program he or she is transferring to.
- f) A student shall during his or her stay at NUM be allowed only one chance to transfer from one program to another.

Chapter 5: Payment of Tuition and Fees

5.1 Preamble

- a) It is a condition of admission to a degree or the award of a diploma or a certificate that all fees due to the University, including tuition fees and charges for residence, have been paid.
- b) Each student remains individually liable for all fees, debts and other charges payable to the University on his or her behalf.

5.2 Payment of Tuition and Fees

- a) Tuition and other related fees (such research, accommodation, and administrative fees) become due on the first day of candidate's programme of study and on the first date of the semester. Accommodation fees become due when the student arrive to take his/her place in the University accommodation.
- b) If the student is paying his/her tuition fees direct to the University, the student may pay the full amount in a single payment or may make two installment payments. The amounts and due dates of installment payments are published in advance on the University's website.
- c) Students who are undertaking a modular based programme are required to pay in advance for each module. Installment options are not available for these programmes.
- d) The preferred method of payment is through direct cash deposit or online payment to designated various University bank accounts through direct credit, cheques, bank drafts and bank transfers.
- e) If the student fees are to be paid by a sponsor such as a Non-Governmental Organization (NGO) or State or Federal Government Scholarship, the student should ensure that all information is available to enable the appropriate invoices to be raised and for the sponsor to make payment on the student's behalf. It is the student's personal responsibility to ensure that his/her fees are paid in time.

5.3 Late payment

- a) If the student become aware that his/her payment will be late, the student must contact the Finance Office to explain the position. If the student is in genuine difficulty with payment, the Bursar may agree to a plan of payment with the student that he/she can afford.
- b) If the student fails to submit a payment plan or if the payment plan method fails, the student will be contacted within 5 working days of the expected payment date and asked to make immediate payment by another method. If this payment method also fails, the student will normally be charged an administration fee.
- c) If the student fails to provide the University with a satisfactory response in the circumstances described in (b) above, the University reserves the right to terminate or suspend the student's studies.

- d) Students who continue to be in debt to the University at the end of the semester or academic year will not be permitted to register for the following semester or year of their programme.

5.4 Other Important Information

- a) Students with debts relating to tuition fees, or any other outstanding debts to the University will not be permitted to register for the next semester or year of study until these debts are cleared or specific arrangements are in place with the Bursar for the settlement of the debt.
- b) Students with tuition fee debts outstanding at the end of his/her studies will not be permitted to graduate.
- c) A degree certificate and transcripts will not be provided to any student who has tuition fees outstanding.

5.5 Accepted Mode of Payment

- a) The University don't accept cash payment at the University. No university staff is allowed to receive fees from students. All payments MUST be made to the designated University bank accounts.
- b) Students may make payments to any of the University's designated bank accounts either by direct cash deposit or through Telegraphic Transfer (TT) or Electronic Fund Transfer (EFT) or online using ATM Debit Card or Credit Card (Master or Visa Card) online or use the University or third party Point of Sale (POS) service.
- c) All bank charges for any bank transactions are borne by the student and only net payment will be credited to the University's account in your names.
- d) Students are required to present their payment slip or details to the cashier in the Office of Finance or via email.
- e) Validation of payment at the University Cashier's Office is done in three (3) banking day after making the payment.

Chapter 6: Deferment of/ Withdrawal from Studies

6.1 Preamble

- a) Things can, and do, go wrong during the semester or academic session. Below is information about the situations that we see the most frequently regarding registration. Students are advised to consult the academic calendar for more information, or contact their respective Deans or Director of Academics and Assessment for clarification.
- b) Below is a summary of the options available to students that have medical or personal emergency that may cause an interruption in their studies.

6.2 Deferment of Studies

- a) A newly admitted or a matriculated student may take a leave of absence for one semester or one academic year for reasons of illness, financial constraint, or medical emergency or family crisis or other special circumstances which constitute compassionate grounds.
- b) A formal written application together with supporting evidence shall be submitted to the Director of Academic Planning and Assessment through the respective Dean of the Faculty and Head of Department. Proof of medical advice is required from students who seek for deferment of studies on medical ground.
- c) A student applying for deferment is required to a non-refundable administrative fee to be determined by the University management from time to time but should not exceed fifty percent (50%) of the student's tuition fee.
- d) A student who has applied for deferment of studies shall continue with his/her studies and attend classes until formal approval is given by the University. d.
- e) The Director of Academic Planning and Assessment shall issue the applicant a letter stating that a leave of absence for specified period has been granted.
- f) The minimum period of deferment in each application is one semester and the maximum duration for approved deferment within a program is normally up to two academic years.
- g) A student who is absent from the University for two semesters or more and has not received an approved leave of absence must reapply for the admission and, if re-admitted, shall join the program at the time of re-admission (i.e., may not enter the program in which they were previously enrolled if it is no longer offered).
- h) Students who fail to return to the University to resume studies at the end of the approved period of deferment will be considered to have withdrawn from the program, effective on the day following the deferment period.

6.3 Withdrawals

6.3.1 Withdrawal from Studies

- a) A student who wishes to withdraw from studies at the University shall submit an application for withdrawal to the Director of Academic Planning and Assessment through the respective Dean and Head of Department at least 14 days before the start of the examination period of the relevant Semester.
- b) Grounds for withdrawal from studies shall include the following;
 - i) Serious medical concern or bereavement or a personal problem that prevents the student from completing a programme.
 - ii) Non-completion or failure of prerequisite courses.
- c) For withdrawal from studies, if approval is granted, all courses on which a student has enrolled within the semester or year concerned shall be withdrawn.
- d) The student shall not be entitled to a refund of any tuition fees already paid, in part or in full.
- e) A student who has been de-registered involuntarily or withdrawn from his/her programme at the University for not more than one year but wishes to have his/her student status reinstated shall submit a written application for registration to the Vice Chancellor through the Director of Academic Planning and Assessment, the respective Dean and Head of Department no later than two weeks after the commencement of an academic session. Such an application shall be accepted at the absolute discretion of the University and subject to full payment of tuition fees and late registration fee, if applicable.
- f) A student who has discontinued studies for more than one academic year shall seek to apply for re-admission to the University following the usual admission procedure.
- g) Any student who has been asked to withdraw from the University for poor academic performance is no longer eligible to change his/her programme of study.
- h) A student who wishes to change his/her programme of study shall be charged administrative withdrawal fee determined from time to time by the University Management.

6.3.2 Disciplinary Withdrawal and Expulsion

- a) A Student who, upon verification, is found to have committed serious violations of the University's regulations or Laws of the Republic of Nigeria, will be subject to dismissal by the University immediately after the findings have been substantiated.
- b) A student shall be expelled from the University as result of gross misconduct, examination malpractice or any other offense as determined by the laws and regulations of the University. Such a student shall be given the opportunity to defend him/herself, but shall not be re-admitted to the University at any other time.
- c) A student suspended on disciplinary grounds shall only be readmitted with the approval of the Senate and the Vice-Chancellor.

Chapter 7: Information Services Regulations

7.1 Preamble

- a) Throughout these regulations the term Information Services means all or any of the library and computing services of Newgate University Minna (NUM), the library and computing facilities and buildings where such services are delivered.
- b) Use of facilities means use directly associated with the academic or administrative work of the University.
- c) Throughout these regulations the word University refers to NUM.
- d) The Regulations are designed to ensure that all our users have the fullest opportunity to make proper use of our many facilities and services.
- e) Use of Information Services is normally permitted to registered users only and is conditional on observance of the regulations and associated guidelines in force at the time.
- f) The Regulations are from time-to-time updated to reflect changes in law and local experience.

7.2 General Regulations

- a) The University Librarian or the Director of Information Communication Technology (ICT) is authorised to suspend the Information Services privileges of any person and to impose fines or other appropriate penalties for breaches of the Regulations.
- b) The exercise of the power to impose a fine or suspend facilities may be delegated by the University Librarian or Director of ICT to a member of Information Services staff.
- c) All users of Information Services facilities shall undertake to indemnify NUM against all actions, suits, proceedings, claims, demands and costs (including any legal costs or expenses properly incurred and any compensation costs and disbursements paid by the University on the advice of their legal advisers to compromise or settle any claim) occasioned by the University in consequence of any breach of Information Services regulations or laws of Federal Republic of Nigeria which they commit.
- d) Information Services produce a number of supplementary Guidelines to help in following the Regulations and users have a responsibility to adhere to these Guidelines.

7.3 Access to Information Services

- a) Members of staff of the University and registered students of the University, together with any others who have appropriate privileges as members of the University are entitled to the use of Information Services facilities. Students who have taken their final examinations cease to have access.
- b) Graduates of the University may use the libraries for reference purposes. A fee will be charged for borrowing privileges.
- c) Other persons may request access to Information Services facilities on application to the University Librarian or Director of ICT or her/his nominee.
- d) Access to Information Services facilities is primarily provided in furtherance of the University's activities. Although a limited amount of non-academic activity is allowed

as a privilege to the users such access and any resources thereby used will not be allowed to conflict with our primary aims.

- e) Information Services staff do not normally inspect the contents of emails or data files belonging to users in any way except in cases such as the following:
 - i) Where a virus or large-scale emailing is threatening the functioning of the email system; or
 - ii) is likely to delete or corrupt user data, in which case email headers and other patterns of data may be examined to identify and delete the material involved; or
 - iii) where there is a firm suspicion that Information Services facilities have been misused; or
 - iv) where it is suspected that other University regulations have been breached.

7.4 Conduct

- a) An Information Services user card, is issued only for the use of the person named on it. It must not be lent or transferred to or used by any other person.
- b) The Card is only valid if the user is a current member of staff of the University or a current registered student (not temporarily withdrawn or excluded), or is held by others who have appropriate current privileges as members of the University.
- c) Users must carry with them their Card or other identification and must be prepared to show this to Information Services staff or other authorised University staff on request.
- d) A computing personal password must not be divulged to any other person. Users will be held responsible for misuse of Information Services facilities attributed to them.
- e) Any behaviour likely to disturb or inconvenience other users or be detrimental to the property of Information Services is forbidden.
- f) Users of Information Services facilities must not behave in a manner likely to bring the University into disrepute, must not disrupt teaching, study, examining, research or administration in the University nor should obstruct any member of the University in pursuit of their studies or the performance of their duties.
- g) Users must not mark or damage books, journals, computers, printers or other property of Information Services. Any such damage must be made good to the satisfaction of the University Librarian or Director of ICT.
- h) Users must not attempt to remove any property belonging to Information Services except such as may have been properly issued to them under the borrowing regulations.
- i) All members of Information Services staff are authorised to inspect any books, bags or other goods in the possession of users entering or leaving Information Services premises.
- j) Smoking, hot food and alcoholic drinks are not permitted on Information Services premises.
- k) The reservation of seats in any Information Services premises is not permitted. Books and other articles left unattended for any length of time may be removed by staff.

- l) The University accepts no responsibility for personal belongings left anywhere in Information Services, including lockers, at any time.
- m) Mobile telephones must be set to silent and there must be no audible sounds from headphones or audio devices in libraries and other Information Services premises.
- n) Use of laptops and other mains powered equipment is allowed in Information Services premises as long as it is used in a safe manner and it does not cause an obstacle or hazard to other users. It is the responsibility of the owners of mains powered equipment to have it tested for electrical safety, and use is conditional on the owners' acceptance of responsibility for damage to University property caused by their equipment.
- o) Information Services users must not use the University network to create or display information that could give offence to other reasonably minded people, including material calculated to incite hatred of any particular individual(s) or racial or religious groups. This applies both to textual and graphical material.
- p) Users must not access or attempt to use any computing facilities without authority. This includes using a password which belongs to another user, however obtained. Any attempt to alter or delete material belonging to other users or to tamper with hardware or software will be an offence against University regulations and may also be a criminal offence.
- q) The University accepts no responsibility for problems caused by loss of service or for the correctness of data and no liability for any direct or consequential loss or damage.
- r) Users must leave the libraries and other Information Services premises by closing time, immediately on hearing a fire alarm, or on the request of Information Services staff.
- s) Users must immediately report any accident, theft or other such incident to a member of Information Services staff.
- t) Users must treat other users and Information Services staff with respect and courtesy at all times.

7.5 Borrowing

- a) Users may borrow materials up to the limits applicable to their status. These limits are determined by Information Services and displayed publicly on University notice boards and the website.
- b) Users will be required to use their Card to borrow materials, including media loan equipment, from any Library.
- c) Users must not attempt to remove materials from any Library which are not available for loan except as permitted by Information Services staff. Certain materials will be subject to restricted loan availability.
- d) Users must return material to the library of issue by the date specified or upon demand.
- e) Fines or charges on overdue materials will be levied as determined from time to time by Information Services. Unpaid fines or charges may prevent users from borrowing materials. Users will be notified of these restrictions as appropriate.

- f) Users must not lend any book or other Information Services property issued to them to another person.
- g) Any user who loses Information Services books or other property on loan will be required to bear the cost of a replacement and an administration charge.

7.6 Penalties

- a) For the breach of any Information Services Regulations which are not simultaneously covered by the University Rules the penalties may be a warning, a fine, or suspension or withdrawal of the right to use Information Services facilities.
- b) Compensation must be paid for damage to or loss of Information Services property on presentation of an invoice.
- c) For the breach of Information Services Regulations relating to the borrowing of books and other material fines may be levied at a rate to be determined from time to time by Information Services.
- d) In any case involving a breach of University Rules penalties may be imposed as set out in the University Rules, Regulations and Information for Students.

Chapter 8: Academic Standards Regulations

8.1 Goals and Objectives of the Academic Standards Regulations

- a) The university has established standards for maintaining good academic standing with the following goals:
 - i) Define and maintain the academic standards of the University;
 - ii) Intervene with students who do not meet university requirements;
 - iii) Support retention of students who encounter difficulties; and
 - iv) Provide standards consistent with satisfactory academic progress requirements.
- b) The objectives to be achieved by the academic standards policies and regulations of the University include:
 - i) To provide the best possible education to each student in different academic fields to enable him/her contribute to the development of a just society for present and future generations.
 - ii) To meet all professional and appropriate accreditation standards for purposes of academic credit and recognition.
 - iii) To enhance the professional reputation of NUM as a producer of highly qualified graduates so that the degrees issued by the university will be recognised and accepted as evidence of excellence and achievement by the public and profession.
 - iv) To provide a climate of professionalism, personal integrity and responsibility of the highest order based upon academic excellence, industry, ingenuity, dependability, and honesty.

8.2 Attendance of Classes

- a) Attendance of class periods of the courses for which a student is registered is compulsory.
- b) Class attendances are required beginning with the first day of classes of each semester.
- c) In addition, each student shall attend scheduled university functions such as matriculation, general assemblies, recreational events, and graduation ceremonies.
- d) A student shall attend classes or lectures for at least three-quarters [75%] of the particular semester to be eligible to sit for examinations.
- e) A maximum of three weeks per semester of cumulative excused or unexcused absences may be allowed. Absences beyond this limit shall be permitted by the Director of Academic Planning if the student wishes to continue with studies during the semester or appear for final examinations.
- f) A student shall not be permitted to sit for final examinations if he or she does not meet the required quota attendance, and shall be assigned an F grade for the course.

8.3 Excused Absences

- a) The Vice Chancellor or his/her designee may excuse a student with valid reasons, such as personal illness or family emergencies, from classes upon recommendation by the Dean of the Faculty or College or School.
- b) It is also the student's responsibility to check with the lecturer immediately upon his/her return to university after an excused absence to determine the required make up work and to complete any work according to the deadline set by the lecturer.
- c) To obtain an excused absence, a student shall;
 - i) Submit a written request and appropriate documentation (such as doctor's medical report) through the Head of Department to the Dean who shall inform the Office of the Vice Chancellor and Senate.
 - ii) Observe the deadline to submit the written request of 3 working days after returning to the University.
- d) All absence from classes or other curricular programmes are considered unexcused.
- e) A student who has a history of unexcused absences shall be disqualified from registering for further courses or receiving an academic award from the University.

8.4 Lecturers' Attendance

- a) It is the student's right to be taught regularly and timely in all the courses he or she has registered for.
- b) If a lecturer does not report for the class appointments, it is the responsibility of the students to report the matter to the relevant head of department for appropriate action.
- c) Students shall wait for the lecturer for at least 20 minutes before considering the lecturer is absent.
- d) Lecturers who fail to turn up for class appointments as scheduled shall compensate for the missed lessons and these shall be documented in the course file tool by indicating the date when to teach the missed lessons.
- e) The lecturer concerned shall notify the Head of Department, the students and the class coordinator of such changes in the timetable.

8.5 Duration of Academic Programmes

The following are the durations of various academic programmes offered by the University:

Programme	Minimum Years	Maximum Years
Bachelor Degrees		
1. Engineering and Law	5	7
2. Nursing, Medical Lab Science, Environmental Health, Physiotherapy	5	7
3. Clinical Medicine	6	8
4. Others Degree Programmes	4	6
Diplomas		
1. Advanced or Higher Diploma	3	4
2. Ordinary Diploma	2	3
Certificates		

1. Ordinary/Professional Certificates	½	1
2. Pre-degree	1	2

8.6 Course Identification System

Courses offered shall be identified by a combination of letters and numbers codes.

- a) The **letter codes**: The letters codes shall indicate the field, or area within a subject in which the course is offered.
- b) The **number codes**: The set of number codes shall indicate the level of study, semester, and the serial number of the course.

8.7 Status of a Course

A course is classified into three categories as follows:

- a) Core or Compulsory (C) courses are courses that must be taken unconditionally and passed.
- b) Required (R) courses are those courses registered for at the department and must be passed.
- c) Elective (E) courses include those courses that may be taken to make up the minimum number of credits to be passed in order to graduate.

8.8 Course Schedule

- a) Students are expected to follow the proposed arrangement of courses in their respective programmes of study as is indicated in the relevant University prospectus or catalogue.
 - i) The distribution of courses in the curriculum shall follow a minimum of 4 courses and a maximum of 12 courses of at least two (2) hours per week.
 - ii) A student shall obtain credits for a course only if he or she meets all the requirements set for passing the course. In case a student needs more time to complete the required assignment or research report, he or she may apply to for an extension of time.
- b) Course prerequisites
 - i) A student shall not register for a course for which there is a prerequisite unless he or she meets such prerequisite first.
 - ii) When repeating a failed prerequisite course, concurrent registration of the prerequisite and the subsequent course will be permitted depending on the nature of the course.
 - iii) A student will not take a basic course (lower binium) and an upper-level course (upper binium) in the same semester unless the School or Faculty Academic Board approves it.

8.9 Academic Credit Units and Contact Hours

- a) In line with the guidelines of the National Universities Commission, the University shall operate the course credit system. A course is a unit of work in a particular field or area of study, normally covering a semester to completion and attracts credit(s) towards the fulfilment of the requirements leading to the award of Degrees, Diplomas or Certificates.

- b) A credit Unit (CU) is a measure used to reflect the relative weight of a course towards the fulfilment programs requirement. Individual courses in a program of study shall be assigned credit hours depending on the weight of the course. Credit units shall be allocated to project work, thesis or dissertation, industrial placements and practicum, provided that the components are part of the degree program.
- c) A contact hour is usually equal to 60 minutes and refers to a lecture or tutorial or a lab time or take-home assignments per week for duration of the semester. In all NUM academic programs 1 CU shall be equivalent to;
- i) One (1) Lecture Hour.
 - ii) Two (2) Tutorial or seminar Hours.
 - iii) Three (3) Practical or clinical practice/practicum or field work Hours.
 - iv) One week of industrial attachment.
- d) Contact Hours (CH) shall be calculated as follows; $CH = [LD \times NLW \times NW]$, where; LD =Lesson Duration in hours, NLW=Number of Lessons in a week, NW=Number of weeks of class.

8.10 Academic Load per Semester

- a) Full-time students of the University shall be required to register for a minimum of fifteen (15) credit units and a maximum of twenty-four (24) credit units per semester.
- b) The minimum number of credit units for the award of an undergraduate degree is 120 credit units for programmes that have durations of 4 years; 150 credit units for programmes that have duration of 5 years; and 180 credit units for programmes that have duration of 6 years.
- c) Students directly entering at 200 Level can graduate with 30 credit units less than what is specified for their respective programmes.
- d) Although many students must work to meet living expenses, employment must not take priority over academic responsibilities.
- e) Students who fail to observe these guidelines may expect no special consideration for academic problems arising from the pressures of employment.

8.11 Grading System (Marks, Letter Grades and Grade Point)

- a) The final results of all courses shall be recorded as letter grades. Each letter grade is assigned weight in terms of Grade Points.

Marks (%)	Letter Grades	Grade Points (GP)	Description
70-100	A	5	Excellent
60-69	B	4	Very Good
50-59	C	3	Good
45-49	D	2	Satisfactory
40 - 44	E	1	Pass
0-39	F	0	Fail

- b) Grade Points shall be used to compute the Grade Point Average (GPA).

8.12 Grad Point Average

- a) Students' performance in a programme within a prescribed period of time, excluding courses without grade point equivalent, is described in a Programme GPA (Grade Point Average).
- b) A semester GPA is calculated by the sum of the product of GPE (Grade Point Earned) for each course attempted (including failed courses) and its credit units, divided by the total number of credit units attempted in the semester. Thus, semester GPA shall be computed as follows:
- Multiply the Grade Point (GP) scored by the Credit Unit (CU) allocated to each course or subject (GP*CU)
 - Add up the product sum of all the courses or subjects for the semester ($\Sigma GP*CU$) and divide the total sum by the total number of Credit Units (ΣCU) earned in a semester giving a semester GPA.
 - Cumulative Grade Point Average (cGPA) shall be computed using the total number of credit hours completed and the total points earned for two or more semesters.

Courses Taken	CU	Grade	GP	GP*CU
Course # 1	3	A	5	15
Course # 2	2	A	5	10
Course # 3	3	B	4	12
Course # 4	3	C	3	9
Course # 5	4	A	5	20
Total (Σ)	15		22	66
GPA Calculation = $\Sigma GP*CU/\Sigma CU$ i.e., $66/15 = 4.40$				
Therefore, the GPA = 4.40				

- c) A five-point system shall be used to assign a numerical score, referred to as Grade Point (GP) for a specific range of marks in the final grades

8.13 Assessment for Awards

- To qualify for a degree award, the cumulative total minimum number of course credits shall be a multiple of the minimum number of course credits required per academic year for the duration of the degree programme.
- Where an assessment comprises mandatory and elective subjects, then a candidate may be permitted to be assessed in more than the required number of elective(s). In such circumstances the result obtained in the candidate's best elective(s) assessments shall be used to determine the overall result.
- The classification of the award shall be based on the performance of the candidate as indicated by the cGPA.
- To qualify for a certificate, diploma and degree award, a student shall have completed a minimum credit unit, duration for study and thesis requirements as specified in the programme curriculum.

8.14 Classification of Awards

- a) Classification of final awards shall use a five (5) point grading system averaging the final grade of a graduate.
- b) The cGPA earned by the student shall determine the classification of the first-degree programmes of the University. Professional degrees shall however be awarded unclassified in some disciplines (e.g., Medicine, Pharmacy).
- c) The following classification of undergraduate degree awards shall be used.

CGPA	Class of Degree
4.50 – 5.00	First Class
3.50 – 4.49	Second Class Upper
2.50 – 3.49	Second Class Lower
1.50 – 2.39	Third Class Honours
1.50 – 2.49	Pass Degree
0.00 – 1.49	Fail

8.15 Graduation Requirements

- a) Students are responsible for the completion of all the graduation requirements of the programme in which they are officially enrolled.
- b) To receive an undergraduate degree or a diploma, the University shall require that students satisfy all requirements related to credits units, grade point average, and courses for the chosen programme of study by the school/department and approved by the Senate.
- c) The University shall award its degrees on the authority of Senate only to students who have been found worthy in character and in learning.
- d) Students shall successfully complete and pass all prescribed examinations for courses required for the degree programme.
- e) On successful completion of all the prescribed courses the student should have earned a cGPA of at least of 2.40 in Medical and Health sciences programmes and 1.00 in other programmes.
- f) Students who started their studies at 100 Level shall have earned minimum of 120 credits for programmes that have durations of 4 years; 150 credit units for programmes that have duration of 5 years; and 180 credit units for programmes that have duration of 6 years. These must be spread strictly at a minimum of 30 passed credit units at each level of study.
- g) Students directly entering at 200 Level can graduate with 30 credit units less than what is specified above for their respective programmes.
- h) Students are required to complete their studies in not more four (4) semesters in addition to the normal duration of the programme to qualify for an Honour's degree except in cases of ill-health or as determined by the Senate.
- i) Students shall not be involved in gross misconduct, such as, but not limited to: examination malpractice; convicted felony; other convicted criminal offenses; and association with or membership of secret cult or of any organisation proscribed by the University or Government.
- j) A transfer student with advance standing shall be required to spend not less than two academic sessions in the University to be eligible for a degree of the University. The appropriate Department, School and the Senate shall consider all transfer cases.

8.16 Graduation Ceremony

- a) A graduation ceremony will be held at the main campus of the University every year to provide an opportunity for students and their families to share in the conferral of academic degrees and awards.
- b) All graduating students will participate in the ceremony, as this is one of the most important academic activities of the University.
- c) The Senate shall graduate a candidate in absentia or post-human provided that he or she has met the requirements to graduate.

8.17 Academic Transcripts and Certificates

- a) The Senate shall issue certificates for degrees and diplomas to such candidates as shall be declared to have satisfied the Faculty/School Board of Studies and shall have been recommended to and approved by the University Senate for the conferment of such degrees and award of diploma.
- b) Any student desirous of obtaining a transcript (s) shall submit an application for a transcript and a University clearance form.
- c) Official transcript shall bear the institutional seal and the signature of the Director of Academic Planning.
- d) Academic transcripts shall show the details of courses undertaken in each semester, the grades, credit units and classification of awards.
- e) Official certificates shall bear the institutional seal and signature of the Registrar and the Vice Chancellor. Certificate and transcripts may be withheld if the student has an unresolved obligation to the University.
- f) The University shall have a right to recall a degree, diploma or certificate from any person who obtained it by fraud or after it is founded that he or she was admitted in error.
- g) It is the University's norm to send directly the graduate's academic documents such as the transcript to a requesting institution.
- h) It is the responsibility of the graduate to submit written application giving the details of the requesting institution such as the official address and contact numbers. An administrative fee shall be charged for such request.
- i) No letter of completion of requirements pending the issuance of academic transcript shall be issued to a student unless approved by the Deputy Vice Chancellor.
- j) In case of lost or misplaced certificates or transcripts, a written application accompanied by a police statement and fees shall be submitted to the Deputy Vice Chancellor.
- k) No Academic Documents shall be collected by any other person other than the bonafide owner unless otherwise justified.

Chapter 9: Examination and Assessment Policy and Procedures

9.1 Preamble

- a) The purpose of examinations shall be to establish the extent to which students have fulfilled the objectives of their major concentration and demonstrate their knowledge and understanding of the various components of the curriculum.
- b) The University examinations will enable students to demonstrate that they have;
 - i) satisfied the conditions for progression from one semester of a course to the other semester, or
 - ii) attained a standard appropriate to the level of the award.
- c) Student assessment shall take a variety of forms appropriate to the course. These include:
 - i) Continuous assessment test;
 - ii) End of Semester written examinations;
 - iii) Practical or Laboratory based examinations;
 - iv) Oral or Viva voce examinations;
 - v) Supplementary/Resit Examinations;
 - vi) Special Examinations;
 - vii) Research Project assessment; and
 - viii) Any other approved forms of assessment.
- d) Conventional examinations shall consist of Continuous Assessment Tests (CATs) and end of semester or module examinations where applicable.
- e) Unless otherwise stated, the exam regulations herein described shall apply to all academic programmes at NUM.
- f) All University Examinations shall be centrally administered by the Office of the Director of Academic Planning and Assessment under the general direction of Vice Chancellor or his/her designee, who shall issue instructions, notes or guidelines to candidates, invigilators and examiners, as he/she deems necessary for the efficient and effective conduct of University Examinations.
- g) All students shall engage in assessments and examinations and are expected to follow procedures related to all assessment herein described.

9.2 Registration for Examinations

- a) All candidates are required to register for each examinable unit at the beginning of the semester or academic year and pay the required fees.
- b) No special fee shall be paid for end of semester or module examination (except for supplementary or retake examinations) provided the prescribed fees were paid at the beginning of the semester or academic year.
- c) The Dean of the School/Faculty shall issue a candidate for examination with a university examination ticket at least 7 days before the commencement of the examinations, after getting clearance certificate from the finance office of the University.

- d) No candidate shall be issued with examination ticket unless he/she has paid all the required fees for the semester.
- e) A candidate shall be required to carry his/her examination ticket at all times during the examination in question.
- f) A candidate shall not be allowed to enter the examination hall or other examination room if he/she does not have the examination ticket.
- g) Students shall attend all assessments, including written examination, for the courses they have registered for during the semester and sit for coursework Assessment Tests as required.

9.3 Examination Periods and Time Tables

- a) University examinations shall be held at a time to be determined by the Senate which shall normally be at the end of each semester.
- b) Candidates who are referred and required to do a supplementary examination shall be re-examined in the referred subjects at a time determined by the Senate which shall not have been less than one month after the end of the second semester examinations in an academic year.
- c) A candidate who, for grave cause, was unable to present himself/herself in the normal end of semester examination shall sit for special examinations as first sitting at a time fixed for supplementary examination subject to recommendation of Faculty/School Board of Studies.
- d) All the courses offered for gaining credit shall be examined during the last two weeks of the semester during which the courses are offered.
- e) There shall be a Central Examination Time Table Committee of the University comprising the Examination Coordinators from various Schools or Faculties or Colleges and chaired by the Director of Academic Planning.
- f) The committee shall prepare a tentative examination time table to be discussed and approved by the relevant Committee of Senate.
- g) The tentative Examination Timetable shall be published within one month of the commencement of the semester to allow students inputs and corrections.

9.4 Eligibility to Sit Examinations

- a) All registered students shall be fully notified in writing on the examination regulations and procedures, at the beginning of every academic year.
- b) In order to be eligible to sit for examinations in a given course, a student shall have:
 - i) Registered in the Faculty or School and Department.
 - ii) Complied with the course requirements for fees; attend more than 75% of the required course attendances (including lectures/seminars and practical/clinical sessions).
 - iii) Done the required number of CATs before the commencement of the end of semester or term or trimester examinations.
- c) The Vice Chancellor or his/her designee will:
 - i) Not to allow student to sit for end of semester examination without fulfilling some clauses above (b i-iii).
 - ii) Ensure that students are familiar with coursework submission dates, examination dates and the location of examination rooms or halls
- d) In exceptional circumstances and at the discretion of the University Senate, a candidate may be allowed to sit for a University examination after the closing date of clearance, upon payment of the appropriate late fee.

- e) A candidate who fails to present himself for the examination shall on recommendation of the Faculty or School Board of examiners and approval by Senate be discontinued.
- f) A candidate who fails to complete the course of study in the prescribed time shall on recommendation of Faculty or School Board of examiners and approval by senate be discontinued.
- g) Where a student is suspended, or discontinued from studies on disciplinary grounds in accordance with the University regulations or student bye-laws and the execution of such discontinuation is not stayed, he or she will not be eligible for any form of assessment under these regulations.
- h) Where a student, who without reasonable cause, fails or refuses to comply with any such requirements he or she shall be deemed to be disqualified for any assessment or examination during the period in question.

9.5 Sitting for Written Examinations

- a) Permission to sit for the examination shall be granted to those registered students who have also complied with the specific regulations of each registered course.
- b) For candidates to be eligible for semester examinations, candidates shall have completed the CATs and have attended at least 75% of all scheduled lectures.
- c) In exceptional circumstances and at the discretion of the University, a candidate may be allowed to sit for examination after the closing date of clearance, upon payment of the appropriate late entry fee.
- d) Candidates duly approved to sit for examinations are issued with an Examination Permit that they need to present to the examination(s) whenever they are asked during the examination period.

9.6 Missed or Absences from Examinations

- a) Absences from examinations will not be excused (except for sickness on the day of the examination).
- b) If absence from a final examination is unexcused, such a course shall be registered as a RETAKE (carry-over) and shall be carried forward as per regulations. Such students will not be eligible for supplementary examinations.
- c) If the absence is due to medical reasons or family emergency, the student automatically registers an incomplete grade (I) and shall sit for the missed examination the following semester or during the supplementary examinations.
- d) If an application for a deferral of an assessment is made by the candidate not later than one month prior to the scheduled date for that assessment, then the Dean or Principal of the School or Faculty or College may approve such a deferral without penalty.

9.7 Examination Results

9.7.1 Processing and Compilation of Examination Results

- a) The marking of examination papers and conduct of practical/clinical examination shall be done within the time frame provided for on the examination time table.
- b) The Head of Department shall be responsible for compilation of examination results in his/her department.
- c) The examination time table shall indicate the deadline for submitting the marks to the Dean of each school of faculty which must strictly be adhered to.

- d) The marks and grades must be submitted in the format recommended by the Senate.
- e) In all cases, the results shall be based on the marks awarded by the examiners only. Any arbitrary addition or subtraction of marks shall be treated as a case of dishonesty.

9.7.2 Marks

- a) For each subject, the cumulative marks of the continuous assessment test (CAT) are computed as follows;
 - i) For biomedical basic science subjects, the CAT shall comprise written tests (30%) and a practical component (10%).
 - ii) In all clinical subjects the CAT shall consist of a logbook write-up which will contribute 15% of the marks, written test shall contribute 15% of the marks and clinical examinations which shall contribute 10% to give a total of 40%.
 - iii) The CAT for non-health science shall contribute 40% of the final examination marks.
- b) The end of Semester University Examinations (SUE) shall contribute 60% of the final mark for the module/course.
- c) The final mark (FM) for each examined course shall be CAT + SUE to make a total of 100% and the pass mark shall be 50% for medical and health science courses and 40% for other programmes.

9.8 Publication of Examination Results

- a) For all University examinations, the Head of Department shall call a departmental meeting to discuss the examination results before forwarding the departmental approved results to the Dean of the School/ Faculty.
- b) The results shall then be discussed in Examiners meeting of all internal and external examiners in the school/faculty.
- c) After going through the Examiners meeting, the results will be presented to and discussed by the School/College Board of Studies.
- d) The provisional results of the candidates in every examination shall be published by the Dean subject to Senate approval in the following format or as prescribed by Senate;
 - i) The examination number of the candidate.
 - ii) The overall result for the candidate.
 - iii) The requirement (s), if any, relating to re-assessment.
- e) The Senate shall confirm the University Examination results for both semesters at a time to be determined by Senate, which shall normally be at the end of the Second Semester.

9.9 Academic Progression, Probation and Disqualification

- a) Following the relative grading system, students are awarded grade as A (70-100), B (60-69), C (50-59), D (45-49) or E (40 – 44) or F (0- 39).
- b) The pass letter grades are, A, B, and C for medical and health science programmes, and A, B, C, D and E for other classified programmes.
- c) Basing on these grades results are finalized with the following status;
 - i) promoted (normal progress); or
 - ii) Academic probation; or
 - iii) Repeat; or
 - iv) Discontinued.

9.9.1 Normal Progress

- a) A student in the in medical and health science disciplines can only be allowed to proceed to the following year of study if he/she maintains a minimum cGPA of 2.50 without an 'F' grade in any course while students in other programmes will be allowed to proceed to the following year of study if he/she maintains a minimum cGPA of 1.50
- b) A student in medical and health science program is expected to pass ordinary, carry-over, supplementary or special examinations in all course units offered in any level of study before proceeding to the next level of study (i.e., a candidate won't be allowed to proceed to level 200 without clearly all 100 Level courses except for GST courses or proceed to level 300 without passing level 200 courses and so on).

9.9.2 Academic Probation

- a) The University Senate will place students enrolled in a degree program on Academic Probation when, after attempting at least 15 credit unit of coursework, their cumulative GPA falls below 1.50 (non-medical and health sciences) or 2.00 (medical and health sciences) or when students fail to receive credit in at least two-thirds of the courses they attempt.
- b) Such students shall register for the courses failed during the supplementary examinations (health science programmes) or be allowed to carry over the failed courses to the next semester (non-health science programmes) provided the total credit load taken shall not exceed the maximum allowed.
- c) A student who failed supplementary examinations shall be allowed to remain in the same course level in order to retake only the courses that are failed during the first attempt and supplementary examinations, while already passed courses are retained
- d) The head of Department will inform the students of their probationary status in writing.
- e) After the Academic Probation period is completed, students who fail to raise their cumulative GPA above 1.50 (non-medical and health sciences) or 2.50 (medical and health sciences) or fail to raise their course completion rate will be academically dismissed from the University by the Senate.
- f) If at any point while a student is on Academic Probation status, it becomes mathematically impossible to raise his or her cGPA to 1.50 (non-medical and health sciences) or 2.50 (medical and health sciences), the student will be academically dismissed.

9.9.3 Repeating a Semester or Academic Year

- a) No candidate shall be allowed to repeat any academic year of study on academic grounds, except with the approval of Senate upon recommendation of the Faculty or School Board, as the case maybe, provided that;
 - i) The candidate's cGPA at the end of second semester is equal to or less than 2.00 but not below 1.5 (medical and health sciences) or 1.50 but not less

- than 1.00 (non-medical and health sciences) and he/she does not qualify for discontinuation; or
- ii) The candidate failed a supplementary examination(s). In this case, the candidate shall repeat the failed course(s) in the semester(s) in which the course(s) is offered; or
 - iii) The candidate receives 'F' grade(s) and does not qualify for discontinuation from the program of study.
- b) A repeating candidate must attend all prescribed course units including course work, laboratory sessions and examinations for all failed units.
- c) All carried over courses shall be cleared within the allowable maximum period of registration (as specified in the specific program) otherwise the student shall be discontinued from studies.

9.9.4 Discontinuation from a Program of Study

- a) A candidate shall be advised to discontinue his/her studies at the university if the candidate;
- i) Earned a Cumulative Grade Point Average (CGPA) of less than 1.0 (non-health science programmes) or 1.5 (for health science programmes) at the end of the session in his/her first attempt in a particular programme; or
 - ii) fails to have probation lifted after he/she has been put on academic probation for two consecutive semesters or three consecutive times in the same course unit;
 - iii) Failed supplementary examinations twice in the same course(s) arising from regular end of semester or special examinations;
 - iv) Has previously repeated and earns another repeat;
 - v) fails to meet the graduation requirement as prescribed by the programme; or
 - vi) has received warning(s) but has failed to improve to meet the expectations of the University with respect to professional and personal behaviour; or
 - vii) has exceeded the maximum period of study without prior approval;
 - viii) Is recommended by respective Discipline Committee of school/faculty and Discipline Committee of the University; or
 - ix) Absconds from university examinations
- b) The only exception to the disqualification rule shall be those candidates whose results being considered are program's final examinations results. In this case the candidate may be recommended to repeat the final year of part of the program being discontinued.
- c) Candidates shall also be discontinued if they are unable to complete their program of study within two years **over** the stipulated minimum period of completion of the program. For example, the maximum period of registration is normally seven years for a program that takes five years, six years for a four-year program and five years for a three-year program.

- d) Except with the special permission of the Senate, a candidate who has been discontinued on academic grounds in one Faculty or College shall not be admitted in another Faculty or College of the University.
- e) A student who has been academically disqualified may re-apply for admission in the same academic program after a break of two academic years.
- f) A candidate who fails in a particular course 3 consecutive times shall be discontinued from the course except in special circumstances, if recommended to and approved by the Faculty Academic Board.
- g) A candidate who qualifies to repeat a part, but who, after computing the remaining time required to complete the program is shown that he/she can no longer be able to complete the program in a total of up to 3 years, the candidate shall be discontinued from the program.
- h) The only exception to the disqualification rule shall be those candidates whose results being considered are program's final examinations results. In this case the candidate may be recommended to repeat the final year of part of the program being discontinued.
- i) Academic Dismissals are permanently recorded on the transcript. Academic Warnings and Academic Probation are not.

9.10 Grade Appeal Process

- a) The student may appeal to the School or Faculty or College tribunal and then to the Senate for lack of transparency in the conduct of examinations, unfair treatment or poor assessment and senate is final on academic complaints.
- b) All appeals shall be accompanied by an appeal fee which is determined from time to time by the University Management.
- c) The Head of Department shall contact the instructor who assigned the grade for further consultation.
- d) If the instructor is no longer associated with the university, the Head of Department offering the course shall appoint a School or Faculty or College surrogate staff, who will assume magisterial authority of the instructor record at this level of appeal.
- e) If the Head of Department concludes that, the student's complaint is not legitimate, this reservation is reported to the Dean or Principal of the School or Faculty or College. No review is conducted unless the Dean or Principal believes the complaint has merit.
- f) The Dean or Principal shall appoint a sub-committee of the College or School or Faculty Board Studies to handle the matter and shall be given terms of references.
- g) The burden of proof rests with the student, who must provide clear and convincing documentation to support the contention that the decision was unfair.
- h) After the sub-committee has reviewed the case thoroughly, it issues to the Dean or Principal a written recommendation that includes the reasons for its findings.
- i) If the matter is not resolved at this point, the Dean or Principal shall consider the sub-committees' recommendations and submit them to Senate.
- j) Senate shall appoint independent examiner who was not involved in teaching or examining the course to re-grade or review the scripts and report back to Senate.

- k) If the grade appeal is successful, the official transcript is corrected and the student continues in classes as a student in good academic standing.
- l) If the grade appeal is not successful, the student is required to re-take the failed paper.

Chapter 10: Examination Rules, Malpractice and Irregularities

10.1 Preamble

- a) NUM expects high standards of academic integrity and honesty from both staff and students at all times.
- b) Students and University community are expected to adhere to the ethical and professional standards associated with their professions. Unethical or unprofessional behaviour will be treated in the same manner as academic dishonesty.
- c) It is the responsibility of all Faculties or college members to report all instances of academic malpractice to the appropriate Faculty or College Dean or Principal who will then appraise the Deputy Vice Chancellor.
- d) It is the responsibility of the student to avoid aiding or abetting examination malpractice.
- e) Each student should take the necessary measures to ensure that other students do not use his or her academic work and that other students do not plagiarize his or her work.

10.2 Rules Governing the Conduction of Examinations

- a) Invigilators shall be academic staff and shall enforce examination rules and regulations.
- b) For each examination, there shall be a Chief Invigilator who will assume overall responsibility for conducting examinations and for signing any official document pertaining to the examinations.
- c) The Chief Invigilator shall collect examination materials from the Examination Office at least 30 minutes before the examination is due to start.
- d) The Invigilators will ensure that the examination room is free of any material that may be used to assist a candidate to commit examination irregularities before students are checked into the examination room.
- e) Students shall be checked into the examination room at least 30 minutes before the examination is due to start.
- f) Students shall not enter the examination room with material other than pens, pencil, erasers and calculators [in specified situations]. No handbags, clipboards, purses, mini-computer calculators, cell phones, papers magazines, sweaters, jackets and other items like lighters, matchboxes shall be allowed in the examination room.
- g) Food or drinks are forbidden into the examination room.
- h) The Invigilators shall observe, record events in the examination room and have the attendance list filled and signed by each student sitting the examination.
- i) No copy of the examination questions shall be carried out of the examination room by anybody within the first 30 minutes of the examination.
- j) No candidate shall be allowed into the examination room, 30 minutes after the start of the examination.
- k) Candidates who are late shall take the examination the following semester when offered as a retake.

- l) No candidate shall be allowed out of the examination room before 30 minutes has elapsed after the examination has started.
- m) Any candidate answering a call of nature shall obtain permission from invigilators. Only one candidate will be allowed to go at a time and for a reasonable time.
- n) Walking out of an examination under protest shall disqualify the student from that particular examination and shall be registered as a retake paper when offered in the following semester.
- o) The Chief Invigilator will ensure that all scripts are collected at the end of the examination and that they are counted to ascertain that they tally with the number of the candidates who registered to sit for the examination and signed the attendance register before the scripts are out of the examination room and delivering them to Central Marking Room.
- p) It is an offense for a student to take out of the examination room an answer booklet or part of it during examination period.
- q) The Chief Invigilator shall write a brief report on the conduct of the examinations highlighting, any irregularities that may have occurred.
- r) The scripts shall be handed over to the Chief Invigilator who signed for the scripts received from the central examination room.

10.3 Permitted Items and Texts in the Examination Room

- a) A candidate may take to his or her desk only those items and texts that are permitted for the examination he or she is sitting.
- b) It is the responsibility of the student's faculty or school or college to provide guidance to students about items, for example calculators, they may take into examinations and the responsibility of the student to establish which items and texts are permitted.
- c) Such guidance should be provided in a format and location easily in the instruction page of the examination question paper and should indicate to students the circumstances in which it is likely they will be granted permission and the types of materials they may be allowed to use.
- d) All bags, mobile phones, personal organizers and similar electronic devices must not be taken to the examination desk, but must be deposited elsewhere, as instructed by the invigilator.

10.4 Distracting Behaviour

- (a) Candidates may not smoke or eat during an examination, nor behave in any way which is distracting to other candidates.
- (b) A candidate who ignores a request from an invigilator not to behave disruptively may be required to leave the examination room and candidate recommend.
- (c) The candidate's examination scripts will be submitted as they were at the time when the candidate was required to leave.
- (d) The invigilator will annotate the scripts with the time at which the candidate left and submit a report to the Head of Department and a copy to the chairman of the board of examiners.

10.5 Forms of Examination Malpractices and Irregularities

- a) Plagiarism: Unauthorized copying of assignments of another student, a research report prepared and or submitted by another student previously, submitting an assignment or report without proper acknowledgement of the source of information, submitting the same assignment for two different courses.
- b) Cheating in assignment or examination: this includes copying another person's answer or using unauthorized notes, or study aids, or information in an examination, submitting information not based on personal study efforts, using any material (mechanical or electronic means) that would permit an unfair advantage over other students in the class.
- c) Aiding and Abetting Academic Dishonesty: Providing materials, information, or other assistance to another person with knowledge that such aid could be used in any of the violations of cheating, plagiarism, unacceptable collaboration and fabrication; and providing false information in connection with any inquiry regarding academic integrity.
- d) Other forms of malpractices include;
 - i) Forgery of signatures or falsification of data, grades, official documents and records.
 - ii) Unauthorized access to computerized academic or administrative records or systems of the university.
 - iii) Impersonation during examination or other university activities.
 - iv) Misrepresentation of academic status.
 - v) Removal, mutilation, or deliberate concealment of materials belonging to the University.

10.6 Procedure for Dealing with Examination Irregularities

- a) At the beginning of any examination, invigilators shall draw the attention of candidates to the rules and regulations of the examinations.
- b) When invigilators suspect a candidate of being involved in an irregularity in the examination, the invigilator shall, whenever possible confiscate the material (s) being used for irregularity and inform the candidate that a report of the incidence will be made to the Academic Registrar at the end of examinations.
- c) The candidate shall, nevertheless, be allowed to complete the examination.
- d) On completing the examination, the candidate shall be advised to make a written statement, which shall be submitted along with the chief invigilator's report to Director of Academic Planning who will set the process in motion to deal with the matter.
- e) All cases of examination irregularities, including alleged unauthorized absence from examination, shall be reported to the Director of Academic Planning through the Dean of the respective Faculty.
- f) The Senate Examinations and Examination Malpractice Committee (EEMC) shall try a student who commits an examination malpractice offense.
- g) The student/candidate shall then be invited in writing or by whatever expedient method to appear before the Committee to defend himself/herself.

- h) The student/candidate shall be allowed to make a formal defense to the allegations in writing addressed to the Chairperson of the Committee.
- i) The student/candidate shall be allowed to make a formal defense to the allegations in writing addressed to the Chairperson of the Committee.
- j) A student/candidate who fails or refuses or omits to appear after being effectively summoned three times shall be suspended indefinitely from the University pending his/her appearance before the Committee.
- k) The suspension shall remain in place until the Chairperson of the Committee formally notifies the Director of Academic Planning that the student/candidate has appeared and answered the allegations.
- l) A student/candidate alleged to have been involved in examination malpractice shall not be registered until such a time that the case has been disposed of.
- m) A student who is not satisfied with the decision of the Senate EEMC reserves the right to appeal to the university council within fourteen days from the receipt of the letter.

10.7 The Examination and Examination Malpractice Committee Hearing

- a) The Senate Examination and Examination Malpractice Committee (EEMC) shall be constituted by the Chairperson and six other members as prescribed in the University Laws.
- b) The student/candidate shall appear in person before the Committee and identify himself/herself as the subject of the proceedings. The Member of Staff /Invigilator concerned should also be present.
- c) The Committee shall formally charge the student/candidate. The student/candidate shall be informed by the prosecutor of the allegations against him/her and the Rule in the Rules on Examination Malpractices and Irregularities he/she is alleged to have breached. In addition, he/she shall be informed of the possible punishments.
- d) The student/candidate shall formally respond to such allegations.
- e) When the student/candidate responds in the affirmative, a plea of guilty shall be recorded by the prosecutor.
 - i) On a plea of guilty, the Member of Staff/Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the student/candidate.
 - ii) Where the student/candidate is alleged to have been found with unauthorized materials, the materials shall be brought before the Committee and the Member of Staff making the report shall state formally in the presence of the student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.
 - iii) The student/candidate shall be given an opportunity to respond to allegations of fact. He/she may disagree with them and he/she has a right to cross examine the person making the report.
 - iv) Where the student/candidate responds to the allegations of facts and the Committee is of the considered opinion that in substance he/she is pleading not guilty, it shall direct that a plea of not guilty be substituted for the plea of guilty.

- f) Where the student/candidate admits the offence with an explanation or makes a plea that is vague the Committee should record a plea of not guilty).
- g) The student/candidate shall be allowed to plead mitigating factors, which the Committee should take into account in prescribing punishment.
- h) On a plea of not guilty by the student/candidate, the Member of Staff/Invigilator making the report shall present the facts to the Committee with the guidance of the prosecutor in the presence of the student/candidate who has a right of cross-examination.
 - i) The Member of Staff/Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the student/candidate.
 - ii) Where the student/candidate is alleged to have been found with unauthorized materials, the materials shall be brought before the Committee and the Member of Staff making the report shall state formally in the presence of the student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.
 - iii) The student/candidate shall be given an opportunity to respond to allegations of fact. He/she may disagree with them and he/she has a right to cross examine the person making the report.
 - iv) The prosecutor may call witnesses whose presence he/she considers important for the just and fair disposal of the case.
 - v) The student/candidate shall present his/her defense to the Committee in the presence of the Member of Staff who made the report who also has a right of cross-examination.
 - vi) The student/candidate may call witnesses to substantiate his/her defense.
- i) The Committee may admit oral and material evidence, which may be direct or circumstantial.
 - Note: Direct evidence is the account of the eyewitnesses or the original documents while circumstantial evidence is that which is inferred from the circumstances of the case e.g., the student/candidate running away when approached by an Invigilator.)
- j) The Committee may not admit hearsay evidence unless there is independent evidence that lends it credence.
 - Note: hearsay evidence is indirect in the sense that it is given by a person who was not an eye witness e.g., where a witness reports what was told to her/him by another person or photocopies of documents produced where the original is not produced with no adequate explanation as to why. Such evidence should only be accepted where there is other direct evidence which supports the hearsay.
- k) After the close of the evidence and before a decision is made, the student/candidate shall be given an opportunity to present to the Committee mitigating factors.
- l) The Committee shall then deliberate in the absence of the student/candidate and the Member of Staff/Invigilator making the report.

- m) A decision shall be made with regard to the punishment and reasons should be assigned for such a decision.

10.8 Mitigating and Aggravating Factors

When determining the appropriate punishment where the rule provides a range of punishments, the Committee may take into account the following mitigating and aggravating factors in determining the appropriate punishment.

- a) Mitigating Factors.
 - i) Remorse on the part of the student/candidate.
 - ii) Truthfulness
 - iii) Lack of substantial benefit from the malpractice
 - iv) Student/candidate first offender
 - v) Plea of guilty therefore not wasting the Committee's time.
- b) Aggravating Factors.
 - i) Substantial benefit from the malpractice.
- c) Lack of credibility.
 - i) General misconduct.
 - ii) Frivolous and vexatious denials.
 - iii) Allegations of misconduct on the part of University staff which are subsequently proved to be false.
 - iv) Second conviction.

10.9 Penalties for Examination Malpractices

In case of violation of examination rules and regulations, the Senate Committee on Examination Malpractice and Irregularities shall recommend to Senate the following sanctions proven offences:

- a) Disciplinary reprimand or cautioned: This is a written notification to the student denouncing his/her behavior as unacceptable and in case of repeat, may lead to serious disciplinary action.
- b) Cancellation of the examination: This is the cancellation of the examination results obtained in the paper in which the candidate was cheating or the entire examination results for that semester.
- c) Suspended for a specified period of time: This is sending away a student from the University for a specific period of time e.g., one semester or full academic year depending on the magnitude of the offence. The conditions for return to the university must be spelt out during the time of suspension.
- d) Expulsion from the University: This is the permanent sending away of the candidate found guilty of violating this policy from the university. It occurs after a serious offense has been committed by a student that leaves the university with no option other than indefinite discontinuation from studies.

SN	Offence	Penalty
1	avail to another student/candidate his/her prepared coursework with a view to assisting the latter to do his/her coursework or to negligently expose his/her coursework to another candidate to use.	i) Caution and Cancellation of his/her coursework, or ii) Suspension from his/her studies for a period not exceeding one academic year
2	a) Submit coursework not prepared by the student.	i) Caution and Cancellation of his/her coursework, or

	<ul style="list-style-type: none"> b) Substantially plagiarize the work of any other person. c) Solicit/purchase any coursework from any other person. d) Falsify/alter marks awarded on a coursework script. 	<ul style="list-style-type: none"> ii) Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding one academic year, or iii) Cancellation of his/her coursework and expulsion from the University.
3	<ul style="list-style-type: none"> a) Sitting or attempt to sit an examination without valid documentation. b) Entering the examination hall/room later than half an hour after the examination/test has commenced. c) Leaving the examination hall/room earlier than half an hour after the examination has commenced except in emergencies with the express permission of the Invigilator. d) Carrying out a conversation or any other communication with another student/candidate once the examination has commenced. e) Indulging in any disruptive conduct including, but not limited to, shouting, assault of another student/candidate, using abusive and /or threatening language, destruction of university property or the property of another student/candidate. f) Taking out of the examination room/hall answer booklet(s), used or unused. g) Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the Invigilator. h) Physically assault or insult an Invigilator or any University Official involved in the conduct of the examination. 	<ul style="list-style-type: none"> i) Caution and Cancellation of the relevant examination, or ii) Cancellation of the relevant examination and suspension from the University for a period not exceeding two years, or iii) Cancellation of the relevant examination and dismissal from the University. iv) A student/candidate who contravenes Rule 3(e) shall be liable to a fine as well as any penalty specified above. v) A student/candidate on any of the University scholarship found guilty of contravening Rule 3, may have the scholarship cancelled besides any other punishment taking into account the gravity of the offence except in cases where the student/candidate is dismissed from the University. vi) Any student/candidate found guilty of contravening Rule 3(h) shall be dismissed from the University.
4	<ul style="list-style-type: none"> a) Taking into the examination room/hall, in person or by agent, unauthorized material to including, but not limited to, plain papers, condensed/summarized notes, books, and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, mobile phones or any unauthorized electronic equipment. b) Copying from any other candidate/student. c) Involve oneself in plagiarism, that is: <ul style="list-style-type: none"> 1. Pass off the words or ideas of someone else as his/her own without proper acknowledgement or crediting the original source. 2. Replicate one's own work which one has presented elsewhere for assessment. d) Aiding and/ or abetting another candidate/student to copy from a script/ book of another person. 	<ul style="list-style-type: none"> i) Caution and Cancellation of the relevant examination, or ii) Cancellation of the relevant examination and suspension from the University for a period not exceeding two years, or iii) Cancellation of the relevant examinations and dismissal from the University. iv) A student/candidate on any of the University scholarship found guilty of contravening Rule 4, may have the scholarship cancelled besides any other punishment except in cases where the student/candidate is dismissed from the University. v) Any student/candidate found guilty of cheating in examinations

	<p>e) Exchanging answers with another candidate/student in or outside the examination room.</p> <p>f) Collaborate with another candidate/student in the examination room to use telephone discussions and share material including calculators and other electronic equipment.</p>	<p>on second conviction shall be dismissed from the University.</p> <p>vi) On conclusion of the malpractice case, the confiscated unauthorized material shall be destroyed within sixty (60) days from the date of the letter communicating the decision.</p> <p>vii) Where several paragraphs or ideas have been plagiarized the student shall be warned and awarded a grade "F" for the submitted work.</p> <p>iii) On a second charge of the offence of plagiarism as defined in (4b), the examination shall be cancelled and the student awarded a grade "F" for the submitted work.</p> <p>ix) On a third and subsequent time of the offence of plagiarism as defined in (4b), the student shall be suspended for a year.</p> <p>x) Where the entire material has been lifted from another source verbatim or with only slight alterations the student shall be dismissed from the University.</p>
5	<p>a) Importing into the examination hall/room, in person or by an agent, a pre-prepared answer script/booklet;</p> <p>b) Substituting an answer script/booklet prepared outside the examination room/hall for the one already submitted to the Invigilator/Examiner;</p> <p>c) Falsifying or altering marks awarded on an examination script/book; after course work; Viva voce/Public defense or final board of examiners' meeting; testimonial, field work report or to procure someone to alter marks awarded on an examination script/book or course work or assessment record;</p> <p>d) Impersonating another student/candidate;</p> <p>e) Procuring or inducing another person to sit for him/her;</p> <p>f) Uttering false documents in relation to eligibility to sit University examinations, including but not limited to; examination permit, financial statement, bank slip and registration card;</p> <p>g) Sitting or attempting to sit an examination without authority;</p> <p>h) Deliver to the examiner's office or residence an examination script/booklet outside the scheduled time for delivery without due authority;</p>	<p>i) Cancellation of the relevant examination and suspension from the University for a period not exceeding two Academic Years; or</p> <p>ii) Cancellation of the relevant examinations and dismissal from the University;</p> <p>iii) A student/candidate on any of the University scholarship found guilty of contravening Rule 5, may have the scholarship cancelled.</p> <p>iv) If a member of staff is procured to alter examination results, he/she should be handed over to the Disciplinary Committee;</p> <p>v) If the person procured is not a member of staff, he/she should be handed over to police.</p>

	<ul style="list-style-type: none"> i) Fraudulently receive examination papers/questions which have been illegally procured or made available; j) Fraudulently access or attempt to access examination questions before the examination is due; k) Pay or induce another person to illegally procure or make available examination questions/papers. l) Pay or procure a member of staff or non-member of staff to alter examination results m) Student(s) writing false information on the answer booklet with Intention to hide his/her identity. n) Student(s) smuggling/attempting to smuggle examination booklet out of the examination venue having signed the register and later claiming that his/her marks are missing o) Student(s) unlawfully retrieving examination materials from the University custody for purposes of falsifying results/marks. 	
6	<ul style="list-style-type: none"> a) Interfering with the conduct of investigations into the matter or the hearing of an irregularity by the Faculty Appeals and Irregularities Committee. b) Intimidating members of the Committee or other members of the University Staff or witnesses in the irregularity matter. c) Destroy evidence relating to an alleged irregularity. d) Forging or utter false documents in relation to an alleged irregularity. e) Bribe or attempt to bribe a University Official witness or any other person in relation to an f) alleged irregularity. g) Harass or procure others to harass on his /her behalf a university official, witnesses or any h) other person in relation to an irregularity by making constant telephone calls, visits, etc. 	<ul style="list-style-type: none"> i) Cancellation of the relevant examinations, or ii) Cancellation of the relevant examinations and suspension from the University for a period not exceeding one academic year, or iii) Cancellation of the relevant examinations and dismissal from the University.
7	<ul style="list-style-type: none"> a) Bringing within the precincts of the examination room any firearm or potentially dangerous weapon. b) Using a firearm or any potentially dangerous weapon (e.g., pangas, machetes, daggers, switch blades, spears, swords, bows & arrows, brass knuckles, fake guns and any incendiary device) with the purpose to intimidate, threaten or otherwise deter investigations into any examination irregularity. 	<ul style="list-style-type: none"> i) Caution and cancellation of the relevant examination, or ii) Cancellation of the relevant examination and suspension for a period not exceeding two years, or iii) Cancellation of the relevant examination and dismissal from the University.

NOTE: The University shall reserve the right, based upon the particular facts and circumstances, to render any punishment it deems necessary. By listing these possible disciplinary actions, the University, in no way, implies that some or all of these will be utilized in a specific situation or prior to suspension and/or expulsion.

10.10 Post-Hearing of The Examination and Examination Malpractice Committee

- a) The Committee shall deliberate on the matter preferably on the same day as the hearing.
- b) The Committee shall make findings of fact with respect to the evidence and make a decision based on those facts.
- c) The Committee must assign reasons for each decision.
- d) The proceedings of Committee deliberations and the decision/recommendation should be recorded and a signed record should be forwarded to the Senate for deliberations and approval.
- e) Where, on the face of the record, the Senate realises that the Committee erred in its decisions, the Senate has a right to review the decision.
- f) A student who has been recommended for suspension/discontinuation/dismissal ceases to be a bona fide student and shall not be accorded any services.
- g) The student shall be officially informed of such decision and availed a copy of the decision as well as the record of the proceedings.
- h) The student shall be informed of his/her right of appeal and the procedure to be followed.

10.11 Appeal Procedures

- a) A student/candidate who is dissatisfied with the decision of a committee may appeal to the University Senate within 30 days from the date of the letter communicating the decision.
- b) An Appeal shall only be accepted when the concerned student is no longer at the University.
- c) The appeal shall be in writing addressed to the Vice Chancellor and copied to the Chairperson, Senate EEMC stating clearly the grounds of appeal.
- d) The Vice Chancellor or his/her designee shall acknowledge in writing to the student/candidate and Chairperson of Committee receipt of the appeal.
- e) A student/candidate who pleaded guilty to an offence before the Committee shall have a right of appeal only with respect to the penalty.
- f) The Vice Chancellor will an *ad hoc* committee to be called Examinations Irregularities Appeals Committee (EIAC) to hear the appeal expeditiously.
- g) The student/candidate appealing shall be notified in writing of the date when the appeal will be heard and should be given an opportunity to appear before the Committee and be heard.
- h) The EIAC shall officially notify the EEMC of the date of hearing of the appeal which shall have a right of representation.

- i) At the hearing of the appeal, the student/candidate shall have an opportunity to be heard and the EEMC shall have a right to respond to the student/candidate's presentation.
- j) The EAIC shall have power on cause being shown to allow the student/candidate present additional evidence before it.
- k) Where additional witnesses are called, they will be subject to cross-examination by the representative of the EEMC who may also adduce additional evidence, which may be responded to by the student/candidate.
- l) The EAIC will then deliberate in the absence of the student/candidate and EEMC representative preferably on the date of hearing.
- m) The EAIC may confirm, vary or set aside the decision of the EEMC.
- n) The decision of EAIC shall be final.

Chapter 11: General Regulations on Student General Conduct and Discipline

11.1 Introduction

- a) The University expects its students to assist in the creation of an atmosphere conducive to the enjoyment of education by all members of the University community. The University Regulations and Student Code of Conduct are designed to regulate behaviour within the University community for the benefit of all its members. Students are expected to make themselves familiar with the Code, as well as the all the Regulations and directives that apply to them as registered students of the University.
- b) The Vice-Chancellor is the Chief Executive Officer of the University and is responsible for maintenance of student discipline within the rules and procedures provided for within the Articles of Governance of the University, for suspension and expulsion of students on disciplinary grounds and for implementing decisions to expel students for academic reasons.
- c) The University regards all acts of un-ethical, immoral, dishonest or destructive behavior, as well as violations of the university regulations, as serious offences. Any actions under the disciplinary procedures are undertaken on behalf of the Vice-Chancellor under a system of delegated authority.
- d) The purpose of these Regulations and the Student Code of Conduct is to ensure the smooth running of the University for the benefit of all students and staff. These regulations do not relate to, or regulate, matters concerning the academic progress of students.
- e) It is the responsibility of each student to make himself/herself familiar with, and abide by the regulations and policies of the University.

11.2 Student Behaviour

- a) A student shall maintain a respectful and pleasant conduct in the University premises and elsewhere as an ambassador of NUM.
- b) Student shall display respect to authorities inside and outside the classroom.
- c) A student is expected to observe etiquette and politeness in all circumstances.
- d) Registered students and who are members of any Students Association shall abide by the Association Constitution and pay all their dues.
- e) Student leaders shall work as a team in such a way that it becomes a bridge between the University Administration and the student body.
- f) The consumption of alcohol and drugs on the university premises by both students and staff is strictly forbidden and prohibited.
- g) The language used within the university premises should reflect the refinement and usage expected of scholars and educated persons.
- h) All members of staff of the University have a part to play in assisting in the maintenance of student discipline and most cases of minor misconduct will normally

be dealt in the first instance by an individual member of staff on an informal basis by counselling in the correct behaviour and conduct

11.3 Sexual Harassment

- a) All university staff and students will exhibit high standards of morality and respect for the opposite sex.
- b) Sexual harassment shall include touching the other person's physical body without his or her consent; making indecent sexual remarks, or making unsolicited sexual advances and such other definitions as included in the sexual harassment policy of the university.
- c) Any staff or student who is a victim of sexual harassment shall report the matter to university authorities.
- d) All care shall be taken to ensure the confidentiality of the information involved.
- e) A student who is found guilty of serious acts of sexual harassment shall be dismissed from the University.
- f) A student who is found guilty of sexual harassment offense(s) by the student Disciplinary Committee (SDC) shall be subject to serious punishment.
- g) In some cases, victims of sexual harassment may need to lodge a complaint with the police.

11.4 Channels of Reporting Grievances

- a) A student or group students shall report all alleged violations to the appropriate office as outlined hereunder.
- b) Students shall observe the following channel to lodge their grievances related to academic matters
 - i) Lecturer concerned
 - ii) Head of the Department
 - iii) Dean or Principal of School or Faculty or College
 - iv) Director of Academic Planning
 - v) The Senate
- c) Students shall observe the following channel to lodge their grievances related to social and personal matters
 - i) Dean of Student Affairs
 - ii) Senate
 - iii) The University Council
- d) Any student who has knowledge of, but does not report, a violation will be accused of aiding and abetting a crime deliberately.

11.5 General Regulations of the University

- a) Students must return to the University by the first day of each semester, and must register at the start of each academic year.
- b) Students must inform their departments of all special circumstances, personal or medical, that may affect their academic in writing, ensuring they submit it along with all appropriate supporting evidence at the time they are affected.

- c) Students must update their student record immediately upon any change to their home and semester addresses.
- d) Smoking is prohibited in all University buildings, semi-enclosed building entrances and outside entrances, windows and other areas where smoke could enter a building.
- e) Purchases on behalf of the Students' Union or student societies must be made only by persons authorised to act on their behalf.
- f) Students should note that there are occasions when personal data may be transferred to third parties or may be processed by third parties on behalf of the University
- g) Students are not allowed to use University computers for personal purposes unless they have the specific approval of the relevant Director or Head of Department.

11.6 Code of Conduct

- a) Students must not disrupt the academic activities of any member of the academic community or authorized visitor, or any ceremony, meeting or social, cultural, political or sporting event of the University held on the University's premises or elsewhere whether or not the event or meeting is open to the public.
- b) Students must not disrupt the administration and general operation of the University.
- c) Students must not bring the University into disrepute or incur any liability on behalf of the University.
- d) Students must not obstruct persons authorized by the University or authorized visitors in the performance of their duties, functions or other activities.
- e) Students must not engage in any criminal activity against any other student, employee of the University or any authorized visitors.
- f) Students must not perform any act which might render the University liable in criminal law.
- g) Students must not damage, deface or misappropriate any property of the University, the Students' Union, any other organisation or body of students in the University or any other member of the academic community or employee of the University.
- h) Students must not behave in a violent, indecent, disorderly or threatening manner or engage in oral or written abuse towards other students, staff or other individuals This includes communication via e-mail and social media.
- i) Students must not take or use without authority any property belonging to the University, the Students' Union, any student organisation, any other student, member of staff or authorised visitor.
- j) Students must not drive any vehicle belonging to, or hired by, the University, the Students' Union or any other student organisation without the approval of an authorised officer.
- k) Students must not, while on the property of the University, or while engaged in any University activity, have in their possession any illegal substances.
- l) Students must not engage in fraud, deceit, deception or dishonesty in relation to the University, its staff or students, or in connection with holding any office in the Students' Union.

- m) Students must not use the name of the University or their position in the Students' Union or in the University to engage in fraud, deceit, deception or dishonesty.
- n) Students must disclose their name and other relevant details to a person duly authorised by the University in circumstances when it is reasonable to require that such information be given.
- o) Students must respect copyright in all materials, including those in which copyright lies with the University itself or with its members of staff. Such material (e.g., lecture notes, research notes, publications, recorded lectures) should not be posted to the web without explicit permission from the appropriate member of staff and/or the University lawyer.
- p) Students must not act on the University's premises or grounds in a manner prejudicial to the health or safety of others.
- q) Students should note that Halls of Residence have additional regulations, incorporated in the University's Accommodation Agreement and Fresher's Orientation Information Booklet, which form part of these University Regulations and are subject to the University Code of Discipline.
- r) Where a student is alleged to have committed a criminal offence, the University retains absolute discretion to decide whether to invoke the Disciplinary Procedure against the student, or suspend its investigations until the matter has been dealt with by the court of law, or to leave the matter in the hands of the police.

11.7 Regulation in Respect to Dress code

- a) The NUM Dress Code shall apply to every student of the University.
- b) A dress code is a set of guidelines to make it easy for students to know what is appropriate to wear to lectures and in the University premises. It can also help the University to be sure that students are presenting themselves well in University and interactions with University employees and fellow students.
- c) The University attaches great importance to modest and good dressing. Dressing adds value to a person's personality, self-confidence and self-worth. Ultimately, students are however advised to dress decently and well suited for all occasions within and out of the university campus.
- d) Students shall not wear any attires which have provocative or detrimental designs, images, words or phrases that is against the NUM Dress Code, or wear any attires which symbolise any particular external organisation or group except on certain proper occasions and with the permission from the University Authority.
- e) At Newgate University Minna students must imbibe proper dress code to make their academic pursuit a pleasurable one.
- f) The University Administration will consider any violation of the dresscode (herein described) as a very serious one and severe disciplinary action will be taken against the defaulters, which may include a written warning, suspension or expulsion.

11.7.1 Dress Code for All Female Students

- a) During normal lectures, public lectures, special ceremonies, Matriculation, Convocation, and examinations, all female students must be corporately dressed. To

be corporately dressed connotes as skirts and blouse, or Gown dress with a pair of covered shoes.

- b) Female students may wear corporate "native" attire or foreign wear (decently sowed) outside Lecture and Examination Halls provided it is decently worn. The wearing of sleeveless native attires or baby sleeves and spaghetti straps without a jacket is strictly prohibited in the lecture rooms and in the University environment.
- c) All dress and skirt hems must be long enough to cover the knees while seating or standing. If the skirt is slit, the slit must not go above the knees. Skirts with uneven edges are not allowed. Pencil skirts are also not allowed. Skirts should not be tight or body hugging.
- d) Blouses must cover the breasts down to the abdomen. Blouses must have enough sleeves to cover the bra straps.
- e) A female Muslim attire should cover the whole body save for the face and the palm.
- f) Transparent dresses that reveal underwear are not permitted outside halls of residences. Transparent dresses may be worn with DARK single to other forms of DARK inner wears.
- g) Shirt, when worn with a waist coat or armless wear has to be properly tucked into the skirt or loose trousers. It should never be left flying under the waist coat/armless sweater. The waistcoat/armless sweater must at least rest on the hip. "Bust coats", terminating just below the bust line are not corporate hence are not allowed.
- h) Female students may wear trouser suits however the jacket must fall below the hipline.
- i) The wearing of dropping shawls or scarves over dresses or dresses with very tiny singlet-like straps (spaghetti strap) is strictly prohibited in the Lecture and Examination Halls and in the University environment.
- j) The wearing of strapless blouses or short blouses that does not cover the hip line is strictly prohibited in the Lecture and Examination Halls and in the University environment.
- k) Wearing of tops, shorts or T-Shirts with unholy inscriptions such as SEX, BITCH and other form of indecent words is not allowed anywhere in Newgate University Minna.
- l) Tight-fitting dresses are not allowed outside halls of residences.
- m) Pyjamas, nightgowns and bathroom slippers are not allowed outside the halls of residences.
- n) Heavy make-up of varying shades and colours is not permitted.
- o) Abnormal, coloured and long hairdos or attachments are not allowed. Female students are advised to wear corporate hairstyles that are moderate and neat that characterized a decent and joyful, University student. Students are expected to wear weave-on and attachments that are the same colour as their natural hair.
- p) Long (artificial or natural) nails are not allowed.
- q) Piercing of any part of the body, other than the ear (for earrings), is strictly prohibited. Any piercing done before admission into the University shall be declared during the first registration in the first year. Failure to do so will attract requisite penalty.

- r) Tattooing of any part of the body is prohibited (any Tattoo done before Admission into the University shall be declared during the first Registration in the first year. Failure to comply will attract appropriate sanction.

11.7.2 Dress Code for All Male Students

- a) All male students are expected to dress corporately to the Lecture Halls, Examination Hall and special ceremonies, such as Matriculation, Convocation, public lectures, and other events specifically so stated.
- b) Male students are required to dress preferably in a conventional suit, French suit, or minimally in trousers and a tucked-in shirt with a tie with or without a jacket, and a pair of covered shoes. Trousers should be properly worn. It should not be placed on the buttocks.
- c) Male students of the University may wear "native" attire or foreign wears within lecture and Examination Halls. Every student dressing in western attire must wear a necktie to match. The tie must not be pulled up to the top button of the dress shirt.
- d) Boxers, t-shirts, and all forms of sandals or slippers are not allowed during official hours between 8.00 a.m. and 5.00 p.m.
- e) Tail shirts, especially those with long sleeves, must be tucked in and buttoned up to give respectability. Moving around campus with a bare chest and belly is prohibited.
- f) Hair must be properly cut and combed if long enough but must not be left shabby. Jerry Curls and treated hair are strictly prohibited. No male student is allowed to wear scarves, braided hair, earrings and ankle chains in the University.
- g) Bathroom slippers must not be worn outside halls of residences.
- h) Jeans that are threadbare or torn must not be worn. The practice of pulling down one's trousers to the hipline is prohibited.
- i) Use of any form of female ornaments like earrings, necklaces, bangles, and bracelets is prohibited.
- j) Piercing of any part of the body is prohibited. Any piercing done before admission into the University shall be declared during the registration in the first year; failure of which appropriate sanctions shall be applied.
- k) Clothing and Jewelry that do not conform to the prescribed dress code will be confiscated. Release of the confiscated items shall be in consonance with the Policy on Confiscated Items. Jewelry such as neck chains, hand chains, bracelets, finger and to earrings, ankle chains are prohibited for male students.

11.7.3 Uniform Dress Code for Professional Disciplines

- a) If any Uniform Dress Code is prescribed for female and male students in any faculty/Department of the University, particularly those in the professional disciplines, all students involved must adhere to the Uniform Dress Code very strictly.
- b) The University Administration will consider any violation as a very serious one and severe disciplinary action will be taken against the defaulters, which may include a written warning, suspension or expulsion.

11.8 Regulations in Respect of Motor Vehicles

- a) The roads on the University campus are private roads and vehicles are allowed to be parked thereon only at the express understanding that they are entirely at the owner's risk and that the University will not be responsible for any loss or damage whatsoever which may occur.
- b) Students bringing motor vehicles, including motor cycles, on to all University premises must obey the law and observe the Highway Code applicable to vehicles taken on to public roads.
- c) Vehicles must not be parked on the University campuses or on other University property, except in authorised places.
- d) Drivers of vehicles must stop when signaled to do so by any duly authorised member of the University staff.

Chapter 12: Penalties for Breaches of the Student Code of Conduct (Disciplinary offences)

12.1 Breaches of the Student Code of Conduct or the University Regulations

- 1) The offences fall into two broad categories:
 - a) All cases of misconduct, which the Student Disciplinary Committee (SDC) could try.
 - b) Criminal offences, which should be referred to the Police by the Vice Chancellor for necessary action, where the SDC's opinion on the matter should be recognized. In this regard, the final decision of the Student Disciplinary Committee and Vice Chancellor would depend on the outcome of Police investigations.
- 2) The following are misconducts for which the Student Disciplinary Committee can investigate and try students:
 - a) Unruly Behavior
 - b) Indecent Behavior
 - c) Vandalism
 - d) Disorderly Assembly
 - e) Unauthorized displacement of university property
 - f) Pilfering
 - g) Stealing
 - h) Insubordination
 - i) Membership of Secret Cults
 - j) Diabolical activities
 - k) Damage of University property
 - l) Giving false identity/Information
 - m) Overt Sexual Behavior
 - n) Disregard for spiritual value and institution
 - o) Disregard for Cultural ethics and ethos
 - p) Sexual Harassment
 - q) Violation of Hall of residence regulations/policies.
 - r) Violation of Dress code.
 - s) Infringement of other University Regulations
 - t) Any other offence that is in the opinion of the SDC considered to be contrary to what the University's vision stands for.
- 3) If there are allegations that a breach or breaches have occurred, the following procedures shall apply:
 - a) Complaints may be filed by any student, faculty or staff member of the University or visitor to campus against any student(s) or recognized student organization that a student or students have breached the Student Code of Conduct or University Regulations.
 - b) The person making out the allegation will arrange for the papers in relation to that allegation to be passed as soon as possible to the Dean of Students Affairs (non-academic matters) or the Director of Academic Planning (academic matters), who will contact the appropriate Chairperson of the Student Disciplinary Committee (SDC) of the University Senate. The

composition and term of reference of the SDC can be found in the Committees of Senate Handbook.

- c) The SDC shall carry out a preliminary review of the papers making out the allegation as soon as possible and shall either:
 - i) dismiss the allegation; or
 - ii) immediately carry out an investigation by way of an interview in accordance with Regulation; or
 - iii) in cases where the evidence already available clearly warrants it, proceed directly to a disciplinary hearing in accordance with its term of reference.
- d) If the SDC believes that the student(s) should be suspended whilst the disciplinary hearing is carried out, the SDC shall make such a recommendation to the Vice-Chancellor or his/her nominee.
- e) The Vice-Chancellor or his/her nominee may suspend the student from the University during investigation of the alleged offence, if it is deemed that such suspension or enforced intermission is in the best interests of the University, its staff or students, or of the student concerned, or is necessary to ensure an effective investigation.
- f) If the SDC has reached a decision, where the allegation against the student has been upheld and the application of penalties is to be considered, the Chair of the SDC will convene immediately a second meeting to determine the penalties to be applied.

12.2 Right of Appeal

- a) The student has a right of appeal against the decision of the SDC in accordance with these Regulations.
- b) Where the breach was found by the SDC, the appeal against the decision of the SDC shall be lodged with the University the Vice Chancellor with 14 days of receipt of the SDC decision.
- c) The student's request for an appeal against the decision of the SDC shall be reviewed by the Vice-Chancellor and shall either:
 - i) refer the case back to the SDC to reconvene with a different membership; or
 - ii) refer the request for an appeal to the Appeals Committee of the Governing Council.
- d) Once the Appeals Committee has reached its decision, the student and the Chair of the SDC will be informed of the Committee as follows:
 - i) that the appeal is dismissed; or
 - ii) that the appeal is upheld in part; or
 - iii) that the appeal is upheld in full.
- e) The Appeal Committee's decision will be final.
- f) The University Registrar will confirm the decision of the Appeal Committee by letter to the student and the Chair of the SDC and a record will be kept of the proceedings.

12.3 Penalties for Breaches of the Student Code of Conduct (Disciplinary offences)

- a) The penalties (in any combination) that may be imposed following completion of the procedures described in Regulation 12.1 above in relation to proven breaches of the Student Code of Conduct are as follows:

- i) A written warning of the possible consequences of further misconduct. A record of the warning will remain on the student's file for a period to be determined by the SDC.
 - ii) Repair by the student to the property or equipment damaged or compensation to be payable.
 - iii) Removal or restriction of benefits/facilities/privileges.
 - iv) Suspending a student's library card or myNUM account.
 - v) Requirement for written undertakings that the Student Code of Conduct and University Regulations will be observed for the remainder of the student's studies by way of a contract for good behaviour/conduct.
 - vi) Requirement of an apology in the appropriate manner to any person.
 - vii) Termination of a student's accommodation agreement in the University owned managed residential property.
 - viii) Withdraw the student from their course or academic programme.
 - ix) Suspend the student either for a specified period of time, or until specified conditions have been met.
 - x) Expulsion of the student.
- b) Specific penalties for specific offences are detailed below

12.4 Unruly Behavior

This shall include disorderly behavior or acts of indiscipline indicating lack of self-restraint. Offences classified under unruly behavior and the penalties they attract are as categorized below:

SN	Offence	Penalty
1	Destroying of Lawns	Letter of warning
2	Urinating outside designated area	Letter of Strong Warning. Any repeat performance will lead to suspension for four (4) Weeks at the first instance.
3	Streaking: This is a quick run half naked or naked, through a public place within or outside the Halls of Residence. This is not allowed except for approved physical exercise carried out at designated centers.	letter of strong warning. Any repeat performance will lead to suspension for four (4) weeks to one (1) academic session, depending on the gravity.
4	Hijacking of a private or public vehicle on campus or off campus, under any action of complaints, protest or demonstration.	Suspension for a maximum of One (1) Academic Session and surcharge for repair of any damage done to vehicle, public or University property

12.5 Use of threat of violence of any kind on anybody:

SN	Offence	Penalty
1	Fighting: Any attempt to cause injury or inflict pain; or causing injury or inflicting pain. Also causing physical contact with another when the person knows or	Suspension for One (1) Academic Session

	should reasonably believe that the other will regard the contact as offensive or provocative. (It is not a defense that the person (or group) against whom the physical abuse was directed) consented to, or acquiesced to, the physical abuse.	
2	Offences against persons. No student shall threaten, assault, haze or otherwise physically, psychologically, verbally, or in writing by electronic means or otherwise, abuse any other person. This includes but is not limited to, incidents of bias-related acts of assault or abuse, or any incidents of verbal, written, physical, psychological harassment or abuse.	Suspension for One (1) Academic Session
3	Stalking: No student shall perform any acts that harass, annoy, threaten, intimidate or alarm another person or persons Examples include but are not limited to repeatedly following such person(s); repeatedly committing acts that alarm or seriously annoy such other person(s) and that serve no legitimate purpose; and repeatedly communicating by mechanical or electronic means, or any form of written communication with such person(s) in a manner likely to harass, intimidate, annoy or alarm.	This shall range from Letter of Warning to Suspension for One (1) Academic Session/Indefinite Suspension/Expulsion, depending on the gravity.
4	Illegal detention of person(s)	This shall range from Suspension for one (1) Academic Session to Expulsion from the University.
5	Any other behavior that may be classified from time to time as Unruly Behavior by the University authority	This shall range from Letter of Warning to Expulsion depending on the gravity of the offence.

12.6 Indecent Behavior

The identified acts that constitute Indecent Behavior and the recommended punishment for each act are listed as follow.

SN	Offence	Penalty
1	Defecating outside design acted areas or any other indecent behavior.	If offence is committed on a second occasion, the offender shall be suspended for One (1) Academic Session.

2	Brushing of teeth outside designated areas	Letter of Warning.
3	Spitting in public places / Littering of University premises	Ranges from Letter of Warning to Suspension for One (1) Session depending on the gravity of the act.
4	<p>Violation of Interactive Time and Mode (Pairing Rule/Interactive Time, Mode and Location) Pairing is defined as two students of opposite sex being together outside interactive hours. The interactive hour shall be between 6.00am-7.00pm daily within the University premises and between 7.00pm-9.30pm.</p> <p>However, students of opposite sex found in compromising position during interactive hours shall also be liable of Pairing.</p> <p>In addition, students of opposite sex shall not be allowed to interact outside the allowed time. Interactions are done under strict surveillance and monitoring. To ensure decency and decorum in all comportment, male students are not allowed in the female halls of residents. Similarly female students are not allowed in the male halls of residents</p>	Violation of the Pairing Rules of halls of residence attract Suspension for Four (4) weeks in the first instance. A repeat act shall attract penalty ranging from suspension to expulsion

12.7 Vandalism

Willful or malicious damage or destruction of the University or private property.

This is any willful damage or destruction of university or private property or asset either in the Halls of Residence, Library, Lecture halls, Cybercafé, laboratories or any part of the University premises. Behavior that destroys, damages, or litters any property of the University, of another institution, or of another person, on the University premises or at University- Sponsored activities.

Penalty: Suspension for One (1) Academic Session to Expulsion from the University, depending on the gravity of the offence; and payment for the repair or replacement of damaged or destroyed property.

12.8 Disorderly Assembly

Students are forbidden from gathering in a manner that disturbs the public peace, incites public alarm, results in violence to a person or property, disrupts the function of the University, interferes with faculty or staff in the performance of their duties, or otherwise brings disgrace or disrepute to the University.

Penalty: Any student who encourages or participates in the formation or prolonging of such a gathering is subject to immediate suspension from the University for Suspension for One (1) Academic Session to Expulsion from the University, depending on the gravity of his involvement in the event.

12.9 Unauthorized Displacement

Use or Damage of University or Private Property: Three possible offences are listed below:

- a) Unauthorized transfer of personal or University property
- b) Unauthorized transfer and use of such property.
- c) Unauthorized transfer, use and damage of such property.

Penalty: These offences shall attract a Letter of Strong Warning and replacement of the property removed, together with the repair of any attendant damage(s).

12.10 Pilfering

This is the unauthorized and habitual removal of small things/items belonging to another person, seemingly of little value. This shall be considered as Stealing.

Stealing is defined as the unauthorized removal of a property that belongs to another person. Stealing is a criminal offence and may be referred to the Police after the student had first been dealt with according to the Disciplinary Codes in this book. Upon being arraigned in court, the student is automatically expelled from the University.

Penalty: Expulsion from the University.

12.11 Insubordination

This is defined as unwillingness to submit to, or willful disrespect of, constituted authority.

Penalty: This shall attract a punishment, ranging from Letter of Warning/ Letter of Strong Warning at the first instance. A repeat act shall attract Suspension ranging from Four (4) Weeks to One (1) Academic Session depending on the frequency, and severity of the offence.

12.12 Secret Cult

a) Undertaking/renunciation of Membership

All students shall sign an undertaking denouncing or renouncing (as the case may be) their membership of any secret cult within or outside the Campus. In the event of the discovery of any violation of the clause in the undertaking, such violator shall be expelled from the University forthwith.

b) Membership and Possession of Cult Related Materials

Since all secret cults have been proscribed, it is an offence to belong to a secret cult on or outside campus or engage in any cult related activity or be found to be in possession of any cult-related item or material in or outside the Campus. Cult related materials shall be defined as:

- i) Materials such that has diabolical connotations. This may include but is not limited to: Bracelets, Amulets, Talisman, Occult Rings, Waist beads and bands etc.;
- ii) Unconventional clothing materials carrying inexplicable signs and symbol;
- iii) Signs and emblems of known cults or secret societies/organization in other Universities/Institutions in Nigeria or elsewhere; and body signs such as incisions, lacerations/cuts, piercing/perforations of parts of the body e.g., nose, ear (for males), deep cuts, strange shaping of beards/haircut etc.

Penalty: This shall attract summary Expulsion from the University. Such student shall thereafter be handed over to be tried by the appropriate organs under Decree 47 of 1989.

12.13 Gambling, Betting, Magic and Magic –like activities

Gambling, Betting, magical displays, and other such magic – like activities; are absolutely prohibited in Newgate University, as they contravene the Moral Core Value of the University.

Penalty for this offence shall range between Letter of Warning and Expulsion, depending on the gravity of the offence.

12.14 Giving false identity/Information

Every student is expected to always provide correct and adequate information as and when demanded. Therefore:

- a) Any wrong or misrepresentation of self for whatever reason with the intent that such information be acted upon as true, is strictly prohibited.
- b) Forgery, unauthorized alteration, or misuse of any document, record or instrument of identification is prohibited.
- c) Withholding material information from the university, misrepresenting the truth before a hearing of the university and making false statements to any university official.
- d) Submission of false information at the time of admission or readmission is ground for rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, dismissal or other appropriate disciplinary action. Students are required to conspicuously carry and present valid University identification at all times.

Penalty: Student(s) found guilty of this offence(s) shall be Suspended for Four (4) Weeks while a repeat of same act shall attract Suspension from the University for One (1) Academic Session.

12.15 Overt Sexual Behavior

- a) Students are to shun unhealthy relationships that could culminate in to unapproved pairing for interactions at unapproved locations such as on the walk ways along the roads, front of Halls of residence, cafeteria, deserted locations, etc.
- b) Student overt sexual misconduct is defined as unwelcome acts of a sexual nature committed by a student against another student with or without consent. This includes but is not limited to:
 - i) Touching of the body of student of opposite sex, directly or through clothing such as patting, pinching, brushing against the body, attempted or actual kissing or fondling and any other inappropriate and/or unwelcome touching or feeling.
 - ii) Unwelcome sexual remarks about body, clothing or sexual activities; and humor or jokes about sex that degrade women or men in general.
 - iii) Unwelcome sexual propositions, invitations, or other pressure for sex.

Penalty: Violation of this law shall attract Suspension for Four (4) Weeks for the first offender, and Suspension for One (1) Academic Session from the University or outright Expulsion for repeat of the offence depending on the gravity of the harassment.

12.16 Disregard for Spiritual Value and Institution

Penalty: Ranges from Suspension for Four (4) Weeks to Suspension for One Academic Session depending on the gravity of the offence.

12.17 Sexual Harassment

Sexual harassment means unwelcomed sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature, submission to which is made a condition of a person's exercise or enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly. Sexual harassment occurs when a person is the recipient of conduct of asexual nature where:

- a) Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of an individual's education (including co-curricular activities) or employment;
- b) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or such conduct has the purpose or effect of unreasonably interfering with an individual's welfare, academic or work performance, or creates an intimidating, hostile, offensive or demeaning education (including co-curricular activities) or work environment.

No student is allowed to sexually harass (or be harassed by) his/her colleague or staff for whatsoever reason.

Penalty: Violation of this clause shall attract suspension for Four (4) Weeks for the first offender, and One (1) Academic Session or outright expulsion for repeat of the offence depending on the gravity of the harassment.

12.18 Use of Identification Cards

Students are required to conspicuously carry and present valid University identification cards at all times. Failure to produce the I.D card on demand by any University Official shall attract a Letter of Strong Warning. A repeat of violation shall attract suspension for Four (4) Weeks.

12.19 Replacement of Lost or Misplaced Student Identity Card

- a) Misplacement of Student Identity Card should be made known to the Dean, Student Affairs as soon as such misplacement or theft is discovered. Any process for replacement of Identity card shall commence One (1) week after the report and shall be completed within One (1) week. This implies that no student shall be qualified to have Identity card replaced until after two (2) weeks from the date the loss is reported.
- b) Any student reporting a misplacement of Identity card shall be made to pay the requisite fee attendant to such misplacement. Procedure to follow for the replacement of such Identity card after the expiration of the date specified in (a) above shall be in the order here in specified:
- c) Submission of written application for the replacement of the missing Identity card to the Registrar, through the Dean, Student Affairs. Attached to the application shall be a police report and court affidavit; as well as evidence of payment to Financial Services for are placement.
- d) Approval of such letters; and final authorization or go-ahead order for printing by the Registrar.
- e) After the issuance of a replacement for a missing Identity card, recovery of the former should be made known to the Director of Student Affairs and such Identity Cards surrendered forthwith.
- f) It is an offence for any student to hold more than one identity card per time. Being in possession of more than one (1) Identity card per time, will attract a term of suspension for Four (4) Weeks to One Academic (1) Session.

12.20 Infringement of other University Regulations

This refers to any violation of rules and regulations given to students at all and sundry times by the University Management. This include any other behavior that may be classified as misconduct:

Penalty: Ranges from Letter of Strong Warning to Suspension for One (1) Academic Session, and even Expulsion, depending on the gravity of the offence.

12.21 Criminal Offences

These are acts that contravene the laws of the land. They are offences that can warrant expulsion and, as such, shall be handled by the law enforcement agents. Student(s) involved in any of this acts shall be expelled or given an indefinite suspension pending the outcome of the investigation by the law enforcement agents. If found guilty, such a student shall be expelled from the University.

The offences are:

a) Fraud/Forgery

This is when a person makes or presents a false writing, statement or document knowing it to be false with the intention that it be acted upon as genuine. This shall include signing of roll call, class/lecture attendance, etc. or signing for an officer of the University or other persons in authority outside the university with the intent of validating the genuineness of such document e.g., Exeat, Letters, Certificates, Bank documents, medical reports. This shall include all forms of alterations on the exeat form, etc.

b) Robbery (Theft)

This is an act of forceful and violent removal of a property that belongs to another person.

c) Burglary

This is an act of forcefully gaining unauthorized access into a building, offices, rooms, enclosure/closet, etc. (e.g., locker, wardrobe, boxes, safes, cabinet, stores, etc.

d) Assault

This is an act of striking, touching, moving or otherwise applying force of any kind to the person of another directly or indirectly without his consent or with his consent if the consent is obtained by fraud, or as defined by the criminal code of Nigeria.

e) Murder

This is an act where a person unlawfully kills another or the intentional extermination of another person's life as defined by the Criminal Code of Nigeria.

f) Arson

This is where a person will fully set fire or attempt to unlawfully set fire to any building, part of building, fittings, appliances, offices, room, vehicles or any part of the University premises, etc.

g) Rape

Any person who has or attempts to have an unlawful carnal knowledge of a woman or girl or a boy or man without her/his consent or with her/his consent if the consent is obtained by force or by means of threat or intimidation of any kind or by means of false and fraudulent representation as to the nature of the act.

h) Possession and use of hard drugs and drug trafficking

This shall include Indian hemp, Cocaine, Heroin, Cannabis etc. and drug trafficking shall include any exchange, dealing, buying and selling of same.

i) Hazing

Whether by omission or commission, no student shall take any action, or create, or participate in the creation of any situation that recklessly or intentionally endangers another person's psychological, mental, or physical health or that involves the forced or expected consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Examples of hazing activities include, but are not limited to: paddling, branding, tattooing, shaving of hair, or other physical abuse or brutality; activities that involve excessive fatigue and/or stress; verbal and/or psychological abuse that compromises the dignity of any individual.

Penalty: Any student/group of students found in such acts shall be expelled from the University.

j) Internet fraud/other hi-tech fraud

This shall include breaking or attempting to break or hacking into the data base of the University or any other Computer System assigned to other persons or offices within or outside the university. This shall also cover such areas as unauthorized transaction or usage via the use of internet services i.e., otherwise known as hi-tech fraud, inclusion or conversion of restricted IP addresses to one's use.

k) Any other criminal offence committed in/outside the University.

This shall include any other criminal offence in/or outside the university not herein listed or adjudged to put the University in disrepute. Violation of any of these clauses shall attract outright expulsion from the University.