

# NIGER DELTA UNIVERSITY

Wilberforce Island,  
Bayelsa State.

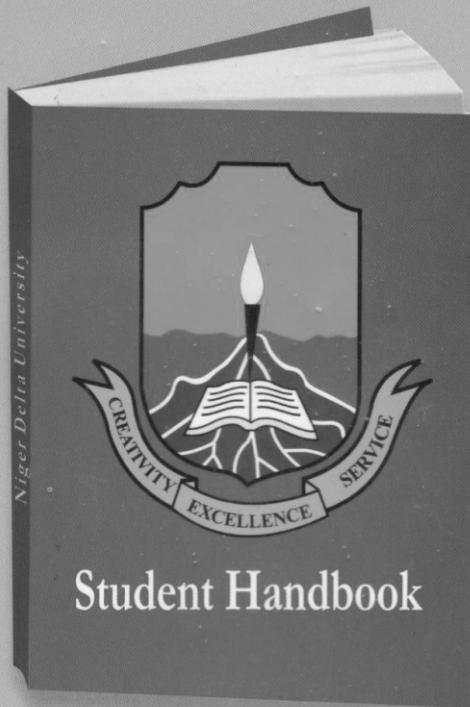
Niger Delta University



## Student Handbook

# NIGER DELTA UNIVERSITY

Wilberforce Island,  
Bayelsa State.





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**Librarian**



## PREFACE

Students are central to the University's pursuit of creativity, excellence and service. To attain the goal of molding the character and faculty of students to be found worthy in character and learning to be admitted into the various degree programmes of the university, it is imperative that a handbook to guide students' conduct be produced in line with current realities.

Therefore, this handbook provides the necessary information on the policies and regulations guiding studentship in the University. The key areas of focus include academic regulations and acceptable behaviour. The University considers the issues of students' discipline very seriously and therefore believes that students should be aware of what is expected of them in a civilized and organized society.

It is mandatory for all students to obtain a copy of the handbook and to read and comprehend its content so as to conduct themselves in a manner acceptable in a civilized society. It must be emphasized that this handbook provides only a general guide; for, there are other more specific regulations. It is also necessary that students regularly read notices and other University bulletins to keep abreast of events and developments in the University.

On behalf of the Governing Council, Senate and Staff of the University, I wish all students successful stay in the University and look forward to their meritorious contributions to the development of humanity thereafter.

**Prof. Allen Azibaodumoms Agih**

Vice-Chancellor

September, 2023

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# **CHAPTER ONE**

## **THE NIGER DELTA UNIVERSITY**

### **1.0 Introduction**

The Niger Delta University is located in Wilberforce Island, about thirty two (32) kilometers from the Bayelsa State capital of Yenagoa. It presently has three campuses, the Glory Land, the College of Health Sciences campus and the temporary campus of the Faculty of Law at Yenagoa.

### **1.1 University Logo**

The Niger Delta University has the logo shown hereunder:

The logo shows the deltaic network of rivers illustrating the terrain of the location of the University. The open book and bright flame represent knowledge and the illumination of society through education.

**1.1.1 University Motto:** The motto of the University is: Creativity, Excellence and Service.

**1.1.2 University Colours:** The colour of the University is: Turquoise blue, Golden yellow, Sky blue and Olive green.

**1.1.3 University Address:** The official and postal address of the University is:

Niger Delta University,  
Wilberforce Island, Bayelsa State  
P.M.B. 071, Yenagoa

#### 1.1.4 **University Anthem**

Like the brightest star we are, to lead the way  
To good education that is all our due  
The dream of our fathers like the seed has grown;  
Niger Delta University is here to stay.

Let us build on this noble foundation  
And with love, let our dedication increase,  
To rise and up-hold this noble vision,  
Ev'ry passing moment let our zeal, never decrease

In all that we do, let us bring to mind,  
Our duty as staff and students of NDU,  
Ev'ry where to promote peace towards mankind,  
Creativity, Excellence and Service.

Rejoice, great people old and new, Rejoice,  
For the good fruit through us is shown,  
Be glad in our worthy contribution,  
To the growth of humanity

#### 1.2 **Brief History**

Niger Delta University was established as a public university by Law on May 15, 2000 by the Bayelsa State Government . It was established with emphasis to address the gap in educational development of the state and further to contribute to the broad objectives of socio-economic development of the nation and humanity in general. .



The University, which started academic activities in the 2001/2002 session, graduated its first set of students in the 2004/2005 session and its student population has consistently grown over the years.

### 1.2.1 **Vision**

The vision of the University is, to be a centre of excellence defined by well-articulated programmes that will produce creative and innovative minds.

### 1.2.2 **Mission**

The mission of the University is, to strive to maintain an international reputation for high quality scholarship, research and academic excellence for the promotion of social, cultural and economic well being of mankind.

## 1.3 **Principal Officers of the University**

The following are the Principal Officers of the University:

- a) The Chancellor;
- b) The Pro-Chancellor;
- c) The Vice-Chancellor; who is the Chief Executive Officer of the University and is responsible for the day to day activities of the University.
- d) Two Deputy Vice-Chancellors; (for academic and administration matters), who act in the absence of the Vice-Chancellor.
- e) The Registrar; who is the Chief Administrative Officer of the University and is responsible to the Vice-Chancellor for the day-to-day administration (not including finance) of the University.
- f) The Bursar; who is the Chief Financial Officer of the University and is responsible to the Vice-Chancellor for

the day-to-day administration on financial matters of the University.

- g) The Librarian; who is responsible to the Vice-chancellor for the administration of the library of the University.

### 1.3.1 **University Governance**

The Niger Delta University is a public institution, established by law and governed through the following;

- a. **Visitor:** The Visitor to the University is the Governor of Bayelsa State of Nigeria.
- b. **The Council:** The Council is the governing body of the University; it is charged with the general control and superintendence of the policies, finances and properties of the University, including its public relations. The Council is headed by the **Pro-Chancellor**.
- c. **Senate:** The Senate is charged with the formulation of academic policies and the organization and control of all academic activities. It is also responsible for the discipline of students. The Senate is headed by the Vice-Chancellor.
- d. **Faculty:** The Faculty directly controls specific academic programmes according to the regulations of Senate. Each faculty is made up of Departments and governed by a **Faculty Board** under the headship of a Dean.

### 1.4 **Faculty Colours:**

The different faculties of the University are identified by various colours as indicated below:

|                    |   |                      |
|--------------------|---|----------------------|
| <b>Agriculture</b> | - | <b>Green</b>         |
| <b>Arts</b>        | - | <b>White</b>         |
| <b>Education</b>   | - | <b>Silver</b>        |
| <b>Engineering</b> | - | <b>Carton Colour</b> |

|                               |   |                     |
|-------------------------------|---|---------------------|
| <b>Environmental Sciences</b> | - | <b>Army green</b>   |
| <b>Law</b>                    | - | <b>Olive Green</b>  |
| <b>Management Sciences</b>    | - | <b>Blue</b>         |
| <b>Science</b>                | - | <b>Yellow</b>       |
| <b>Social Sciences</b>        | - | <b>Brown</b>        |
| <b>Basic Medical Sciences</b> | - | <b>Purple</b>       |
| <b>Clinical Sciences</b>      | - | <b>Wine</b>         |
| <b>Nursing</b>                | - | <b>Red</b>          |
| <b>Pharmacy</b>               | - | <b>Light Purple</b> |

### 1.5 **Academic Ceremonies**

Some formal academic ceremonies constitute part of every university culture such as matriculation and convocation ceremonies.

#### 1.5.1 **Matriculation**

Matriculation is the ceremony where duly registered fresh (100 level) students are formally admitted as members of the University with a pledge of loyalty to the ideals of the University.

#### 1.5.2 **Convocation**

Convocation is the official ceremony for the conferment of degrees, diplomas, certificates, awards and honours as approved by the University Senate.

**NOTE:** Students should ensure that they participate in all approved University activities, i.e. orientation, matriculation, convocation, lectures, seminars, workshops, etc.

## **CHAPTER TWO**

### **POLICIES AND PROCEDURES**

#### **2.0 Introduction**

A number of general policies and procedures are in place for the information and guidance of students during their studentship in the University.

#### **2.1 Admission Requirements**

To be considered for admission into the 100 level of the bachelor degree programmes, candidates should have passed five subjects at credit level at not more than two sittings in the General Certificate of Education (GCE) Ordinary Level Examination, West African School Certificate Examination (WASCE), Senior Secondary Certificate Examination (SSCE), National Business and Technical Examination Board (NABTEB) Examination or their equivalents. Furthermore, candidates must obtain an acceptable score in the Unified Tertiary Matriculation Examination (UTME) and obtain the required score at the Post UTME screening exercise of the University. In addition, faculty and departmental subject requirements must be satisfied for chosen/selected programme of study.

#### **2.2 Procedure for Registration of Fresh Students for Academic Activities**

All fresh students of the University must register for courses in their various programmes through the completion of relevant documents. Registration of fresh students will commence in the Admissions Office of the University and then completed in the



Faculties/Departments. The procedure for the registration of students is as follows:

### 2.2.1 Clearance and Registration Procedure

The under listed steps should be followed for Clearance and Registration.

- i. Buy an NDU acceptance e-pin slip from recommended banks.
- ii. Go to **http/clearance.ndu.acor**  
**http://www.ndu.ac/adminclear/** and click on admission/clearance procedure to complete the online clearance.
- iii. **Requirement documents for online clearance:**  
The following documents should be scanned in and attached in Jpeg/jpg format.
  - a. WAEC/NECO/SSCE/GCE/ETC (not more than two (2) Results).
  - b. A signed statutory declaration of good behavior.
  - c. Two (2) signed attestation letters addressed to:  
THE REGISTRAR  
NIGER DELTA UNIVERSITY  
WILBERFORCE ISLAND  
BAYELSA STATE, NIGERIA
  - d. Birth certificate/Age declaration
  - e. Local Government Area Identification letter
- iv. **Required Documents for Verification at NDU**
  - a. Original copy of NDU admission letter
  - b. Original JAMB admission letter printed from JAMB website.
  - c. Signed acceptance form
  - d. All originals of documents used for the online clearance.

- v. The following documents are issued after a successful completion of the online registration and verification process:
  - a. A Personal Data Form;  
Take the Personal Data Form to the Examinations and Records Department for signature.
  - b. A Clearance Certificate;  
Take the Clearance Certificate to the Admissions Officer for signature.
  - c. An NDU School Fee e-Teller;  
Take the NDU School Fee e-Teller to the bank for payment and obtain an NDU School Fee Receipt from the Bursary.

**NOTE:**

**School fees should not be paid until you have completed your online clearance and verified your documents at the Admissions Office.**

- vi. Proceed to the Faculty/Department for registration.
- vii. Make at least five (5) photocopies each of the Admission/Clearance/Verification/Registration and the relevant personal documents and submit to the following:
  - a. EXAMINATIONS AND RECORDS DEPARTMENT
  - b. YOUR CLEARANCE OFFICER
  - c. YOUR FACULTY
  - d. YOUR DEPARTMENT
  - e. KEEP A COPY FOR YOURSELF.
- viii. **ONLINE COURSE REGISTRATION PROCESS**
  - a. Buy an e-Pin for online course registration at the Bursary Department

- b. Go to any Internet Café to process your online registration.
- c. Print out the online Course Enrolment form from the internet.
- d. Proceed to your faculty for other registration processes.

**Note:**

It is only when the student course enrolment forms have been completed and duly signed by appropriate officers and the student's particulars entered in the student list that registration would be deemed to have been duly completed. Students who do not complete all the steps indicated above would not be issued matriculation numbers. A student without a matriculation number is not a bona-fide student of Niger Delta University and would not be allowed to take lectures and write examinations. It is important to emphasize that the clearance and registration exercises last for **only three (3) weeks**.

The foregoing procedures are subject to modification.

### 2.2.2 Procedure for Collection of Original Certificate

- Students must ensure correctness of their names they came in with through JAMB at the Faculty level before graduation. The order of name writing must be: surname (uppercase) with a comma, followed by other names (lowercase) – no initials. Example: EMMANUEL, Inemo Jeremiah.
- Students must obtain their original GCE/ WAEC/ SSCE/ NECO results from their respective secondary schools before proceeding for clearance and collection of original certificates.

- At the point of collection of original certificate(s), graduands are expected to produce originals of the following items for sighting and three photocopies each for documentation in the Senate Office.
- Convocation receipt
- Statement of result (for those who did manual clearance).
- Alumni receipt
- O'level original WAEC/NECO/GCE results
- Application letter for collection of original certificate, addressed to the Registrar, Niger Delta University.

**Note:** No complaint of loss of any of the above mentioned documents would be entertained, except backed up with sworn affidavit and newspaper publication. The foregoing procedures are subject to modification.

### **2.3 Deferment of Admission**

A fresh student may apply to Senate through the Registrar for deferment of admission before matriculation. Applications for deferment not submitted before matriculation shall not be considered and the Provisional Admission shall be deemed to have been cancelled. Application for the deferment of admission is subject to the approval of Senate. Deferment shall be valid for only one academic year, this may be allowed for an additional year and the prevailing charges must be paid in order to commence the course of study in the case of any increases in fees/charges.



#### **2.4 Registration of Returning Students**

All returning students of the University are required to register for the prescribed courses in their Faculty/Department every academic session. Students are expected to complete their registration **within two (2) weeks** from the date of commencement of the First Semester in the Academic Session.

#### **2.5 Late Registration**

The University allows two (2) weeks after the end of normal registration for late registration. Late registration attracts a fee of two thousand (₦2,000.00) naira for fresh students and four thousand (N4,000.00) naira for returning students. N/B: These charges are subject to change from time to time.

#### **2.6 Continuous Registration of Studentship**

Every student is required to complete registration for courses every academic session throughout the period of studentship. A student who fails to register for courses in any academic session without approval from Senate on account of Suspension of Studies or Rustication will be deemed to have voluntarily withdrawn from the University.

#### **2.7 Registration at other Essential Units**

Students are also required to register in the following essential units of the University upon presentation of evidence of payment of school fees to qualify to access the services provided by these units.

- (i) University Health Centre,
- (ii) University Library,
- (iii) Hostel

(iv) Entrepreneurship, etc.

### **2.7.1 Health Centre**

Every student is required to register with and undergo a medical examination at the University Health Centre.

### **2.7.2 University Library**

All students are required to register with the University Library every academic session and have a University Library Card.

### **2.7.3 Hostels**

Information on hostel accommodation is available at the Student Affairs Department.

## **2.8 Certificate Verification**

There shall be verification of certificates and credentials submitted to the University during the period of studentship in the Niger Delta University. Students alleged to have submitted falsified certificates and credentials shall appear before the Senate Students Disciplinary Committee (SSDC) and expelled from the University at any level of study if found culpable.

## **2.9 Withdrawal of Degree/Diploma/Certificate**

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

## 2.10 **Change of Name**

The Niger Delta University no longer accept approved request for change of names. Students must graduate with and bear the same name(s) which they were admitted and cleared into the University while registering at the 100 level, in line with Senate's decision.

## **CHAPTER THREE**

### **ACADEMIC REGULATIONS**

#### **3.0 Introduction**

A number of academic regulations are in place for the conduct and guidance of students in academic matters.

#### **3.1 Eligibility for Registration for Courses**

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

#### **3.2 Enrolment for Courses**

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

#### **3.3 Concurrent Enrolment**

Students are not permitted to enroll concurrently in programmes of study either in the Niger Delta University or in other educational institutions.

#### **3.4 Class Attendance**

Attendance at lectures, tutorials, studio, laboratory, workshop and practical sessions, etc is compulsory and **Five (5) marks of the Continuous Assessment (CA) may be attributed to class attendance.** Every student is required to meet a minimum of 75% class attendance in

order to qualify to write examination in a given course. A student who has not met 75% attendance is disqualified from writing the final examination and will be deemed to have failed the examination.

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

### 3.5 **Attendance Register**

All registered students of the University are expected to attend all scheduled classes, including tutorials, laboratory work, and field trips. Student attendance at scheduled classes/tutorials shall be taken at every class/tutorial session and counter-signed by the Lecturer in-charge. Attendance Registers for every course will be cross-checked by the Head of Department from time-to-time.

### 3.6 **Duration of Semester**

The duration of a semester shall normally be eighteen (18) weeks, of which three (3) weeks shall be reserved for the conduct of the end of semester examinations.

### 3.7 **Suspension of Studies**

A registered student may for good cause (e.g. ill-health, financial constraints) seek the approval of Senate for Suspension of Studies through his/her Faculty/Department. **Suspension of Studies when granted shall be for one (1) academic session only. An extension of Suspension of Studies beyond one academic session shall require the**

**further consideration of Senate.** A Suspension of Studies without Senate's approval shall be null and void.

3.8 **Resumption of Studies**

A student who wishes to resume studies after a period of Suspension of Studies **shall apply not later than two months before the beginning of the Session by completing and submitting a Resumption of Studies form.** The evidence of Senate's approval for suspension of studies should be attached to the completed Resumption of Studies form obtainable at the departmental offices.

3.9 **Continuous Assessment**

Final assessment of students' work includes Continuous Assessment and this shall constitute not more than 30% of the total assessment of the course. Every student must partake in the continuous assessment.

3.10 **Final Examination**

There shall be a Final Examination for each registered course at the end of every Semester. The Final Examination shall constitute 70% of the total score in the course. Failure to write the final examination without Senate approval shall attract an "F" grade.

3.11 **Absence from Examination(s)**

A student, who absents himself/herself from scheduled examination(s), will be deemed to have failed the examination(s).

A student may however be absent from examination(s) with permission from the Senate. Such permission can only be granted by the Senate following a formal application by the student to the Senate through his/her Dean of Faculty and Head of Department.

If a student is absent from examination(s) on permission, he/she will be allowed to write the examination(s) at the next available opportunity. The units of the course(s) shall not be used to compute students CGPA in the semester in question.

### **3.12 Requests for Reassessment**

A student may request for a reassessment of the quality of his/her work in a course examination during the semester not later than two weeks after publication of Provisional Results by Faculties. When a student makes such a request, he/she shall pay a reassessment fee of five thousand (~~N~~5,000.00) naira which is subject to review from time to time. The application for reassessment shall begin only after presentation of evidence of payment. The fee is refundable only if the appeal is successful. The report of the reassessment should be forwarded to Senate through the Faculty Board for consideration.

### **3.13 Student Academic Workload**

All full-time students shall take a minimum of 15 credit units and a maximum of 24 credit units per semester.

A Student may apply to the Faculty Board through the Head of Department to take less or more than the



prescribed limit (provided it is not less than 9 units and not more than 30 units). In cases where the total units to be taken is less than 9 units or more than 30 units, the approval of Senate must be obtained.

**N/B where the requested unit is above 30 units the added units must not translate into more than one (1) course.**

3.14 **Academic Counseling**

Students will be assigned Academic Advisors in their departments who shall counsel them on academic matters and other university requirements and regulations. It is the responsibility of the student to take full advantage of this service.

3.15 **Definition of a Credit Unit**

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

3.16 **Grading System**

Students' academic work shall be assessed at the end of every semester using the following numerical scores and letter grades. The final classification of degrees shall also be in accordance with the students' final CGPA.

I

| <b>MARK %</b> | <b>LETTER GRADE</b> | <b>POINTS</b> |
|---------------|---------------------|---------------|
| 70-100        | A                   | 5             |
| 60-69         | B                   | 4             |
| 50-59         | C                   | 3             |
| 45-49         | D                   | 2             |
| 40-44         | E                   | 1             |
| 0-39          | F                   | 0             |

II For students admitted into the University from the 2013/2014 academic session the following grading system shall apply:

| <b>MARK %</b> | <b>LETTER GRADE</b> | <b>POINTS</b> |
|---------------|---------------------|---------------|
| 70-100        | A                   | 5             |
| 60-69         | B                   | 4             |
| 50-59         | C                   | 3             |
| 45-49         | D                   | 2             |
| 0-44          | F                   | 0             |

III **Incomplete Grade (I)**

A student may earn an Incomplete Grade in a course if all the requirements of the course have not been met.

If the incomplete grade is not remedied at the next examination for the course, the student shall be assigned an “F” grade.

#### IV **Points for Letter Grades**

For the purpose of computing the academic standing of students at the end of every semester, the letter grades earned by students shall have the following points: A = 5; B = 4; C = 3; D = 2; E = 1 and F = 0.

For students admitted into the University from the 2013/2014 academic session, the Points for Letter Grades are: A = 5; B = 4; C = 3; D = 2 and F=0.

#### V. **Grade Point (GP)**

A Grade Point for each course is the product of the points associated with a letter grade and the course unit. e.g. a student who has a 'B' grade in a 3 unit course has a grade point of  $4 \times 3 = 12$  because the letter grade for 'B' is 4 and being a 3 unit course the product is 12 i.e.,  $(4 \times 3)$ .

Units of courses in which a grade of 'I' is earned are excluded from grade-point computation for the semester in which the 'I' is earned. Upon removal of grade 'I' or if 'I' changes into an 'F' grade, the units are included in the subsequent cumulated grade point averages.

#### VI. **Total Grade Point**

The total grade point is the sum of all the grade points in all the courses in a given semester.

## VII **Grade Point Average (GPA)**

The Grade Point Average is calculated by dividing the sum of the grade points for every course in the semester by the total units attempted in a given semester.

$$\begin{aligned} \text{GPA} &= \frac{\text{Total Grade Points in a semester}}{\text{Total Units attempted in the semester}} \\ &= \frac{\Sigma \text{Grade Points in a semester}}{\Sigma \text{Units attempted in the semester}} \end{aligned}$$

## VIII **Cumulative Grade Point Average (CGPA)**

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

## IX **Repeat Course Grade**

When a student re-registers for and actually repeats a failed course and takes the examination in the course, he/she should be credited with the actual grade scored in the repeated examination. The new grade earned in a repeat course does not replace the 'F' grade in the student's record.

### 3.17 **Clear Standing**

A student is said to be on clear academic standing, if he/she has at least an E grade or a D grade ( for students admitted into the University from the 2013/2014 academic session) in all courses attempted in the University.

### 3.18 **Academic Probation**

A student shall be placed on Academic Probation if he/she fails to maintain a minimum CGPA of 1.00 at the end of the session in his/her 100 level of study or at the end of the 1<sup>st</sup> semester in subsequent levels. The probationary status of a student shall be reversed if the student maintains a CGPA of at least 1.00 or 1.50 (for students admitted into the University from the 2013/2014 academic session) in any subsequent semester after the first year. The responsibility to reverse the probationary status rests with the student.

A preliminary notice of poor academic standing shall be given to a student on academic probation in writing by the University.

### 3.19 **Withdrawal for Academic Failure (WAF)**

A student shall be required to withdraw from the University for Academic Failure if he/she at the end of any session fails to maintain a CGPA of at least 1.00 or 1.50 (for students admitted into the University from the 2013/2014 academic session). However, this rule shall not apply to 100 level students.

A student in his/her final year of study who also fails to make a minimum CGPA of 1.00 or 1.50 (for students admitted into the University from the 2013/2014 academic session) may be allowed to continue studentship and register for courses in the following year on concessional grounds only. Such student who fails to make a minimum

CGPA of 1.00 or 1.50 (for students admitted into the University from the 2013/2014 academic session) in the concessional year shall be asked to withdraw from the University.

A student who fails to obtain a passing grade in a minimum of 40% of courses registered in the session shall also qualify for withdrawal from the University for Academic Failure. This rule applies to students at all levels including 100 level students.

However, a student in his/her final year of study who fails to obtain a passing grade in a minimum of 40% of courses registered in a session shall be allowed to continue studentship and register for courses in the following session on concessional grounds only. A student who fails to obtain a passing grade in a minimum of 40% of courses registered in the concessional year shall be asked to withdraw from the University for Academic Failure.

### 3.20 **Inter/Intra-Faculty Transfer**

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

A student seeking to transfer shall complete the Inter-Faculty Transfer Form and submit same to the Head of Department from which the student is seeking transfer.

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

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

### 3.21 **Transfers from other Institutions**

Students currently registered in any full-time programme in other Universities may transfer their programme of study to a related programme in the Niger Delta University at the beginning of new academic session, provided that they have a minimum CGPA of 3.00.

Duly completed application forms along with the applicants' transcripts shall be submitted to the Registrar at least two (2) months before the commencement of the Session. There shall also be an attestation that the applicant was not dismissed for misconduct from other Universities. Inter-University Admissions shall be considered by the Committee of Provosts and Deans (CPD) based on the recommendations of the appropriate Faculty Boards and students from other institutions would not be placed beyond the 200 level in the Niger Delta University.



### 3.22 **Transfer of Credit Units from other Institutions**

Students transferring from other recognized universities may be credited with units for courses successfully completed and which satisfy the course requirements of the programme for which the student is registered at the Niger Delta University. The units and grade awarded shall be applied appropriately in the relevant desired degree programme. A transfer student shall not normally be credited with more than 65 units for courses taken in other universities.

### 3.23 **Publication of Results**

All Senate approved results shall be published in the University online portal. However, Faculty Boards may publish the provisional results of students after Faculty Boards' consideration. Senate approved student results may be made available to parents/guardians at the end of every academic session.

### 3.24 **Duration of Programmes**

A student in a four-year degree programme shall normally be expected to complete the programme in eight (8) semesters, but may be allowed to continue for a total of twelve (12) semesters and still qualify for a classified degree provided he/she maintains a CGPA of 1.00 or 1.50 (for students admitted into the University from the 2013/2014 academic session) and above. **However, a student who is unable to complete the programme in twelve (12) semesters may be allowed to continue for an additional two (2) semesters but shall be eligible for a**

**pass degree only** irrespective of the student's CGPA.  
**Note:** All students admitted into the University from the 2013/2014 session to pursue four year degree programmes are required to complete their programmes in a maximum of twelve (12) semesters. Students who cannot complete their programme of study within the maximum allowed period would be withdrawn from the University for Academic Failure.

A student in a five-year degree programme shall normally be expected to complete the programme in ten (10) semesters, but may be allowed to continue for a total of fourteen (14) semesters and still qualify for a classified degree provided he/she maintains a CGPA of 1.00 or 1.50 (for students admitted into the University from the 2013/2014 academic session) and above. **However, a student who is unable to complete the programme in fourteen (14) semesters may be allowed to continue for an additional two (2) semesters but shall be eligible for a pass degree only** irrespective of the student's CGPA.

**Note:** All students admitted into the University from the 2013/2014 session to pursue five year degree programmes are required to complete their programmes in a maximum of fourteen (14) semesters.  
Students who cannot complete their programme of study within the maximum allowed period would be withdrawn from the University for Academic Failure.

### 3.25 **Status of Courses**

All courses in the various degree programmes of the Niger Delta University are classified as follows:

- i. Compulsory Courses
- ii. Required Courses
- iii. Elective Courses

#### **i. Compulsory Courses**

These are courses that must be registered for in a given programme of study and for which the student must earn a pass grade to meet graduation requirements.

#### **ii. Required Courses**

These are prescribed and specific courses that students in specific disciplines must register for and may not have to earn a pass grade but must earn a minimum score of 30% to meet graduation requirements.

#### **iii. Elective Courses**

Elective courses are usually optional in nature. These are courses that broaden the students' understanding in particular aspects of specific disciplines. These courses also enable students to make up graduation requirements in term of credit unit and pass grades must be earned in them.

### 3.26 **Graduation Requirements for Bachelor's Degree**

In order to qualify for the Bachelor's degree of the Niger Delta University, students must:

- i. earn a pass grade in supervised industrial work experience (SIWES) where applicable;
- ii. earn a minimum CGPA of 1.00 or 1.50 (for students admitted into the University from the 2013/2014);
- iii. earn a minimum of 150 units including SIWES for a five-year programme or 120 units for a four year programme;
- iv. A transfer student must earn a minimum of 60 units for a four-year programme or 90 units for a five-year programme in Niger Delta University;
- v. a passing grade is required in all compulsory courses of a programme;
- vi. a minimum score of 30% must be obtained in required courses; and
- vii. a student may take some elective courses to meet graduation requirements in which pass grades must be obtained.

### 3.27 **Final Classification of Degrees**

For the purpose of final classification of degrees, a student should have achieved one of the following CGPAs:

| <u>CGPA</u> |      |   | <u>CLASS OF DEGREE</u>        |
|-------------|------|---|-------------------------------|
| 4.50        | 5.00 | - | First Class                   |
| 3.50        | 4.49 | - | Second Class(Upper Division)  |
| 2.40        | 3.49 | - | Second Class (Lower Division) |
| 1.50        | 2.39 | - | Third Class                   |
| 1.00        | 1.49 | - | Pass                          |

For students admitted into the University from the 2013/2014 academic session the CGPAs are as follows:

| <u>CGPA</u> |   | <u>CLASS OF DEGREE</u>        |
|-------------|---|-------------------------------|
| 4.50 5.00   | - | First Class                   |
| 3.50 4.49   | - | Second Class(Upper Division)  |
| 2.40 3.49   | - | Second Class (Lower Division) |
| 1.50 2.39   | - | Third Class                   |

## **CHAPTER FOUR**

### **LIBRARY SERVICES**

#### **4.0 Introduction**

The Niger Delta University provides library services for the general and research needs of its staff and students. The University operates a central and decentralized library structure.

#### **4.1 Admission of Library Users**

The Library is opened to only registered users. Fresh students are required to register at the library by paying the prescribed fees and completing the necessary documentation. Registration is renewable at the beginning of every session and returning students must register with their old identity cards and loan tickets. Lost library cards and/ or tickets are replaceable on payment of the prescribed charge. Prescribed Library charges are subject to review from time to time.

#### **4.2 Eligibility for Use of the Library**

Students, staff and the entire community of the University, members of the University Governing Council, and Researchers authorized by the University, are eligible to use the University Library.

Although the library is open to all persons identified above, only persons registered with the library will be permitted to use the library facilities. Users are required to

have their library identity cards anytime they want to use the library.

#### 4.3 **Specialized Services**

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

- i) Binding of materials;
- ii) provision of e-library services: downloading and printing of materials;
- iii) compilation of bibliographies and reading lists for staff and students;
- iv) provision of newspapers, journals, and magazines in the serial section ;and
- v) photocopying services.

#### 4.4 **Library Hours**

The library is open to students and other members of the University at the following hours;

Monday - Friday:        8.00 am   6.00 pm

Saturday:                10.00 am 2:00 pm

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

#### 4.5 **Library Regulations**

A number of regulations are in place to guide the use of the library.

**i. Borrowing of Library Materials**

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

**ii. Loan Period and Number of Books**

Senior staff may borrow books available for loan for a period of one month, while the loan period for students and other users on special permission is two weeks.

Periodicals, bound and unbound, may be issued on loan to staff for a specified period of time.

Staff may borrow up to four different books at a time, while students are allowed to borrow up to two different books upon the acquisition of a library card or loan ticket. Reference books may not be removed from the library without the express permission of the University Librarian.

**iii. Identity Cards**

Users are required to present their library identity cards on demand.

**iv. Penalties for Non-return of Books**

All library materials must be returned or renewed promptly on the due dates or following a recall notice from the University Librarian or before the user goes on vacation, on leave, leaves the service of the University or withdraws/graduates from Niger Delta



University. Failure to do so will attract a fine of ₦10.00 per book for each day the book is overdue, or ₦5.00 an hour per book in the reserved books collection, or any amount as may be approved by the University Library Committee from time-to-time. Library materials that are recalled by the University Librarian are charged at the rate of ₦10.00 a day, while a fine of ₦150.00 is imposed for replacing any lost ticket by a user.

v. Mutilation and stealing of library materials are punishable offences.

#### 4.6 **User's Responsibility**

Loan tickets are not transferable. Accordingly, loss of tickets must be reported promptly to the University Librarian. It should also be noted that borrowers in whose names, according to library records, book(s) have been issued, will be held responsible for any loss or damage of the book(s) in question. They will also be required to pay the cost of replacing such books.

#### 4.7 **Safety of Materials**

Every user is personally responsible for the safety of materials that he/she borrows with his/her ticket from the time they are checked out till when they are returned to the library.

#### 4.8 **Conduct**

- i. Every user of the library is expected to be of good conduct and is urged to bear in mind that smoking, eating, drinking and use of mobile phones is prohibited in the Library.
- ii. Children under the age of 8 and pets are not allowed into the library.
- iii. Library users must use prescribed entrances and exits only.
- iv. Silence must be maintained in the library at all times.
- v. Seats should not be reserved in the library for personal and other uses.
- vi. Library users must not in any way mark, tear or damage books, documents, periodicals, furniture, etc, belonging to the library. Any user who damages a book should not attempt to repair it but rather report such damage to the library staff on duty when the book is returned.
- vii. Users leaving the library must present books and files to the staff on duty for checking.
- viii. Books and periodicals consulted should be left on the tables or trolleys provided. No attempt should be made to reshelv them.
- ix. Reading Carrels and Chairs should not be removed from their positions.
- x. Users are not allowed to make noise with electrical appliances or equipment in the Library.

#### 4.9 **Suspension for Violation of Library Regulations**

The University Librarian shall have the right to suspend any person from using the library for violation of the foregoing rules, pending an investigation by the Library Committee.

#### 4.10 **Loan of Material(s) during Vacation/Leave**

A vacation loan may be authorized on special permission granted to staff/student. **Persons requesting vacation loans or special permission must complete the appropriate forms for consideration by the University Librarian.**

#### 4.11 **Books on High Demand**

The Circulation Librarian has the discretion to restrict the loans of particular books that are on high demand in the interest of the majority of the users.

#### 4.12 **Miscellaneous Provisions**

The following miscellaneous provisions also apply in the use of the Library:

##### **a. Forgotten Items**

Items forgotten in the library will be collected and will be in the janitor's custody until the library closes for the day and subsequently transferred to the appropriate place so designated by the university.

##### **b. Prohibited Items**

Bags, brief cases, overcoats/raincoats and umbrellas should not be brought into the reading areas of the

library. They should be deposited in lockers provided at the entrance to the reading halls.

**c. Suggestions/Complaint Box**

Suggestions/Complaints regarding the operations of and facilities in the library may be dropped in the suggestion box at the main library loan counter.

## CHAPTER FIVE

### RULES GUIDING THE CONDUCT OF EXAMINATIONS

#### 5.0 Introduction

There are rules that guide the conduct of examinations in the Niger Delta University.

#### 5.1 General Rules

##### i. Examination Time-Table

The conduct of Examinations shall be guided by the Time-Table issued by the appropriate University Time-table Committee. It is the responsibility of each student intending to take any university examination to ascertain the date, time and venue of the particular examination as indicated in the Examinations Time-Table.

- ii. Students must present themselves at the Examination venue thirty (30) minutes to the scheduled time of commencement of the Examination.
- iii. Students will not be admitted into the Examination hall after the Examination has been in progress for more than thirty (30) minutes. Students will not be allowed to leave the Examination hall during the first thirty (30) minutes and the last fifteen (15) minutes of an Examination.
- iv. Students will not be permitted to start an Examination until formally instructed to do so by the Examiner/invigilator in-charge of the Examination. Candidates wishing to leave the Examination hall must obtain the express permission of the Examiner/Invigilator.

- v. Any student permitted to leave an Examination hall temporarily must handover his/her question paper(s) and answer script(s) to the Examiner/Invigilator and must be accompanied to such destination by the Examiner/Invigilator or a person appointed by the Examiner/Invigilator.
- vi. The use of mobile phones, smart watches any mobile communication devices, electronic programmable calculators, information storage devices, calculator instruction manuals, textbooks, atlases, lectures notebooks, etc. shall not be allowed in the Examination halls.
- vii. Students may only take printed materials or manuscripts into an Examination hall when it had been previously announced by the Examiner and when it is stated in the instructions of the question paper that such materials may be used.
- viii. All briefcases and other materials not associated with the Examination must be deposited at a designated place in the Examination hall. Students will, however, be allowed to use their own mathematical instruments/tables and such other aids for drawing as the Examiner/Invigilators may permit.
- ix. Students must sit at the desks assigned to them by the Invigilator. The University will not condone any swapping of seats by students.
- x. It is compulsory for students to sign the Examination Attendance Register when the Examiners/Invigilators present it to them during the Examination. It is the responsibility of the student to ensure that he/she duly

signs the Examination Attendance Register before leaving the Examination hall.

- xi. Students must ensure that their answer scripts are handed over to the Examiner/ Invigilator before leaving the Examination hall.
- xii. The acts of smoking, chewing of gums and the consumption of food and drinks are not permitted during Examinations.
- xiii. All questions in written Examinations must be answered in simple and correct English unless instructions on the question paper state otherwise.
- xiv. It is an offence punishable by **expulsion** from the University for any student to prevent other student(s) from taking scheduled University Examinations or cause obstruction to the Examination process.
- xv. Any graduate of Niger Delta University caught in any examination in the University, aiding/abetting a student will have his/her certificate withdrawn, after facing the Senate Students' Disciplinary Committee.
- xvi. Any student from any other institution of higher learning caught in any examination in the University, aiding/abetting a student will be handed over to the security agencies and reported to his/her own institution for disciplinary action.

## 5.2 **Procedure for the Handling of Suspected Examination Malpractice Cases**

The following procedures shall apply in handling all suspected cases of Examination Malpractice in the University:

a. if an invigilator suspects that a student has committed an examination malpractice offence, the attention of another invigilator if available should be drawn to the suspicious circumstance(s).

If any student suspects that there is misconduct on the part of any other student(s), he/she should alert the invigilator(s);

b. the invigilator(s) should approach the suspected student and inform him/her of the suspicion, and give the student an opportunity to make a written statement in the prescribed Examination Malpractice Form. Failure of the student to complete the Examination Malpractice Form shall also constitute an offence;

c. the invigilator(s) should confiscate the student's answer script and allow the student to continue the Examination on a new booklet after the documentation of the offence. If any unauthorized material is found with the student, it should be confiscated by the invigilator(s) and tendered in evidence against the student. Under no circumstance should the student's answer script be torn or mutilated by the invigilator;

d. the invigilator(s) should make a written report of the incident to the Chief Examiner, who is the Head of Department within twenty-four (24) hours; or next working day, if it occurred on a Friday or a day before a public holiday.

e. written accounts of the incident by the invigilator, any unauthorized materials confiscated by the invigilator(s),



the names of other student witnesses (if any) and the student's statement must be submitted under confidential cover by the Chief Examiner to the Dean of the Faculty within twenty-four (24) hours after receipt of the report of the case from the invigilator(s); or next working day, if it occurred on a Friday or a day before a public holiday.

f. the Dean shall forward the report to the Senate Student Disciplinary Committee through the Vice-Chancellor within twenty-four (24) hours of receipt of the report from the Head of Department; or next working day, if it occurred on a Friday or a day before a public holiday.

g. if during the marking, moderation or collation of Examination scripts/ materials, an Examiner or any member of staff suspects that malpractice had taken place, the Examiner or member of staff must report same to the Chief Examiner (Head of Department) in writing within twenty four (24) hours. If a prima facie case is established, the Examiner or member of staff must submit a written report with all relevant materials to the Dean through the Chief Examiner (Head of Department) within twenty four (24) hours. The Dean shall forward the report to the Senate Student Disciplinary Committee through the Vice-Chancellor within twenty-four (24) hours of receipt of the report from the Head of Department.

The affected student must be informed immediately of the allegation and made to submit a written statement;

- h. any student suspected to have been engaged in Examination malpractice will appear before the Senate Student Disciplinary Committee;
- i. the decision of the Senate Student Disciplinary Committee shall be conveyed to the student in writing,
- j. all cases of suspected examination malpractice must be disposed of within the shortest possible time;
- k. all materials confiscated from students in proven cases of malpractice shall be kept by the University until the punishment has been served.

## **CHAPTER SIX**

### **STUDENTS' NON-ACADEMIC MATTERS**

#### **6.0 Introduction**

In addition to the structured academic programmes of the Niger Delta University, students also engage in social, cultural, political, religious and other activities that contribute to their overall development. These activities are supervised by the Student Affairs Department.

#### **6.1 Student Affairs Department**

All non-academic matters pertaining to students of the Niger Delta University shall be handled under the auspices of the Student Affairs Department. These matters include Student Welfare, Halls of Residence, Student Unionism, Faculty/Departmental Associations, Social/Cultural/Religious activities, Student disciplinary matters etc.

##### **6.1.1 Responsibilities of the Student Affairs Department.**

The responsibilities of the Student Affairs Office include:

- i. advise the Vice-Chancellor on policies, regulations and other matters affecting the students;
- ii. help to develop and regulate student cultural/social activities;
- iii. develop student recreation and sports programmes;
- iv. supervise the award of financial aid and bursaries to students;
- v. develop procedures for administration of student discipline and avenue for appeal to the Vice-Chancellor;

- vi. assist with the setting up and administration of the Student Union;
- vii. assist student organizations to publish student journals, magazines and newsletters for internal circulation;
- viii. provide career information, guidance and counseling;
- ix. coordinate the mobilization of graduates of the University for the National Youth Service Corps (NYSC) programme;
- x. assist the University Administration in the orientation of fresh students;
- xi. organize and conduct Student Union elections; and
- xii. regulate and register all Student Associations, clubs and religious fellowships/societies annually to enable them operate legitimately.

#### 6.1.2 **Dean of Student Affairs**

The overall coordination of student non-academic matters is the responsibility of the Dean of Student Affairs, who shall be a senior member of the academic staff and, by virtue of this office a member of Senate.

The Dean of Student Affairs shall be responsible to the Vice-Chancellor and Senate. There shall also be a Sub-Dean of Student affairs to assist the Dean.

#### 6.1.3 **Student Affairs Officer**

There shall be a Student Affairs Officer who shall be responsible to the Dean, Student Affairs.

#### 6.2 **Student Affairs' Committees**

A number of committees also exist in the University which help to attend to students matters. These are:

- i. the Student Welfare Committee;
- ii. the Senate Student Disciplinary Committee;
- iii. the Student Disciplinary Committee of the Halls of Residence
- iv. the Hall Management Committees;
- v. the Joint Hall Management Committee and
- vi. the University Sports Committee.

#### 6.2.1 **Student Welfare Committee**

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

##### **Membership:**

- i. A representative of the Governing Council (Chairman)
- ii. Other appointed members of the Governing Council
- iii. The Registrar
- iv. The Dean, Student Affairs
  - v. The Director, Works and Services Department
  - vi. The Director, Health Services Department
- vii. The Chief Security Officer
- viii. All Hall wardens
  - ix. Three resident students appointed by the Student Union
- x. Student Affairs Officer (Secretary)

##### **Functions of the Student Welfare Committee:**

- i) to make recommendations to the Governing Council and advise the Vice-Chancellor and Senate on general policies regarding student welfare and governance.

- ii) to appraise student needs and related matters from time-to-time and make appropriate recommendations to the Governing Council, Vice-Chancellor and Senate.
- iii) to advise on arrangements relating to student feeding and services in the Halls of Residence.

### 6.2.2 **Senate Student Disciplinary Committee**

This is a Senate committee that handles all matters relating to student discipline in the university.

#### **Membership**

- (i) The Vice-Chancellor or his/her representative (Chairman)
- (ii) The Provost, College of Health Sciences or his/her representative
- (iii) The Registrar or his/her representative
- (iv) The Dean of Student Affairs
- (v) Two members representing the Senate
- (vi) The Dean, Faculty of Law or his representative
- (vii) The Chief Security Officer
- (viii) Two other academic staff appointed by the Chairman (one must be from the Faculty of Law)
- (ix) Two student representative (one of whom shall be a student union executive and the other a non-executive member) to be appointed from time-to-time by the Administration.

#### **Functions of the Senate Student Disciplinary Committee**

The functions of the Senate Student Disciplinary Committee are:

- (i) to investigate disciplinary cases involving students of the University and impose appropriate sanctions;
- (ii) to report concluded matters to the Governing Council and Senate for information. The Governing Council reserves the right to review the decisions of the Committee. Urgent cases may be treated with dispatch by the Vice-Chancellor on behalf of Senate;
- (iii) to make recommendations to Senate on any matter pertaining to the proper discipline of students of the University and,
- (iv) to consider any other disciplinary matter referred to it from time-to-time.

### 6.2.3 **Student Disciplinary Committee of the Halls of Residence**

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

#### **Membership**

- (i) The Dean of Student Affairs (Chairman)
- (ii) The Sub-Dean of Student Affairs
- (iii) The Registrar (or his representative)
- (iv) The Director of the University Counseling Unit
- (v) The Hall Warden of the affected student
- (vi) The President of the Student Union
- (vii) The Director of Welfare of the Student Union
- (viii) The Hall Chairman and Hall Secretary
- (ix) An Administrative Officer in the Student Affairs Department (Secretary)

## **Functions of the Student Disciplinary Committee of the Halls of Residence.**

The functions of the Committee shall be:

- (i) to act as the Adjudicator in the first instance in all cases of infractions involving students in the Halls of Residence
- (ii) to receive and investigate cases referred to it by the Vice-Chancellor
- (iii) to refer cases to the Senate Student Disciplinary Committee as it may deem necessary.

### **6.2.4 Hall Management Committee**

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

#### **Membership**

- (i) The Hall Warden (Chairman)
- (ii) The Assistant Hall Warden
- (iii) The Hall Chief Porter
- (iv) The Hall Chairman
- (v) The Hall Secretary
- (vi) The Hall Social/Welfare Secretary
- (vii) The Sports Secretary
- (viii) The Hall Supervisor (Secretary)

#### **Functions of the Hall Management Committee**

The functions of the Committee shall be:

- (i) to take decisions on all hall matters, policies and improvement of the halls;



- (ii) to determine, from time-to-time and at the end of each semester, the damage done to hall property; identify the culprit(s) responsible for the damage and recommend appropriate charge/sanction and;
- (iii) in conjunction with the Dean, Student Affairs, prepare a budget for carrying out minor repairs, purchase of newspapers/magazine, acquiring indoor games, and hosting of hall annual dinner.

#### **6.2.5 Joint Halls Management Committee**

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

##### **Membership**

- (i) The Dean of Student Affairs (Chairman)
- (ii) The Chairmen of all the Hall Management Committees (Hall Wardens)
- (iii) The Student Chairmen of the Halls
- (iv) The President of the Student Union
- (v) The Director of Welfare of the Student Union
- (vi) An Administrative Officer in the Student Affairs Department. (Secretary)

##### **Functions of the Joint Halls Management Committee**

- (i) To ensure standardization and uniformity of policy in the Halls of Residence. The Joint Halls Management Committee shall meet at least twice in a semester.
- (ii) To supervise the collection and disbursement of approved hall dues from all bona fide students in the halls every session.

- (iii) Appraise the terms of reference of the various Hall Management Committees.
- (iv) To oversee the use and control of facilities in the halls.
- (v) To report any matter through the Dean of Student Affairs to the Student Welfare Committee.

## **6.2.6 The University Sports Committee**

### **Membership**

- (i) The Vice-Chancellor or his nominee (Chairman)
- (ii) Two (2) elected representative of Senate
- (iii) Two (2) members elected by congregation
- (iv) Director of Sports
- (v) Dean, Student Affairs
- (vi) Director of Sports (Student Union)
- (vii) Head of Department of Human Kinetics & Health Education
- (viii) Public Relations Officer
- (ix) Student Affairs Officer (Secretary)

### **Functions of the University Sports Committee**

- a) to serve as a governing body for sports in the University;
- b) to draw up a sports policy for the University;
- c) to prepare and supervise the expenditure of the sports budget,
- d) to be a final arbiter on sports disputes in the University;
- e) to oversee the functions and activities of the sports unit,
- f) to advise the Vice-Chancellor on sports activities in the University.
- g) to organize/facilitate sporting competitions amongst students in the University.

## CHAPTER SEVEN

### HALLS OF RESIDENCE

#### 7.0 Introduction

The University provides hostel accommodation for students in different Halls of Residence.

The Aims of providing hostel accommodation are:

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

Owing to the inadequacy of hostels, not all registered students can be accommodated in the University Halls of residence.

The University is not bound to provide residential accommodation on campus to all students.

All students not accommodated on campus are advised to make arrangements for accommodation off campus. Students may seek information from the Student Affairs Office on available accommodation in nearby communities.

#### 7.1 Eligibility for Hostel accommodation

All bona-fide and registered students of the Niger Delta University are eligible for hostel accommodation. Allocation of bed space is however done in the following order preference

- (i) 100 level students/fresh students;

- (ii) Final Year students;
- (iii) the Student Union executive;
- (iv) Hall officials (five in each hall);
- (v) Physically challenged students;
- (vi) Foreign students and
- (vii) Others.

**N.B.** The allocation of bed spaces to students shall be on the basis of first come first served.

#### 7.1.1 **Room Allocation**

7.1.2 All hall allocations are normally for the duration of one academic year.

7.1.3 Students on allocation of bed space will receive and sign for the appropriate keys. Items of furniture e.g. beds, mattresses, and wardrobes are provided by the University and students are required to inspect their rooms in the company of the Porter and to report any defect identified, in writing within 24hours to the Head Porter. Any defect discovered after this period shall be deemed to have been brought about by the occupants who shall be held financially liable. Permission to use any of the University facilities in the halls shall be obtained through the Porter.

7.1.4 All students allocated to the halls of residence shall submit, on registration, two passport-sized photographs for the Hall Album.

7.1.5 Where a final year student shares a room with any junior student, the final year student shall have first choice in the Occupation of a bed space and wardrobe.

- 7.1.6 A student who wishes to swap an accommodation with another student should apply to the Dean of Student Affairs for approval
- 7.1.7 Partitioning of rooms is strictly prohibited in the halls of residence.
- 7.1.8 Unauthorized swapping of bed spaces (intra-or-inter hall) between students is strictly prohibited. Residents who do so shall be evicted from the hostels.
- 7.1.9 Sale and procurement of bed spaces by students is strictly prohibited. Sellers and buyers do so at the risk of summarily being expelled from the University.
- 7.1.10 Illegal residency (squatting) in the halls is prohibited. Students who reside in the halls illegally and those who permit such residents shall be made to face appropriate disciplinary action.

7.1.11 **Expectant Mothers**

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

All expectant mothers who have been offered accommodation in the halls of residence shall report to the

hall warden/supervisor before taking up the accommodation. Expectant mothers are required to vacate the hall six weeks before their expected date of delivery. The University does not accommodate nursing mothers. The student is however free to come back to the hall any time after delivery but NOT with the baby.

## 7.2 **Hall Rules and Regulations**

Acceptance of hall accommodation by a student carries with it the obligation to abide by all conditions, rules and regulations which are subject to review by the University administration from time to time without notice.

The University is made up of a large number of students who come from various backgrounds. The University considers all students as mature individuals and hence a large measure of freedom is conceded to them. The regulations are therefore not only to protect this freedom but are also intended to provide students with vital information necessary for the dynamics of everyday life in the halls of residence. It is therefore, expected that law and order must be maintained to have a conducive atmosphere for harmonious living.

These rules and regulations and others as may be prescribed by the University Authority, are intended to regulate students in discharging their freedom and obligations in such a manner as to preserve the rights of other individuals in the University. Hence, the University administration is prepared to create conducive conditions and appropriate opportunities for students' well-being and productivity in the University community.

In order to have and maintain decorum and good communal living in the Halls of Residence, the following rules and regulations shall apply.

#### 7.2.1 **Absence from hall**

- a. Students shall not leave the Halls of Residence prior to the designated time for holiday, or before the official vacation date as stated in the University Calendar or Official Memo to that effect.
- b. No student may be away from the hall overnight without informing the hall porter. Students are required to sign an Absence from hostel form at the porter's lodge both on departure and on return.
- c. Students expecting to be away from the Halls of Residence for a night or longer, should inform the Hall Warden/Supervisor and obtain permission before departure. They must fill and submit the Absence from the Halls form before departure.
- d. A student may leave the Halls of Residence in an emergency. Such student shall make a written statement to the Porter on duty explaining the nature of the emergency and indicate the destination and probable duration of absence. Upon return, the student shall report to the Supervisor or Hall Warden.
- e. Students travelling out of the University shall sign the Exit Register before leaving the hostel.

#### 7.2.2 **Visitors to the halls**

- a. Anybody who is not a registered resident of a particular Hall of Residence is considered as a visitor.

- b. Visitors are allowed into the hostels only between the hours of 4:00pm and 8:00pm on weekdays, and 10:00am and 9:00pm on Saturday, Sunday and public holidays.
- c. All visitors to students must do so through the porter's lodge where the visitor's book must be signed.
- d. No visitor shall be allowed to spend the night in the hostels without permission.
- e. Female visitors are permitted in common rooms of male halls for purposes of approved hall functions and to attend meetings of registered student clubs, societies or other approved organizations. Similarly, male visitors are permitted in common rooms of female halls during such functions and occasions.

### 7.2.3 **Common Rooms**

- a. All hostels are provided with common rooms where residents can relax and receive visitors.
- b. Responsibility for the management of common rooms and games rooms and their respective facilities and equipment shall lie with the Hall Wardens.
- c. Request for the use of common rooms and games rooms, for functions must be sought and approval obtained from the Hall Wardens forty-eight (48) hours prior to the time the facility is needed. Hall wardens may, however, delegate powers to grant such authorization to the hall officials.

### 7.2.4 **Use of Hostel facilities**

- a. Applications for the use of Hostel facilities must be addressed to the Dean of Student Affairs through the



Hall Warden for approval. Such applications must be received not later than 72 hours prior to the time of the function.

- b. Students must exercise great care and responsibility in the use of all University facilities.
- c. Students must exercise great caution and responsibility in the use of all University property in their rooms, toilets and other places in the hall.
- d. Loss or damage to any installation/facility will be appropriately charged to the student(s) responsible.
- e. Where the culprit is unknown, the cost of repairs/replacement may be assessed and charged as general levy on all students in the affected hall.
- f. A student who misuses any equipment/installation in the rooms shall be reported to the hall porter/house keeper, hall officer/warden for necessary action.
- g. Furniture must not be removed from the rooms or exchanged between rooms.
- h. The custody of hall property and maintenance of order in rooms is the responsibility of the student(s) to whom the room is assigned.

#### **7.2.5 Use of electrical and other appliances**

- 1) Electrical appliances in the rooms, such as ceiling fans, electric sockets and lighting points should be used responsibly. If damaged, the student shall be surcharged;
- 2) Electrical appliances should normally be connected to wall sockets only, and never to lighting points. This rule must be strictly adhered to;

- 3) No alteration to any electrical installation in rooms is permitted. Students who tamper with any electrical fittings will be ejected/evicted;
- 4) Only radio or tape recorders are allowed into the rooms of the Halls of Residence. Such equipment should be used with a high sense of responsibility;
- 5) Students are urged to recognize that they **MUST NOT** operate their equipment in such a manner as to annoy or cause inconvenience to other members of the room/hall at any time;
- 6) The following items are prohibited from the rooms or the halls

- (1) Cookers (2) Hot plates (3) Coal pots (non-electrical)
- (4) Stoves or any cooking utensils (5) Amplifier (6) Loud speakers (7) Fridges (8) Television sets (9) Desk top computers (10) Photocopiers (11) Electrical kettles, water kettles and their like;

- 7) The following items may be used in the halls

- (1) \*C.Ds (compact disc) (2) \*Radio cassette players
- (3)\* Calculators (4)\*Fans (5) Laptops (6) Pressing iron (7) Electric heaters.

*(The asterisked ones can be used in the rooms, while the others can be used only at specified places in the common rooms).*

**N/B** Only 15 amps, 3 pin fuse and earth plugs must be used on all electrical appliances

### 7.2.6 **Health and Safety Regulations**

- (i) There shall be no parties in the rooms. Students may hold parties in the Common rooms by applying and obtaining permission from the Hall Warden.
- (ii) In the interest of the health of all residents in the halls, smoking is strictly prohibited. Any resident violating this regulation shall forfeit his/her room allocation.
- (iii) Students who fall ill should urgently seek medical attention at the University Medical Centre. A student suffering from an illness diagnosed as contagious must immediately vacate the hostel and return to the halls only when certified to be medically fit.
- (iv) The use of candles in the rooms is prohibited. When there is power outage, only torch lights or rechargeable lamps should be used.
- (v) Faulty electrical appliances, which may result in fire outbreak, must not be used in the halls.
- (vi) All incidents of fire should be swiftly tackled with the use of the available fire-fighting equipment and reported to the appropriate authority for investigation.
- (vii) Laundry activities in the halls must be done in approved designated areas only.
- (viii) Cooking is strictly prohibited in the halls. Cooking can however be done in the kitchen of hostels where such facilities exist. Any student found cooking in the rooms and other unapproved places shall be evicted from the halls and may never be considered for hostel accommodation for the rest of his/her stay in the University.
- (ix) Students are strongly advised to keep their rooms securely locked and the keys removed and deposited

at the porter's lodge any time they move out of their rooms. Students are also advised in their own interest not to keep valuables and large Sums of money in their rooms.

- 7.2.7 Students religious views should be personal and the view of others respected. The imposition of personal religious Views is strictly prohibited. Students are free to practice their respective religion. However, students in the halls must remember that religious observances and practices are essentially individual and personal. Offenders shall face appropriate disciplinary action.
- 7.2.8 The conduct of cultural, social and religious activities should be in such a manner that will not disrupt other activities in the university.
- 7.2.9 Any hall resident who, either by himself/herself or in collaboration with others (students or non-students) engage in religious activities deemed to disturb the peace of other residents shall be summarily evicted from the hall.
- 7.2.10 Students are advised to use bulletin boards in the halls with the greatest sense of responsibility. It is illegal to deface or otherwise remove notices placed on bulletin boards without authorization. Students posting or removing notices without authorization will be liable to disciplinary action.

### 7.3 **Offences and sanctions in the Halls of Residence**

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

- i. a student who absents himself/herself from the hall for more than 24 hours without genuine reasons shall be liable to appropriate disciplinary action as may be determined by the hall disciplinary committee;
- ii. any student who allows visitors to stay in the hall overnight without clearance from the hall warden shall be liable to suspension from the hall for one semester;
- iii. students who use electronics or musical instruments in such a manner to constitute nuisance shall have such equipment confiscated;
- iv. any student caught harbouring another student shall be evicted from the hall;
- v. any student involved in acts of arson shall be evicted from the hall and referred to the Senate Student Disciplinary Committee and handed over to the police;
- vi. any fire incident shall be swiftly investigated by the Student Affairs and Security Departments and students found culpable or liable shall be referred to the Senate Student Disciplinary Committee and handed over to the police;
- vii. any student caught stealing, pilfering or being in possession of item(s) not belonging to him/her, without genuine explanation shall be referred to the Senate Student Disciplinary Committee;
- viii. all cases of fighting shall be referred to the Senate Students' Disciplinary Committee;

- ix. use of weapons, chemicals, explosive, incendiary devices, etc, shall attract eviction from the Halls of Residence and the matter shall be referred to the Senate Students Disciplinary Committee and the police for prosecution;
- x. forgery, alteration, misuse or mutilation of documents, records identity card, etc, will lead to eviction from the halls of residence and student will be referred to the Senate Students Disciplinary Committee;
- xi. rioting or willful damage to University property or any misbehaviour capable of causing a breach of the peace will lead to eviction from the hall for one academic session and then culprit will be referred to the Senate Students Disciplinary Committee;
- xii. Violators of regulations guiding religious observations in the Halls of Residence shall face disciplinary action, which shall be determined by the Committee of Wardens;
- xiii. no indecent pictures, posters, postcards, cuttings, etc shall be displayed on the walls, doors and/or windows of rooms in the Halls of Residence. Defaulters will be evicted from the halls indefinitely and also face the Senate Student Disciplinary Committee;
- xiv. those found liable for the defacing of walls shall be made to repaint such defaced walls and referred to the Senate Students' Disciplinary Committee;
- xv. students causing electrical failure in a hall or part of a hall will be charged the cost of restoration of power and shall face further disciplinary action;
- xvi. all fixtures, fittings and furnishing must not be tampered with or modified in any way whatsoever.

Breach of this rule by any student will attract eviction from the halls;

- xvii. any student caught harbouring suspects shall forfeit his/her bed space, and other disciplinary actions may be taken against such student;
- xviii. littering of halls is an offence punishable by appropriate sanctions to be determined by the Hall Warden(s);
- xix. any student found coercing or luring others to join secret cults would face appropriate disciplinary actions

#### **7.4 Vacation of Residence/Return of University Property**

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

- 7.4.1 Students must vacate the halls not later than 12noon of the following day on which the University officially closes except with the permission of the University authorities.
- 7.4.2 Students are not allowed to remain in the Halls of Residence during vacation. If for any reason an exception is made to this rule, a specified charge for a day for bed space shall be paid in advance in the Bursary and receipt presented to the Student Affairs Department for clearance. Authorization to stay may be obtained from the Dean, Student Affairs.

7.4.3 Postgraduate students engaged in research shall be allowed to retain their bed spaces during vacation on payment of the prescribed fee. Authorization to stay should be obtained from the Dean, Student Affairs.

## 7.5 **Security and Sanitation**

A number of security measures and sanitation requirements have been put in place for the efficient administration of the Halls of Residence.

### 7.5.1 **Locking of Doors**

- i. All student rooms must be locked and the keys deposited at the Porters' lodge when occupants are leaving their rooms. Hall cleaners, who use duplicate keys provided by Porters to gain access to rooms in the absence of occupants, should return the keys after cleaning. If more than one student occupies a room, the last student to leave the room should take responsibility for locking the door and depositing the key at the Porters lodge.
- ii. All doors to the Hall shall be closed between 12 midnight and 5:30am every day.
- iii. Students returning to their halls after 12midnight except in exceptional cases shall be required to sign the Late-comer's Register. A student whose name appears in this Register for more than three times in one semester shall forfeit his/her accommodation.

### 7.5.2 **Safety of Valuables and Personal Property**

The University does not accept responsibility for any loss of personal property in the Halls of Residence. Students are therefore, advised not to bring valuable and expensive



personal items into the halls. Students should not leave personal property in their rooms during vacation without a written permission from the Hall Warden.

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

### 7.5.3 **Cleanliness and Sanitation**

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

- i. All residents of the halls are required to participate in the weekly environmental/sanitation exercise scheduled for every Saturday. Residents of the halls who continuously refuse to participate in the exercise without cogent reason shall be evicted from the Halls of Residence.
- ii. Litter baskets are provided in the halls; students are advised to make use of receptacles provided to dispose their trash or wastes.
- iii. Wastes should be properly disposed of in the designated places. Sanitary pads must not be disposed of in toilets but wrapped and disposed of in designated places.
- iv. There shall be no bathing in unauthorized places.
- v. Domestic animals and pets are not allowed in and around the halls of residence.

### 7.6 **Miscellaneous Provisions**

#### 7.6.1 **Alcohol and Drugs**

- i. No alcoholic beverages are allowed in student halls of residence. Consumption of alcoholic beverages is strictly prohibited within the halls of residence. The University Administration shall discipline students whose drunkenness and disorderly behavior constitute a breach of the peace.
- ii. The use or possession of banned drugs and substances shall be grounds for immediate expulsion from the University. Such cases may also be reported to the Police.

#### 7.6.2 **Ill-Health**

Students, who are ill, should report to the University Health Centre. Students, who are seriously ill and are unable to report at the Health Centre, should send for the Porter on duty as soon as possible to be assisted to the Health Centre.

#### 7.7 **General Regulations**

- i. The hall staff shall search all bags/luggage being taken into or out of the halls at any time.
- ii. No student shall molest or obstruct the Hall staff in the course of performing their duties. Any student who obstructs a hall staff shall face the Disciplinary Committee and will be liable to being evicted from the Hostel/Halls.
- iii. All complaints relating to student welfare shall be directed to the Dean, Student Affairs.

## 7.8 **Rebate**

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

## 7.9 **Administration of the Halls of Residence**

The Dean, Student Affairs shall be in charge of the general administration of the Halls of Residence.

The Dean, Student Affairs shall have responsibility for ensuring that law and order are maintained within the precincts of the halls. The University Administration shall take lawful actions at all times to ensure that peace is maintained to promote and protect the safety and welfare of students and staff resident within the halls.

A number of Officers assist or work in conjunction with the Dean of Student Affairs to oversee the day-to-day administration of the Halls of Residence.

These include:

- (i) Hall Wardens;
- (ii) Assistant Hall Wardens;
- (iii) Hall Supervisors;
- (iv) Porters;
- (v) Hall workers and
- (vi) Student Hall Officers

### 7.9.1 **Hall Wardens**

The Hall Warden is appointed by the Vice-Chancellor on the advice of the Dean, Student Affairs from among the Senior Academic and Administrative staff of the

University. The Warden is responsible for the general administration of the hall including general student welfare, staff matters, finance, etc.

### 7.9.2 **Hall Officers**

For the smooth management of the Halls of Residence, Hall Officers will be elected from amongst the students for each hall as follows:

- (i) Hall Chairman
- (ii) Hall Secretary
- (iii) Hall Treasurer
- (iv) Hall Social/Welfare Secretary and
- (v) Sports Secretary

The election of the above named officers should be held before the end of each session. There shall also be a formal hand-over to the succeeding officers after the election before the end of the academic session.

### 7.10 **Hall Administration**

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

- 1) the Hall Warden is the highest authority in the hall who shall deal with matters emanating from the residents and staff of the hall;
- 2) all hall officials and staff are directly responsible to the Hall Warden and shall not by pass the warden and take matters directly to the Dean, Student Affairs;

- 3) all correspondences from by students should be routed through the Hall Warden to the Dean, Student Affairs;
- 4) there shall be regular meetings between the Hall Warden and his/her staff on the one hand and the student hall officials on the other:
- 5) for the effective resolution of student matters/issues, the Hall Warden should be available in his/her office on regular basis;
- 6) regular, healthy inter-hall competition should be promoted/encouraged,
- 7) there shall be regular meetings between Hall Wardens and the Dean, Student Affairs, as well as between the Dean and the Hall Management Committee;
- 8) the Student Affairs Office allocates students to halls, but the allocation to rooms in the halls is the responsibility of the Hall Wardens.

#### **7.11 Relationship between Dean's Office and Halls**

Hall Wardens take directives from the Dean and are the link between the Halls and the Student Affairs Office. Hall Wardens communicate with the other arms of the University through the Dean, Student Affairs.

#### **7.12 Relationship between Hall Wardens and Hall Workers**

The Hall Warden is in charge of the Hall. Porters and Cleaners are supervised directly by Supervisors, who are expected to be directly involved in the day-to-day

administration of the Halls, whether in terms of cleaning the Hall, the discipline of erring staff, students, and the overall well-being of staff and students. Supervisors and Assistant Supervisors report directly to the Hall Warden, keeping him/her abreast of happenings in the Halls of Residence.

7.13 **Relationship Amongst Resident Students, Hall Officers, Hall Staff And The Hall Warden**

Hall staff (University staff) are responsible for the welfare of students resident in the Halls. Hall Officers who are elected by students live in the Hall and interact, on a daily basis, with other resident students. There shall be five elected Hall Officers viz: Chairman, Secretary, Treasurer, Social/Welfare Secretary and Sports Secretary. These Officers assist Hall staff by keeping a close eye on fellow students in terms of discipline and cleanliness of the Hall. They also organize activities to keep students responsibly engaged.

If there are issues to be resolved, resident students seek the intervention of their elected officer porter(s), the Assistant Supervisor or Supervisor. However, if these officials cannot handle the issue they shall refer the matter to the Hall Warden. The Hall Warden if necessary shall bring the matter to the attention of the Dean, Student Affairs.

7.14 **Relationship between Hall Officials and Student Union Officials**

Hall Officers operate at the Hall level, working with the Hall Warden and Hall staff to maintain discipline, peace and order. If there is a matter of interest for official(S) of

the Student Union (SU), it should be discussed with the Hall Officials.

Student Union (SU) Officials should perform their functions outside the Halls even though they live in the Halls. They interact directly with the Dean, Student Affairs and should not have direct business in the administration of the Halls.

Student Union officials may however, assist Hall Officials or the Hall Wardens on issues that may be of interest to the overall well-being of the University. It is important to stress here that the Student Union (SU) officials are also not above the rules and regulations of Halls of Residence. Indeed, they must by virtue of their elected positions, not only uphold the rules and regulations of the Halls but those of the University as well and be exemplary in their utterances and public conduct.

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

## CHAPTER EIGHT

### STUDENTS ACTIVITIES AND RESPONSIBILITIES

#### 8.0 Introduction

The objectives of the University will be better achieved where there is optimum student participation in affairs concerning their general wellbeing. It is the policy of the University therefore, to create an environment that affords thee students maximum opportunities to derive from their education the highest possible qualities of personal fulfillment, professional attainment, Social responsibility and a sense of service to the community. To this end, the University shall:

- i. encourage responsible student union activities, clubs and associations.
- ii. maintain open communication among all segments of the University community through the establishment of clear and reliable channels for free exchange of ideas and opinions and for the dissemination of accurate and authoritative information.
- iii. involve students wherever and whenever practicable in the management of their affairs and University affairs that directly affect their well-being This is in the belief that it will make the students more responsible.



## 8.1 **Channels of Communication**

- 8.1.1 The University will create legitimate avenues through which students and staff can benefit from its developments and operations particularly as it relates to students.
- 8.1.2 The Vice-Chancellor shall hold regular dialogue with students and address the student body at least once every session. Any student who wishes to have audience with the Vice-Chancellor on any matter should do so in writing through his/her Head of Department, stating clearly the reason(s) for the audience. Student Associations, on the other hand, should do so through the Dean of Student Affairs.

All correspondences from the Student Union, registered clubs, associations and societies to the Vice-Chancellor must be routed through the Dean, Student Affairs with the endorsements of the appropriate Staff Advisers and Patrons/Patronesses.

Students wishing to visit or have audience with non-academic departments/units such as the Works and Services Unit, Health Services, Bursary, etc, must do so through the Dean, Student Affairs. Students are however not prevented from reporting cases directly to the appropriate quarters, such as the Librarian, Chief Security Officer (CSO) or any other Officer of the University if there is an emergency.

Students, who may have other complaints that are not academic, should do so in writing through the Dean of Student Affairs to the appropriate authority. The Dean

upon receipt of such written complaint should investigate and forward recommend such to the appropriate authority.

Students who externalize University matters without exhausting the internal mechanism to resolving issues shall face appropriate disciplinary action. It is however, incumbent on the student to ensure that the complaint is properly and exhaustively addressed.

8.1.3 The University will encourage the establishment of a magazine/ newspaper run solely by students, with technical/professional advice from senior staff of the University. The primary purpose of this is to:

- i. inform the University of New and Projected Developments as well as decisions and activities of various student groups and the University community.
- ii. provide avenue for expression of student views on issues that affect them, and
- iii. serve as a training ground for budding student journalists.

8.1.4 The University shall organize an orientation programme for fresh students with a view to familiarizing them with the University rules and regulations that guide their studentship. This is to enable fresh students have an informed impression and acquainting them with the traditions of the University.

## 8.2 **STUDENT UNION**

Student Unionism is encouraged and supported in the Niger Delta University. However, following the Federal

Government's directive on Student Unionism, membership of the Student Union in Niger Delta University is voluntary. The implications of this directive are that:

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

#### 8.2.1 **Powers of the Governing Council /Senate over the Student Union**

The Governing Council of the University and Senate shall have powers over the organization of the Student Union in the University. Such powers include:

- i. determination of the minimum qualifying academic standard for Student Union Officials;
- ii. the personal qualities of students that qualify them to hold offices, etc;
- iii. the University will also ensure that the organization and conduct of the activities of the Union conform with the set ideals and the laws establishing it and of a decent society;
- iv. the approved constitution of the Student Union (approved by Senate and Council) shall regulate the

organization and conduct of the Union's affairs and activities and

- v. the Student Union constitution is subject to the provisions of the Student Handbook of the Niger Delta University.

### 8.2.2 **Student Union Executive positions and minimum academic qualifications for the positions:**

The under listed offices shall constitute the executive of the Student Union:

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

Given the enormous responsibilities of Student Union Officials which require the officials to spend long periods in running the affairs of the union, only students of good academic standing are encouraged to stand for election into the Student Union Executive. Therefore, to qualify to run for the positions of President, Vice-President and Secretary General of the Student Union, candidates must

have a minimum CGPA of 3.50 at the end of the previous academic session.

Candidates vying for other positions in the Student Union must possess a minimum CGPA of 3.00 at the end of the previous academic session.

### 8.2.3 **Decision of Student Union Congress on University wide issues:**

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

- i. a meeting of congress of the Student Union must be held with the Dean of Student Affairs in attendance;
- ii. the quorum of such a meeting shall be 1/3(one third) of the registered membership of the Student Union and
- iii. voting on the issue shall be by secret ballot and shall be decided by a simple majority of the votes cast.

### 8.3 **Demonstrations**

Students are at liberty to publicly express their displeasure over matters that affect their general well-being, provided it is done peacefully.

- 8.3.1 All demonstrations must therefore be peaceful and must be conducted between the hours of 6.00 am and 6.00pm only and NOT NOCTURNAL.

- 8.3.2 No demonstration of any kind shall be allowed within the staff residential areas of the University.
- 8.3.3 None of the demonstrators should be masked. Students shall be held responsible for their actions during demonstrations.
- 8.3.4 No demonstrating student shall molest or force any student or staff or anyone else into participating in any demonstration against his or her will.
- 8.3.5 **Guidelines for Demonstrations, Rallies and Parades etc.**

The following guidelines are to be observed by organizers of demonstrations, rallies and similar activities. Demonstrators and their organizers must not:

- i. force others to join them, or deny other members of the University community (both staff and students) their right not to participate in a demonstration, strike and other similar actions;
- ii. disrupt or obstruct the educational and other activities of the University, including lectures, tutorials, examinations and laboratory work,
- iii. obstruct or restrict free movement of persons and vehicles in any part of the University campus;
- iv. deny the use of offices, classrooms and other facilities to staff and students or guests of the University;
- v. destroy or damage University property; and
- vi. endanger the safety of any person on the University campus;

- vii. lock the University gate(s) during such rallies and demonstration;
- viii. seize or 'commandeer' any vehicle and
  - ix. carry out their demonstrations outside the University premises to obstruct vehicular movement and other public activities Violators of the above shall be made to face appropriate disciplinary actions.

#### 8.4 **Registration of Clubs and Associations**

All Clubs and Association in the University must be duly registered in the Student Affairs Office. The Dean, Student Affairs, on behalf of Senate and Council, shall approve the registration of clubs and associations. Only such approval and registration will entitle a club or an association to be operated by students on campus.

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

Students are encouraged to join University approved clubs and associations which serve social, academic and cultural purposes as well as train or improve the quality of leadership ability of students, teach good community

relationship and help students appreciate the tenets of leadership and followership.

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

Student organizations must meet the following conditions before they are accorded University recognition:

- i. show of evidence of bonafide intent to pursue activities that are consistent with the educational and social functions and established policies of the University as approved by the Governing Council and Senate of the Niger Delta University;
- ii. shall show proof of existence as evidenced by constitutions, rules and regulations, statement of financial support and sources commensurate with the activities to be undertaken;
- iii. new organizations can be registered provided that they show evidence that none of the existing student organizations meet the needs of the proposed organization(s);

Membership of the proposed organization shall be demonstrated by a significant number of student members or prospective members, not less than eight (8) females with a total of twenty five (25) student members.



They shall provide the name(s) of staff Patron(s)/Adviser(s) (at least one Patron and one Patroness).

For this purpose, groups seeking recognition must submit the following to the Dean of Student Affairs:

- i. two copies of the proposed constitution. The Dean, Student Affairs shall be notified of any future amendments within 14 days of the adoption of such amendments.
- ii. names, matriculation numbers, programme of study/department, addresses of the officers.
- iii. signature of a full-time Senior Academic, Administrative or Technical staff of the University who has agreed to serve as Adviser/Patron to the organization, (one Patron and one Patroness). For academic associations, only academic staff shall be allowed to act as Patron/Patroness.
- iv. certification by the Adviser/Patron that at least twenty five full-time students will form the nucleus of the organization.
- v. Statement of purposes and proposed programmes of activities as they relate to their envisaged contribution on campus.
- vi. affiliations, if any, to any external organization(s).
- vii. statement of sponsorship from the Head of Department, Director of Centre, if the organization is to be sponsored by a Department, Centre or any other unit of the University and

- viii. Statement of proposed financial support and structure for the management of funds.

Student organizations may be dissolved or established by request of the organization itself or by the directive of the Dean of Student Affairs, where the organization fails to register in a particular academic session.

#### **8.4.1 Privileges and Recognition**

Registered student organizations are entitled to the following privileges:

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

#### **8.4.2 General Regulations Governing Student Organizations**

The following shall apply for the governing of student organization:

- (i) registration of a student organization shall not be construed as an agreement for financial support by the University.
- (ii) only bona fide and registered students of the University are eligible for membership of student organizations and
- (iii) all student organizations must keep proper records of their finances in accordance with the guidelines laid

down from time to time by the Dean, Student Affairs. All funds raised by student organizations by any means are subject to financial accountability

## 8.5 **Social and Cultural Activities**

- 8.5.1 Registered clubs/associations are encouraged to Undertake a variety of activities each session for the benefit of their members and the University community in particular and the generality of society. In doing so, they must abide by the University regulations on Hall facilities.

Permission must be obtained from the Dean, Student Affairs through the Director of Socials before any activity is undertaken.

- 8.5.2 Students who wish to organize social activities in which the general public is invited shall comply with the following procedures
- a. apply to the Registrar through the Dean of Student Affairs on prescribed forms obtainable from the Student Affairs Office for permission to use University facilities;
  - b. obtain permission from the Hall Warden through the Hall Executive concerned, in the case where a Hall facility such as Common-room will be used. Where a refectory is to be used, the operator of the refectory shall first be informed and clearance obtained from the Dean of Student Affairs at least one week before the social activity is scheduled to hold;

- c. pay the stipulated rent for hiring Hall facilities at the Bursary and a receipt obtained at least three working days before the social activity is scheduled to hold. Tender a copy of the receipt to the appropriate Hall Official (Social/ Welfare/Sports Secretary) for records and
- d. no club, association or individual student is allowed to show films on campus for Commercial purposes, i.e. Where gate fees are charged except permission has been obtained in writing from the Dean of Student Affairs. However, academic films and others meant to promote students' academic standing shall be encouraged provided no fees are charged.

Students are in their own interest warned that neither the Hall Executives/Hall Wardens nor the Dean, Student Affairs shall permit any part of the campus to be used for activities, Social or otherwise, that are classified as illegal by the laws of Nigeria. Thus, applications for use of a facilities are required to contain definite information regarding the nature of the activity for which the facility is required, e.g lectures, symposia, debates or film shows. In the case of film shows, the application shall specify title of film or films and its rating (P.G., X., XX, XXX, X-rated films, etc.). No films which promote ethnicity, sectarianism or detract from our national objectives shall be permitted. The Hall Warden, staff of the Security Department and the Dean, Student Affairs, or other officers acting on their behalf, must always be given access to sit in to observe the nature of the film in question. On no account must a different film be screened

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

Severe disciplinary measures shall be taken against the student leaders of the club/society/association who default in following the prescribed guidelines for carrying Out such activities.

All forms of secret cults or such other anti-social organizations, by whatever names they are called or known are illegal and are prohibited in the University.

### **8.5.3 Activities Involving Guests from outside the University Community.**

In keeping with the University's desire to broaden students outlook, students are allowed to organize activities featuring guests and other artistes from outside the University campus, provided, permission has been granted by the University.

The University however has an obligation to ensure that activities on the campus are conducted in a manner acceptable to the University community. Where a President, a Governor, a Minister, a Head of Diplomatic Mission or some other important personality from outside the University is invited, the University must be informed

through the Dean of Student Affairs at least two weeks before the guest is expected to arrive on campus. This is to enable the University coordinate the activity for the purpose of meeting the necessary protocol requirements.

## 8.6 **Student Publications**

In accordance with the stated University policy of "creating an environment that affords students the maximum opportunity to derive from their education, the highest possible quality for personal fulfillment, professional attainment as well as social responsibility and service to the community, students are encouraged to develop literary skills and engage in free speech and expression.

The University therefore maintains a tradition of encouraging a vigorous, free student press.

Student's publications on campus shall however be guided by the following regulations:

- (i) only registered student organizations may produce any publication or printed matter bearing the name of the University or purporting to emanate from it;
- (ii) printed matters published by students of the University may be sold on campus only if such materials are produced or sold by a registered student organization;
- (iii) all student publications must carry the names of the organizations and members of the editorial board;
- (iv) any student organization, which publishes, sells, or distributes printed or otherwise reproduce materials on campus, is responsible for those materials,

including their contents, and any libelous matters arising there from;

- (v) all student publications must state explicitly on the editorial page that the opinions expressed therein are not those of the University or its student body as a whole. The name of the editor of the publication must appear in the publication,
- (vi) all seditious, libelous and obscene publications, as well as publications capable of inciting one section of the students population against another or inciting the students against the University administration are prohibited and
- (vii) a copy each of every publication shall be deposited in the Office of the Vice-Chancellor, Registrar, Librarian and two copies in the Student Affairs Office.

#### 8.6.1 **Public Statement on University Affairs**

Student organizations may hold private or public news conferences or submit news releases on student activities and other matters provided that the contents of such releases have been approved by the University through the Dean of Student Affairs.

#### 8.6.2 **Student Managed Magazines**

Students of the University are encouraged to establish and manage their own magazines. The contents of the publications should not be obscene and lascivious.

Editors of magazines and other publications must avoid the production and publication of seditious or libelous articles.

Publications that may provoke ethnic or sectarian violence and are capable of inciting one group of persons against another are also prohibited.

Any editor, publisher, or individual contributor who violates any of the above listed regulations shall be liable to disciplinary action and his publication Suspended or banned. For publications bordering on libel and sedition, legal proceedings may be taken against the individual(s), group and medium involved.

### 8.6.3 **Display of Notices**

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

- a. The Dean, Student Affairs
- b. Public Relation Officer, Student Union- for posting on Student Union Notice Boards;
- c. Hall Social Welfare Officer- for posting on Hall Notice Boards;
- d. Head of Department – for posting on departmental Notice Boards etc



- e. Students posting notices without proper approval shall be liable to disciplinary action. Provision must be made on all notices for the signatures and names of approving bodies/person(s).

## CHAPTER NINE

### STUDENTS' DISCIPLINARY MATTERS

#### 9.0 **Introduction**

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

#### 9.1 **General Requirements**

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

Students are therefore expected to take part in the University programmes of activity, which in the end would enable them to:

- (i) broaden their intellectual capacity;
- (ii) broaden their interests and goals;
- (iii) develop individual talents in working with other people;

- (iv) practice skills in organizing and administering group functions;
- (v) learn socially acceptable behaviour through observing rules and interacting with others;
- (vi) experience Success and earn recognition from others and
- (vii) be responsible and self-disciplined in performing various activities.

All students should note that degrees are awarded on the basis of character and learning and the University Senate reserves the right to withdraw the Degree/ Diploma/ Certificate of a person found wanting in character to be considered as graduate of the Niger Delta University.

#### 9.1.1 **Enforcement of Discipline**

The University shall, upon evidence of a student's failure to abide by its rules, regulations and code of conduct, take appropriate disciplinary measures against such an offender. Where an act of misconduct and/or indiscipline is involved, the matter shall be referred to the appropriate Disciplinary Committee to look into and impose appropriate sanction(s) where necessary.

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

- a. the student shall not, during such period as may be specified in the directive, participate in activities of the

University, or make use of facilities of the University, as may be so specified or;

- b. the activities of the student shall, during such period as may be specified in the directive, be restricted in such a manner as may be so specified or
- c. Suspend the student for such period as may be specified in the directive.

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

All persons and authorities dealing with cases of student discipline shall as much as practicable comply with stipulated requirements as to procedure, time and the like, provided however that no decision taken in respect of any disciplinary matter shall not be invalidated by reason only of a non-compliance with any such requirements.

## 9.2 **General Regulations**

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

- (i) conducting himself/herself in an orderly manner and displaying a high sense of responsibility both within and outside the University premises;
- (ii) maintaining personal cleanliness and being decently dressed as required by the dress code of the University;
- (iii) co-operating with other students and staff to keep walls, grounds and the general university premises clean at all times;

- (iv) avoiding posting notices on the walls and unauthorized places;
- (v) desisting from or guarding against reckless driving on the premises of the University and
- (vi) using the pedestrian walkway only and not loiter on the streets and other drive ways.

9.2.1 Although the legitimate expression of differing opinions and beliefs is an essential part of life in an academic community, the University shall not tolerate the imposition of opinions and beliefs by one group of students over others.

9.2.2 It is emphasized that all members of the University community, including the students, are like other citizens, subject to the laws of our country whether within or outside the University premises.

In cases where the law takes its course, the University shall, if deemed necessary, take interim disciplinary action on erring students pending the final determination of the case.

Students are therefore, expected to learn to cope with their problems intelligently, reasonably and with a sense of understanding and consideration for the rights of others. Consequently, each member of the University community should recognize and respect the rights and privileges of others.

### 9.2.3 **Internal Mechanism for Resolution of Grievances**

Students are advised to resolve all grievances and disagreements using appropriate University organs and units (see Chapter 8.1). The externalization of grievances and disagreements is an offence. Students who do so without resort to the internal organs of dispute resolution in the University shall therefore face disciplinary action and sanctioned appropriately if found culpable.

- 9.2.4 Students are to respect the privacy and comfort of their fellow students, and should not smoke in classrooms, lecture theatres, lecture halls, laboratories and libraries, University Auditorium or the Halls of Residence.

Students must avoid scribbling on University furniture and writing on walls in the University.

All students are expected to show courtesy and respect to members of staff and University guests and are to treat their colleagues with respect.

### 9.2.5 **Dress Code**

Students of the University are expected to dress decently and with a high sense of morality.

Decent dressing shall constitute the following:

- 1) smart traditional attires;
- 2) gowns and long dresses, skirts and blouses that do not expose the breasts, thighs, laps and waist;
- 3) simple shirts, T-shirts, trousers, long knickers, buttoned up shirts, long sleeved shirts

- 4) corporate dressing for professional courses such as Law, Accountancy, Banking & Finance, and Medicine is highly encouraged;
- 5) costumes for students in the Performing Arts should be worn during periods of performance only;
- 6) religious or denominational dresses should be worn during religious ceremonies only;
- 7) aprons, overalls, etc, prescribed by some Faculties/ Departments should be worn only when required;
- 8) Sports and games clothing used during sports/games meetings should be worn when appropriate.

Dressing that does not conform to the above shall be considered indecent dressing and may include the following:

- 1) **DRESSES:** Short and skimpy, e.g. body hugs, "show me your chest", topless, spaghetti, sleeveless, one sleeve, see-through, etc;
- 2) **SKIRTS:** Tight-fitting, short (above the knees); long but tight, with front, back or side slits that expose under-wear or sensitive parts of the body;
- 3) **TROUSERS:** Hipsters, tight-fitting trousers exposing under-wear and the contours of the body. Tattered Jeans or jeans with holes, short untidy trousers/jeans. Trousers without belt or sagging trousers;
- 4) **TOPS:** Underclothing e.g. singlet worn to public functions; shirts/blouses without buttons or not

properly buttoned; low-neckline blouses exposing the chest/breast; T-shirts with obscene captions, short blouses which expose the navel/belly/pubic areas etc;

5) **APPEARANCE OF HEAD:** Unkempt hair; wearing of ear-rings by male students; painting of the face to look like masquerades, etc;

6) **FEET:** Wearing of bathroom slippers outside the hostel, e.g. to lectures and other public functions on campus (except on medical grounds).

### 9.3 **OFFENCES**

Offences relating to Students' disciplinary matters are divided into three (3) general categories. These are:

- i. Examination Malpractice and related offences
- ii. Offences in the Halls of Residence
- iii. Other Specific Offences.

### 9.4 **Examination Malpractice and Related Offences**

Examination Malpractice offences shall consists of all forms of cheating which directly or indirectly misrepresent the ability of the student. These shall include cheating within and outside an examination hall and any involvement in all illegal examinations-related offences.

#### 9.4.1 **Offences within an Examination Hall/Room**

The following offences shall constitute malpractice within the Examination Hall;

- i. copying from each other (one another) or exchanging question papers or answer sheets;



- ii. refusal to complete and sign the examination malpractice form;
- iii. collaboration with invigilator/lecturer (where it involves the lecturer providing assistance to student(s) in the examination hall;
- iv. oral written communication between and amongst students;
- v. removal of answer scripts from the examination hall. Non-submission off answer scripts at the end of the examination;
- vi. insubordination to the Invigilator/Examiner
- vii. verbally assaulting and intimidating the Invigilator/Examiner inside the Examination Hall;
- viii. attempting to destroy and/or the destruction of evidence of examination malpractice;
- ix. bringing in prepared answers, Cell phones, smart wrist watches and other relevant or related materials. Copying from textbooks, notebooks, laboratory specimen and any other instructional aids smuggled into the hall;
- x. receiving information whether written or oral from any person(s) outside an examination hall;
- xi. impersonation involving Niger Delta University student(s)
- xii. impersonation involving former students(graduates of the University)and others;
- xiii. physically assaulting and intimidating the Invigilator/Examiner inside the Examination Hall.

#### 9.4.2 **Offences outside the Examination Hall**

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

- i. plagiarism. The use of other persons' works without due acknowledgment and citation;
- ii. non-cooperation in the course of investigation of an alleged examination malpractice;
- iii. writing of projects, laboratory and/or field reports for a student by another student or a staff;
- iv. verbally assaulting and intimidating the Invigilator/ Examiner outside the examination hall;
- v. attempting to destroy and/or the destruction of evidence of examination malpractice;
- vi. colluding with a member of staff to alter student score, answer scripts and/or other mark sheets;
- vii. colluding with staff and others in order to submit a freshly prepared answer script(s) as substitute for the original script after an examination;
- viii. colluding with a member of staff or on his/her own initiative to obtain examination questions or answers before the official conduct of a scheduled examination;
- ix. illegally obtaining question paper(s), answer script(s) or breaking into a staff or departmental office in order to obtain mark sheets or substituting a fresh answer script for the original script;
- x. physically assaulting and intimidating the Invigilator/Examiner outside the Examination Hall.

### 9.4.3 **Related Offences**

The following related offences shall also constitute examination malpractice:

- i. writing examination(s) for which student is not duly registered for the session or in course(s) which the student is not registered.
- ii. manipulation/alteration of Registration Forms in order to sit in for an examination, in which the student is not qualified to write.
- iii. presentation of a fake medical certificate as an excuse for absence from Examination and for the support of suspension of studies application.
- iv. intimidation or offering of monies and any other gratification in exchange for grades.

## 9.5 **SANCTIONS FOR EXAMINATION MALPRACTICE(S)**

### 9.5.1 **Offences within an Examination Hall/Room as in 9.4.1**

#### **Malpractices i-ii;**

The student shall be rusticated for one (1) semester.

#### **Malpractices iii-vi**

The student shall be rusticated for two (2) semesters.

#### **Malpractices vii-x**

The student shall be rusticated for between two (2) and four (4) semesters

### **Malpractices xi-xii**

The student shall be expelled from the University.

### **9.5.2 Offences outside an Examination Hall as in 9.4.2**

#### **Malpractices i-ii**

The student shall be rusticated for one (1) semester.

#### **Malpractice iii**

The student shall be rusticated for two (2) Semesters.

#### **Malpractices iv-v**

The student shall be rusticated for between two (2) and four (4) semesters.

#### **Malpractices vi-x**

The student shall be expelled from the University

### **9.5.3 Related Offences**

#### **Malpractice i**

The student shall be rusticated for one (1) semester

#### **Malpractices ii-ii**

The student shall be rusticated for two (2) Semesters.

#### **Malpractice iv**

The student shall be rusticated for between two (2) and four (4) semesters

- 9.5.4 Lecturers or staff who permits students to write examination(s) in course(s) for which student(s) is not registered for are culpable and shall face appropriate sanctions.

A lecturer or staff who colludes with student(s) to cheat in any examination or who extorts money or seeks sexual or any other kind of favour from a student in exchange for marks will be referred to the appropriate University Staff Disciplinary Committee for appropriate action.

#### 9.6 **Offences in the Halls of Residence**

- i. Absence from the Halls of Residence for more than 24 hours without permission or genuine reason.
- ii. Use of electronics or musical instruments in such a manner as to constitute nuisance.
- iii. Smoking in the halls of residence.
- iv. Littering.
- v. Consumption of alcoholic beverages.
- vi. Loud and distracting noise at unapproved times and locations.
- vii. Unlawful assembly.
- viii. Obscene and libelous publications.
- ix. Loitering around the staff residential quarters.
- x. Reckless driving on campus.
- xi. Posting notices or bulletins on Hostels walls rather than on approved notice boards.
- xii. Allowing visitors to stay overnight without permission.
- xiii. Fighting or inciting others to fight.

- xiv. Molestation/assault of staff and fellow students.
- xv. Disruption of services and activities approved by the University.
- xvi. Willful destruction or damage to University property.
- xvii. Promoting or causing fire hazards. (Cooking, except in hostels with kitchen facilities)
- xxviii. Selling of bed space(s) after allocation.
- xix. Violation of regulations guiding religious observance in halls of residence.
- xx. Harboursing criminals/suspects.
- xxi. Stealing, pilfering or being in unlawful possession of items belonging to other person(s)
- xxii. Forgery, alteration, misuse or mutilation of documents, records, identity cards, etc.
- xxiii. Riotous or any behaviour capable of causing breach of the peace.
- xxiv. Membership of secret cult and other anti-social organizations, as well as coercing others to join secret cults.
- xxv. Drug Abuse and possession of hard drugs and other substances banned by the Federal Government of Nigeria.
- xxvi. All other acts which the University may adjudge as misconduct.

9.6.1 The Hall Warden in conjunction with the Dean of Students is empowered under these regulations to make supplementary rules which may be considered necessary for the smooth running of the Halls provided such rules are not in conflict with any of the regulations herein contained

or are not detrimental to the well-being of the University and its community.

#### 9.7 **Sanctions for offences in the Halls of Residence**

Sanctions for offences in the Halls of Residence shall be categorized as follows: (i) Caution (ii) Probation (iii) Suspension from the Halls of Residence (iv) Termination of Residency Status (v) Rustication (vi) Expulsion.

- (i) **Caution:** This shall be a verbal or written warning addressed to an offender drawing attention to the fact that he/she violated some rules and regulations governing Hall Residency. This is normally given for minor infractions.
- (ii) **Probation:** This shall be a written notice informing an offender of his/her placement on probation for a defined period of time. A copy of the notice is forwarded to the Academic Office for record purposes in the student's file.
- (iii) **Suspension from the Halls of Residence:** This is a written notice informing an offender of his/her eviction from the Halls of Residence for a specific period. The affected student remains off campus for the duration of the suspension. Such an offender is not entitled to any refund of fees. A copy of the notice is sent to the Academic Office for record purposes. Upon his/her return from the suspension from the Hall, the affected student may, at the discretion of the University administration, be required to sign an undertaking to be of good behaviour in the Halls of Residence.

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

(v) **Rustication:**

(vi) **Expulsion:**

### **Offences i-x**

Caution for first offenders.

### **Offence xi**

Caution for first offenders and student will be surcharged for repainting the wall(s).

### **Offence xii**

Probation for first offenders. Where the visitor is of the opposite sex, the offenders will also be rusticated for one (1) semester.

### **Offence xiii**

Offender shall be rusticated for two (2) semesters.

### **Offence xiv**

Offender shall be rusticated for between one (1) to four (4) semesters.



**Offence xv**

Offender shall be rusticated for one (1) semester

**Offence xvi**

Offender shall be surcharged for the replacement of damaged property in addition shall be rusticated for a period of one (1) to four (4) semesters or expulsion depending on the gravity of the offence.

**Offences xvii-xix**

Termination of residency status

**Offences xx-xxv**

Expulsion from the University

**Offence xxvi**

Sanctions will depend on gravity of offence.

**9.8 Specific Offences**

Listed here-under are specific offences that shall attract specified sanctions from the Senate Student Disciplinary Committee. The specific offences are further categorized as follows:

- i. Gross Misconduct
- ii. Misconduct
- iii. Misdemeanour

### 9.8.1 **Gross Misconduct**

The following offences shall be categorized as gross misconduct:

- i. riotous or disorderly behaviour leading to a breach of peace,
- ii. the possession/use of firearms or any dangerous weapon(s), chemical explosive(s), incendiary device(s), etc
- iii. rape, arson and use of dangerous drugs e.g. hemp and cocaine etc,
- iv. cultism
- v. assault leading to grievous bodily harm,
- vi. stealing
- vii. forgery, alteration, misuse or mutilation of documents, records, 1 identity card
- viii. impersonation

### 9.8.2 **Misconduct**

The following offences shall be categorized as misconduct;

- i. furnishing false information to the University,
- ii. willful damage or destruction of property belonging to the University,
- iii. physical assault to student/staff
- iv. conducts within or outside the University that can bring the University into disrepute
- v. aiding, abetting and inciting others to commit any of the above offences.
- vi. wanton celebration during final year examination/graduation parties, rallies, campaigns, etc.

### 9.8.3 **Misdemeanour**

The following offences shall be categorized as misdemeanour

- i. failure to comply with verbal or written directives of any University official
- ii. violation of any rules and regulations governing the Halls of Residence.
- iii. insubordination to Superior Authority.
- iv. indecent dressing

### 9.8.4 **Sanctions for Specific Offences**

- i. Sanction for all offences classified as gross misconduct shall be expulsion from the University
- ii. Sanction for all offences classified as misconduct shall attract various terms of rustication ranging from two (2) to four (4) Semesters.
- iii. Sanction for misdemeanour offences shall be written warning, but repeated offenders shall be subjected to rustication from the University for a specified duration.

### 9.9 **Sanctions for indecent dressing**

- i. Students shall not be allowed entrance into lecture rooms/halls, examination halls, the health centre, library, offices and other University buildings.
- ii. In addition to the above, the student shall be issued a caution (for 1st offenders). Repeated offenders shall be liable to rustication for one semester.
- iii. For any case of insubordination in the area of indecent dressing, the student shall appear before the

University Senate Student Disciplinary Committee (SSDC).

## 9.10 **Miscellaneous Offences**

Any student who attacks, obstructs or threatens any staff, contractor or other personnel engaged by the University while performing their legitimate duties, or found to be supporting any of these vices, shall be liable to the following:

- a. **Expulsion;** For attack and assault occasioning bodily harm,
- b. **Suspension or Rustication;** In addition to the payment for the damage or losses for attack and assault not occasioning bodily harm, insult causing embarrassment, obstructing staff from carrying out his/her duty, disruption of services causing damage or loss of property shall attract periods of rustication ranging from two (2) to four (4) semesters.

### 9.10.1 **Miscellaneous Matters**

- a. The University places a high premium on maintenance of safe equipment, safe systems of work, safe premises, etc, as well as the need to ensure adequate instructional training and supervision to secure safe and healthy working and learning environment.
- b. Management, staff and students all have a duty to take reasonable care to avoid injury to themselves or to others through their activities.

- c. For safety of life and property, a high level of vigilance and supply of useful information is expected of every member of the University community.
- d. As a precaution against accident and for the safety of everyone, motorists and cyclists must obey all traffic signs and other traffic regulations on campus, including the speed limit of 30km per hour.
- e. Cyclists and other commercial vehicles shall not be allowed on campus except those duly registered with the appropriate University authority.
- f. Motor vehicles, motorbikes or bicycles must be parked in the proper and designated parking areas only. The University does not accept responsibility for the safety of these vehicles.

#### 9.10.2 **Use of Personal Vehicles**

Students who own personal vehicles and plan to use them on campus must obtain clearance from the Dean, Student Affairs and a permit from the University Security Department. Such vehicles may only be parked in designated places and their operators must undertake to abide by University campus regulations. Failure to abide by such regulations may lead to the withdrawal of the permit and other disciplinary measures. The University bears no responsibility for its security as the student is solely responsible for the safety of the vehicle on the University campus.

#### 9.10.3 **Alcohol and Drugs**

- a. No alcoholic beverage is permitted in the Halls of residence.

- b. Students are advised not to take any drugs unless prescribed by a professionally recognized physician.
- c. The possession and use of illegal drugs and banned substances is strictly prohibited on campus.
- d. For health and safety reasons, smoking of cigarettes and other tobacco products is prohibited

#### 9.10.4 **Pets**

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

#### 9.10.5 **Celebrations**

Students should not partake in wanton celebrations during graduation, parties, rallies, campaigns etc. Such kind of celebrations are banned on campus.

#### 9.10.6 **Cults/Secret Societies**

All unregistered clubs/societies/confraternities/Sororities and fellowships are considered illegal. Membership of secret/nocturnal clubs is strictly prohibited.

#### 9.10.7 **General Social Conduct**

- a. Students should be decently and appropriately dressed at all times. Indecent exposure will not be tolerated.
- b. No student should be forced into any relationship, be it ethnic, tribal, religious, academic, social or personal.
- c. Any act or behaviour considered a crime in the larger society is also a crime in the University. Any student involved in such acts will be handed over to the police for prosecution through the Chief Security Officer.

9.11 **Violation of Terms of Rustication**

Students who have been duly sanctioned by the Senate Student Disciplinary Committee (SSDC) and placed on terms of rustication are strongly advised to abide by the terms of the sanctions. Students who violate the terms of their sanctions shall have their sanction(s) doubled.

9.12 **Re-Admission of Expelled Students**

Students of the Niger Delta University who expelled from the University on account of Gross Misconduct **shall not be considered for re-admission into the University anytime in the future**. Any such student re-admitted in error will be withdrawn from the University at any level of study when it is discovered.



