

FEDERAL UNIVERSITY LOKOJA



STUDENT HANDBOOK

2021 – 2026

FEDERAL UNIVERSITY LOKOJA



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OFFICE OF THE VICE-CHANCELLOR

FOREWORD

It is with great delight that I welcome our new students to Federal University Lokoja (FUL). Congratulations on your hard-earned admission to this University where the motto is "SIC ITUR AD ASTRA" (The sky is the limit). However, for the Sky to be your limit, i.e., for your better future to be a reality, you will be required to cooperate with, and support the University by being disciplined, serious minded and moderate in your dealings.

Accordingly, like any community, Federal University Lokoja has regulations and/or standards by which its members must abide and procedures by which it organizes its affairs. As the Roman saying has it, "Ubi Societas Ibi Jus" (Where there is society, there is law.).

As a University, we place a high emphasis on knowledge impartation, character moulding and attitude development. Therefore, as students, you will be expected to chart a good course, and exude personal discipline and moderation, for a better and rewarding future.

This Student Handbook sets out rules and regulations for virtually every aspect of a student's life on campus, from the day of admission to the day of graduation. Additionally, it is intended to promote harmony, check excesses and promote a conducive atmosphere for learning; as well as serve as a guide for the students to know the institutional expectations and how to manage their own relationships with one another.

Students must abide by the prescribed standards because the University graduates only those who have met its requirements in Character and in Learning.

Consequently, students are strongly advised to carefully read through the Handbook because ignorance of the law is not an excuse. This is in addition to other rules of specific nature which may be issued from time to time not covered by this book. Such rules are as important as those contained herein.

Finally, I implore you to be focused, diligent and law-abiding in pursuing your academic endeavours.

Once more, I warmly welcome you to Federal University Lokoja and wish you remarkable success in your academic pursuit.

Professor Olayemi Durotimi Akinwumi
Vice-Chancellor

TABLE OF CONTENTS

Foreward	ii
Table of Contents.....	iii
List of Tables	xii
SECTION ONE	
1.0 History of Federal University Lokoja	1
1.1 Establishment of Federal University Lokoja (FUL).....	1
1.2 Past Administrations	1
1.3 Vision and Mission	2
1.4 Core Values	3
1.5 Principal Officers of the University	4
1.6 The National Anthem	19
1.7 The University Anthem	19
1.8 The University Logo	20
1.8.1 Interpretation of the Logo	20
1.9 Programmes Rendered by the University	21
1.9.1 Faculties, Departments and Programmes	21
1.9.2 Schools	23
1.9.3 Institutes, Directorates and Centres	23
1.9.4 Non-Academic Services	23
1.9.5 Essential Services	23
1.10 Aerial View of Felele Campus	24
1.11 Aerial View of the College of Health Sciences (COHS) Campus	25
SECTION TWO	
2.0 Registration Procedure for Fresh and Returning Students	26
2.1 Fresh Student Registration Exercise	26
2.1.1 Guidelines for Fresh Student Registration	26
2.2 Returning Student Registration Exercise	28
2.2.1 Guidelines for Returning Student Registration	28
2.3 Late Registration	29
2.4 Other Units/Division of the University	29

2.4.1 University Health Services	30
2.4.2 University Library	30
2.4.3 Student Affairs	30
2.5 Certificate Verification	30
2.6 Change of Name	30
 SECTION THREE	
3.0 Specific Regulations	31
3.1 Policy of Federal University Lokoja on Sexual Harassment	31
3.2 Participation in University Activities	31
3.3 Personal Discipline	31
3.4 Freedom of Expression	32
3.5 Institutional Embarrassment	32
3.6 Smoking on Campus	32
3.7 Student Nursing Mothers	32
3.8 Respect for Others	32
 SECTION FOUR	
4.0 Academic Regulations	33
4.1 Basic Admission Requirements	33
i. University Tertiary Matriculation Examination (UTME) Entry Mode	33
ii. Direct Entry Mode	33
iii. Inter-University Transfer Entry Mode	33
4.2 Deferral of Admission	33
4.3 Inter-Departmental/Inter-Faculty Transfers	33
4.4 Deferral of Academic Programme	33
4.5 Transferring from Other Universities	34
4.6 Transfer of Credit Units from Other Institutions	34
4.7 Conditions for Award of Degrees	35
4.8 Academic Ceremonies	35
4.8.1 Matriculation	35
4.8.2 Convocation	35
4.9 Academic Counseling	35

4.10	Definition of Credit Unit	35
4.11	Student Academic Workload	35
4.12	Concurrent Enrolment	35
4.13	Duration of Semester	35
4.14	Continuous Assessment (CA)	36
4.15	End of Semester Examinations	36
4.16	Graduating with 'F' grade in an Elective Course	36
4.17	Academic Requirements for Progression from Lower to Higher Level.....	36
4.18	Number of Times a Course Can be Attempted	36
4.19	Qualification for SIWES/Teaching Practice	36
4.20	Applying for Remarking of Examined Course	36
4.21	Absence from an Examination	37
4.22	Grade Point (GP)	37
4.23	Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)	37
4.24	Examples of Calculated GPA and CGPA	38
4.25	Repeated Course Grade	39
4.26	Clear Academic Standing	39
4.27	Academic Probation	39
4.28	Withdrawal for Academic Failure	39
4.29	Publication of Results	39
4.30	Programme Attendance Register	40
4.31	Duration of Programmes	40
4.32	Graduation Requirements for Bachelor's Degree	40
4.32.1	Standard Terminologies for Course Category	40
	i. Core Course	40
	ii. Elective Course	40
	iii. Pre-requisite Course	40
	iv. Core Curriculum Minimum Academic Standards (CCMAS)	40
4.33	Classification of Degrees	41
SECTION FIVE		
5.0	Library Services	42

5.1 Admission for Library Uses	42
5.2 Available Information Resources	42
5.3 Specialized Services	42
5.4 Library Opening Hours	42
5.5 Library Regulations	43
5.5.1 Eligibility of Users	43
5.5.2 Borrowing of Library Resources	43
5.5.3 Loan Period.....	43
5.5.4 Number of Books	43
5.5.5 Identity Cards	43
5.5.6 Penalties for Non-return of Books	43
5.5.7 Mutilation and Stealing of Library Books/Materials	43
5.5.8 Loss of Library Resources	43
5.5.9 Reader's Responsibilities	43
5.5.10 Safety of Materials	44
5.5.11 Conduct in the Library	44
5.5.12 Children in the Library	44
5.5.13 Reservation of Seats in the Library	44
5.5.14 Damage to Library Materials	44
5.5.15 Checking of Library Users at Exit.....	44
5.5.16 Re-shelving of Books	44
5.5.17 Suspension from the Library	44
5.5.18 Loan of Material During Vacation/Leave	44
5.5.19 Books on High Demand	44
5.6 Miscellaneous Provisions	44
5.6.1 Users Forgotten Items	44
5.6.2 Prohibited Items	45
5.6.3 Suggestions/Complaints	45
 SECTION SIX	
6.0 Rules for the Conduct of University Examinations	46
6.1 General Rules	46

6.1.1 Printed Materials or Manuscripts	46
6.1.2 Briefcases/Bags	46
6.1.3 Mobile Phones, Wireless and Electronic Devices	46
6.1.4 Seats at Examination Hall	46
6.1.5 Examination Attendance Register	46
6.1.6 Answer Scripts	47
6.1.7 Eating at Examination	47
6.1.8 Smoking on Campus	47
6.1.9 Language of Examination	47
6.1.10 Distribution/Prevention of Examination	47
6.2 Procedure for Handling Suspected Examination Misconduct Cases	47
 SECTION SEVEN	
7.0 Student Governance.....	49
7.1 Dean of Students	49
7.2 Student Affairs Officer	49
7.3 Functions of Student Affairs Officer	49
7.4 Committees on Student Matters	49
7.5 Students Welfare Committee	50
7.5.1 Membership of Students Welfare Committee	50
7.5.2 Functions of Student Welfare Committee	50
7.6 Senate Student Disciplinary Committee	50
7.6.1 Membership of Senate Student Disciplinary Committee	50
7.6.2 Functions of the Senate Student Disciplinary Committee	50
7.7 University Hostel Management Committee	51
7.7.1 Membership of University Hostel Management Committee	51
7.7.2 Functions of the University Hostel Management Committee	51
7.8 Joint Hostel Management Committee on Private Hostel	51
7.9 Administration of Hostel of Residence	51
 SECTION EIGHT	
8.0 Student Union	53
8.1 Voluntary Membership of Student Union	53

8.2 Residual Powers of the University Governing Council	53
8.3 Rights and Privileges of Student Union Members	53
8.4 Student Union Executive Council	54
8.4.1 Student Union Executives	54
8.4.2 Eligibility of Student Union Aspirant	54
8.4.3 Student Union Exco	54
8.4.4 Functions of Student Union Executives	55
8.5 Students Representative Council	55
8.5.1 Composition of Students Representative Council	55
8.5.2 Powers/Functions of Students Representative Council	55
8.5.3 Unqualified Person in Sitting or Voting in SRC	56
8.5.4 Proceedings/Meetings of the Students Representative Council	56
8.5.5 Proceedings of the SRC in Money, Bill and Budget	57
8.5.6 Oath of Membership of Students Representative Council	57
8.5.7 Disqualification from Membership of Students Representative Council	57
8.5.8 Principal Officers of the Students Representative Council	57
8.5.9 Dissolution of the Students Representative Council	57
8.6 Qualification and Disqualification of Candidates for SRC	58
8.7 Student Congress	58
8.7.1 Decisions of Student Congress	58
8.8 Student Election	59
8.8.1 Student Election Procedure	59
8.8.2 Student Electoral Commission (SEC)	59
8.8.3 Powers of the Student Electoral Committee	60
8.9 Student Joint Consultative Council (JCC)	60
8.9.1 Composition of Student Joint Consultative Council	60
8.9.2 Meetings of Student Joint Consultative Council	60
8.9.3 General Function of Student Joint Consultative Council	60
 SECTION NINE	
9.0 Student Accommodation	62

9.1 Aims of Providing Hostel Accommodation	62
9.1.1 Allocation of Bed Spaces	62
9.1.2 Expectant Mothers	62
9.1.3 Duration of Residency	62
9.1.4 Off Campus Accommodation	62
9.2 Rules and Regulations in Hostel of Residence	62
9.2.1 Absence from Hostel	63
9.2.2 Visitors to the Hostel	63
9.2.3 Common Rooms and Games Rooms in the Hostel	63
9.2.4 Other Regulations in the Hostel	63
9.3 Use of Electrical Appliances	64
9.4 Penalties for Violation of Hostel Regulations	65
9.5 Checking into Hostel Room	66
9.6 Surrender of Keys and University Property	66
9.7 Use of Hostel Facilities	67
9.8 Miscellaneous Information	67
9.9 Personal Property and Sanitation	67
9.10 Dress Code	67
9.10.1 Indecent Dressing	68
9.10.2 Decent Dressing	68
9.11 Alcohol and Drugs	69
9.12 Enforcement of Discipline	69
9.13 Vacation of Residence	69
9.14 Room Security	69
9.15 Rebate	69
9.16 Regulations on Hostel Accommodation	69
9.17 Closing of Gates	70
9.18 Absence from the Hostel of Residence	70
9.19 Valuable and Personal Property	70
9.20 Ill-Health	71
9.21 Cleanliness and Sanitation	71

9.21.1 Pets and Domestic Animals	71
9.21.2 Litter Baskets	71

SECTION TEN

10.0 Hostel Administration	72
10.1 Relationship between Dean’s Office and Hostels	72
10.2 Relationship between Hostel Administrator and Hostel Workers	72
10.3 Relationship Amongst Resident Students, Student Hostel Officers and the Hostel Administrator	72
10.4 Relationship between Hostel Officials and Student Union Officers	73
10.5 Channels of Communication	73

SECTION ELEVEN

11.0 Student Welfare	74
11.1 Open Communication	74
11.2 Guidelines on Rallies, Demonstrations, Etc	74
11.3 Clubs and Associations	75
11.4 Social and Cultural Activities	75
11.4.1 Permission to Embark on any Social Activity	75
11.4.2 Procedure for Obtaining Permission	75
11.5 Registration of Students’ Organizations	76
11.6 Privileges and Recognitions	77
11.7 Federal University Lokoja Foundation on Indigent Students.....	77
11.7.1 Aims of the Foundation on Indigent Students	77
11.7.2 Eligibility (Indigent Students)	77
11.8 General Regulations Governing Students’ Organizations	78
11.9 Unregistered Associations	78
11.10 Activities Involving Guests from Off-campus	78
11.11 Policy Guidelines on Religious Activities at the Federal University Lokoja.	78

SECTION TWELVE

12.0 Student Publication and Publicity	80
12.1 Obtaining Clearance for Public Statement on University Affairs	80
12.2 Avoiding Obscenity in Student Managed Magazine	80

12.3	Maintaining Specific Guidelines on Bulletin Boards	80
12.4	Students Publications	80
SECTION THIRTEEN		
13.0	Procedure for Conducting End of Semester Examinations	82
13.1	Invigilation Guidelines.....	82
13.2	Student’s Role in the Examination	83
13.3	Examination Misconduct	84
13.3.1	Examination Misconduct and Penalties	84
13.3.2	Offences within an Examination Hall/Room and Penalties	85
13.3.3	Offences outside Examination Hall and Penalties	86
13.4	Handling of Examination Misconduct Cases	86
SECTION FOURTEEN		
14.0	General Discipline	88
14.1	Interim Disciplinary Action	88
14.2	Assault on University Staff, Contractors and Other Personnel	88
14.3	Personal Vehicles	88
14.4	Safety in the University	88
14.5	General Social Conduct	89
14.6	Violation of Regulations in Hotels of Residence	89
14.6.1	Violation of Regulations in the Hostel and Penalties	89
14.6.2	Violation of Regulations on Campus and Penalties	90
14.7	Description of the Penalties	91
	i. Letter of Warning	91
	ii. Rustication	91
	iii. Expulsion	91
14.8	Other Specific Offences	91
14.8.1	Gross Misconduct and Penalties	91
14.8.2	Misconduct	92
14.8.3	Misdemeanour	92
14.9	Vice Chancellor’s Executive Powers	93

SECTION FIFTEEN

15.0	Servicom	94
15.1	Objectives of Servicom	94
15.2	Servicom in Federal University Lokoja	94
15.3	Our Customers' Obligation	94
15.4	Complaints/Grievance Redress Mechanism	95

SECTION SIXTEEN

16.0	National Health Insurance Scheme (NHIS)	96
16.1	Objectives of the NHIS	96
16.2	Health Maintenance Organizations (HMO) Coverage in Federal University Lokoja	96
16.3	Benefits of National Health Insurance Scheme	96
16.4	NHIS Registration Procedure	96
16.5	Tertiary Institution Social Insurance Programme (TI-SHIP) in FUL	97
16.6	Membership of TI-SHIP	97
16.7	Objectives of TI-SHIP	97
	Notes	a
	Index	c

LIST OF TABLES

Table 1. Range of marks and their grade points	37
Table 2. Example of First Semester Examination Results	38
Table 3. Example of Second Semester Examination Results	38
Table 4. Examination Misconduct and Penalties	84
Table 5. Offences within an Examination Hall/Room and Penalties	85
Table 6. Offences outside an Examination Hall and Penalties	86
Table 7. Violation of Regulations in the Hostel and Penalties	89
Table 8. Violation of Regulations on Campus and Penalties	90
Table 9. Gross Misconduct and Penalties	91
Table 10. Misconduct and Penalties	92
Table 11. Misdemeanour and Penalties	93

SECTION ONE

1.0

HISTORY OF FEDERAL UNIVERSITY LOKOJA





1.1

ESTABLISHMENT OF FEDERAL UNIVERSITY LOKOJA (FUL)

The Federal University Lokoja was established along with other eight (8) new Federal Universities on February 16, 2011, following a pronouncement by former President Goodluck Ebele Jonathan. Soon afterward, a Vice-Chancellor and Registrar in the persons of Professor Abdulmumini Hassan Rafindadi and Mrs. Habiba Anavoza Adeiza were appointed respectively. On February 15, 2016, the second Vice-Chancellor, Professor Angela Freeman Miri took over while Adm. Usman Suleman Obansa was appointed as the second Registrar a year later. The current Vice-Chancellor is Professor Olayemi Durotimi Akinwumi who took over in February 15, 2021 while the current Registrar, Dr. (Mrs.) Rebecca Aimiohu Okojie assumed duty on February 15, 2022. The University is sited in Lokoja, the Capital City of Kogi State of Nigeria, in the North Central geo-political zone.

1.2

PAST ADMINISTRATIONS

S/N	Name	Position	Duration	Photograph
1.	Professor Abdulmumini Hassan Rafindadi	Pioneer Vice-Chancellor	2011-2016	
2.	Mrs. Habiba Anavoza Adeiza	Pioneer Registrar	2011-2017	
3.	Professor Angela Freeman Miri	Second Vice-Chancellor	2016-2021	
4.	Adm. Usman Suleman Obansa	Second Registrar	2017-2022	

Vision Statement

To be the best among the nine newly established Federal universities in Nigeria in 2011 and one of the top ten ranking universities in Africa

Mission Statement

To train employable graduates through competency-based teaching, applied research and practical community service to the catchment area, Africa and the world

CORE VALUES

The University core values are:

**Diligence,
Respect,
Integrity,
Innovation
&
Dedication**

1.5 PRINCIPAL OFFICERS OF THE UNIVERSITY

VISITOR

President Muhammadu Buhari (GCFR)

President, Federal Republic of Nigeria.

CHANCELLOR

H.R.H Alhaji (Dr.) Muhammadu Abali Ibn Muhammadu Idriss (CON)

Emir of Fika and Chairman, Yobe State Council of Chiefs

PRO-CHANCELLOR & CHAIRMAN OF THE GOVERNING COUNCIL

Senator Chris I. Adighije Ph.D., FNMGS

VICE-CHANCELLOR

Professor Olayemi Durotimi Akinwumi

DEPUTY VICE-CHANCELLOR - ACADEMIC

Professor Mohammed Suleiman Audu

DEPUTY VICE-CHANCELLOR - ADMINISTRATION

Professor Abdullahi Emmanuel Bala

REGISTRAR

Dr. (Mrs.) Rebecca Aimiohu Okojie

BURSAR

Mr. John Sule Shilo

UNIVERSITY LIBRARIAN

Dr. (Mrs.) Sarah Dauda Yani



PROFESSOR OLAYEMI DUROTIMI AKINWUMI
VICE-CHANCELLOR



PROFESSOR MOHAMMED SULEIMAN AUDU
DEPUTY VICE-CHANCELLOR (ACADEMIC)



PROFESSOR ABDULLAHI EMMANUEL BALA
DEPUTY VICE-CHANCELLOR (ADMINISTRATION)



DR. (MRS.) REBECCA AIMIOHU OKOJIE
REGISTRAR



MR. JOHN SULE SHILO
BURSAR



DR. (MRS.) SARAH DAUDA YANI
UNIVERSITY LIBRARIAN



DR. ABDULLAHI MUSA YUSUF
DEAN, STUDENT AFFAIRS



PROF. MIKE OZOVEHE OGIRIMA
PROVOST, COLLEGE OF HEALTH SCIENCES



PROF. AYODELE ANTHONY BAMIDELE
DEAN, FACULTY OF ARTS



PROF. JOSEPH OLORUNJU OMOLEHIN
DEAN, FACULTY OF EDUCATION



PROF. IDRIS AUDU JAIYEoba
DEAN, FACULTY OF MANAGEMENT SCIENCE



PROF. BENJAMIN MOPAH DAUDA
DEAN, FACULTY OF SCIENCE



PROF. LUCKY ONOVWAKPONOKO OVWASA
DEAN, FACULTY OF SOCIAL SCIENCES



RAMAT ISIYAKU HUSSEINI
STUDENT AFFAIRS OFFICER

THE NATIONAL ANTHEM**FIRST STANZA**

Arise, O compatriots, Nigeria's call obey
 To serve our fathers' land
 With love and strength and faith
 The labour of our heroes past
 Shall never be in vain
 To serve with heart and might
 One nation bound in freedom, peace and
 Unity.

SECOND STANZA

Oh God of creation, direct our noble cause
 And guide our leaders right
 Help our youth the truth to know
 In love and honesty to grow
 And living just and true
 Great lofty heights attain
 To build a nation where peace and justice
 Shall reign.

THE UNIVERSITY ANTHEM**FIRST STANZA**

The Federal University Lokoja
 Citadel of hope for transformative learning
 Setting the pace for modern learning in Science, in Arts and Innovations:
 Let your light keep shining brightly to make our nation great,
 And train our youths to be First-Class leaders;
 Hail, Hail we praise you!
 The Federal University Lokoja.

SECOND STANZA

The Federal University Lokoja
 Bringing from North, the East, the West and South
 Youths that will stand as shining patriots;
 Your foundation for development and peace from North to South;
 Shall build a nation united and strong;
 Hail, Hail we praise you!
 The Federal University Lokoja.



1.8.1 INTERPRETATION OF THE LOGO

The Logo of Federal University Lokoja consists of three (3) nested shields each having a notch at its upper borders. The innermost shield contains the confluence of Rivers Niger and Benue, to signify the uniqueness of its location, Lokoja. The inner shield also contains the letters FUL in Capital, representing the acronym of the University. At the lower part of the inner shield there is an open book signifying the literary aspect of the University. The background colour is Navy Blue, the colour of the University. The middle shields the outer one by three (3) nails at its borders. The background colour is white. The outer shield has a background colour of Navy Blue. At its upper border is the name of the University written out in capital letters in full, FEDERAL UNIVERSITY LOKOJA. At its lower part is a ribbon folded twice at its ends. The ribbon contains the motto of the University – **ad astra** – a condensed form of the Latin phrase meaning: **The Sky is the Limit.**

1.9 PROGRAMMES RENDERED BY THE UNIVERSITY

The University renders academic, research and community services to the public through the following Faculties, Departments, Institutes, Directorates and Centres.

1.9.1 Faculties, Departments and Programmes

S/N	Departments	S/N	Programmes
I. FACULTY OF ARTS			
1.	Arabic	1.	B.A. Arabic
2.	Archaeology	2.	B.A. Archaeology
3.	Christian Religious Studies	3.	B.A. Christian Religious Studies
4.	English and Literary Studies	4.	B.A. English and Literary Studies
5.	History and International Studies	5.	B.A. History and International Studies
6.	Islamic Studies	6.	B.A. Islamic Studies
7.	Linguistics	7.	B.A. Linguistics
8.	French	8.	B.A. French
9.	Music	9.	B.A. Music
10.	Philosophy	10.	B.A. Philosophy
11.	Theatre Arts	11.	B.A. Theatre Arts
II. FACULTY OF EDUCATION			
12.	Arts and Social Sciences Education	12.	B.A. (Ed.) English Language
		13.	B.A. (Ed.) History
		14.	B.Sc. (Ed.) Economics
		15.	B.Sc. (Ed.) Geography
		16.	B.Sc. (Ed.) Political Science
		17.	B.Ed. Social Studies
		18.	B.Ed. Business Education
13.	Educational Foundation	19.	B.Ed. Guidance & Counseling
14.	Library and Information Science	20.	BLIS Library and Information Science
15.	Science Education	21.	B.Sc. (Ed.) Biology
		22.	B.Sc. (Ed.) Chemistry
		23.	B.Sc. (Ed.) Computer Science
		24.	B.Ed. Integrated Science
		25.	B.Sc. (Ed.) Mathematics
		26.	B.Sc. (Ed.) Physics
16.	Physical and Health Education	27.	B.Sc. (Ed) Human Kinetics and Health

III. FACULTY OF ENGINEERING			
17.	Civil Engineering	28.	B.Eng. Civil Engineering
18.	Computer Engineering	29.	B.Eng. Computer Engineering
19.	Electrical and Electronic Engineering	30.	B.Eng. Electrical and Electronic Engineering
20.	Mechanical Engineering	31.	B.Eng. Mechanical Engineering
21.	Metallurgical and Materials Engineering	32.	B.Eng. Metallurgical and Materials Engineering
22.	Mining Engineering	33.	B.Eng. Mining Engineering
IV. FACULTY OF MANAGEMENT SCIENCE			
23.	Accounting	34.	B.Sc. Accounting
24.	Banking and Finance	35.	B.Sc. Banking and Finance
25.	Business Administration	36.	B.Sc. Business Administration
26.	Public Administration	37.	B.Sc. Public Administration
V. FACULTY OF SCIENCE			
27.	Biochemistry	38.	B.Sc. Biochemistry
28.	Biology	39.	B.Sc. Biology
29.	Biotechnology	40.	B.Sc. Biotechnology
30.	Botany	41.	B.Sc. Botany
31.	Chemistry	42.	B.Sc. Chemistry
32.	Computer Science	43.	B.Sc. Computer Science
33.	Geology	44.	B.Sc. Geology
34.	Industrial Chemistry	45.	B.Sc. Industrial Chemistry
35.	Mathematics	46.	B.Sc. Mathematics
36.	Microbiology	47.	B.Sc. Microbiology
37.	Physics	48.	B.Sc. Physics
38.	Statistics	49.	B.Sc. Statistics
39.	Zoology	50.	B.Sc. Zoology
VI. FACULTY OF SOCIAL SCIENCES			
40.	Economics	51.	B.Sc. Economics
41.	Geography	52.	B.Sc. Geography
42.	Mass Communication	53.	B.Sc. Mass Communication
43.	Political Science	54.	B.Sc. Political Science
44.	Sociology	55.	B.Sc. Sociology
45.	Psychology	56.	B.Sc. Psychology

VII. COLLEGE OF HEALTH SCIENCES – The College is running:

i.	Bachelor of Medicine; Bachelor of Surgery (MB; BS) with Departments of Human Anatomy, Human Physiology, Medical Biochemistry, Community Medicine, Pharmacology and Therapeutics, Chemical Pathology, Haematology and Blood Transfusion, Medical Microbiology and Parasitology, Morbid Anatomy; and all Clinical Specialties/Departments.
ii.	Dentistry, Pharmacy, Nursing, Medical Laboratory Science and other Allied Medical Courses are to be established in phases.

1.9.2 Schools

- i.** School of Preliminary and Remedial Studies (SPRS)
- ii.** School of Post-Graduate Studies (SPGS)
- iii.** School of General Studies (GST)

1.9.3 Institutes and Directorates

- i.** Institute of Education
- ii.** Institute of Governance and Development Studies
- iii.** Directorate of Academic Planning
- iv.** Directorate of Advancement & Linkages
- v.** Directorate of Consultancy and Ventures
- vi.** Directorate of Distance & e-Learning
- vii.** Directorate of Entrepreneurship & Skill Acquisition
- viii.** Directorate of Information and Communications Technology (ICT)
- ix.** Directorate of Quality Assurance
- x.** Directorate of Research & Innovation

1.9.4 Non-Academic Services

- i.** Community Services.
- ii.** Humanitarian Services.
- iii.** Other Specific Services (Hostel).

1.9.5 Essential Services

- i.** UNIVERSITY HEALTH SERVICES (24 HOURS)
- ii.** LIBRARY SERVICES
 - a. Mondays – Fridays : 8.00 a.m. – 8.00 p.m.
 - b. Saturdays & Sundays : 10.00 a.m. – 6.00 p.m.
- iii.** SECURITY SERVICES (24 HOURS)

1.10

AERIAL VIEW OF FELELE CAMPUS



MAIN GATE



STUDENTS HOSTEL



FACULTY BUILDING



FACULTY BUILDING



LECTURE THEATRE

1.11 AERIAL VIEW OF COLLEGE OF HEALTH SCIENCES (COHS) CAMPUS



MAIN GATE



AERIAL VIEWS

SECTION TWO

2.0 REGISTRATION PROCEDURE FOR FRESH AND RETURNING STUDENTS

2.1 FRESH STUDENT REGISTRATION EXERCISE

To be eligible for clearance as an admitted candidate, the following conditions must be met:

- i. Your admission must have been approved on the Central Admission Processing System (CAPS) of the Joint Admissions and Matriculation Board (JAMB).
- ii. You must have accepted the offer of admission as approved by JAMB.

2.1.1 GUIDELINES FOR FRESH STUDENT REGISTRATION:

STEP 1: ACCEPTANCE OF OFFER

- i. Visit the University website (www.fulokoja.edu.ng) and click on Admissions – Undergraduate – Post-UTME, then login with your JAMB Registration Number to confirm your admission status.
- ii. Once successful, click on Pay Acceptance Charges, to generate payment invoice with RRR.
- iii. Pay acceptance charge as stated on the generated payment invoice using REMITA services (card or bank payment):
 - For Card Payment: Visit www.remita.net, Click on "Bills and Purchases – Pay RRR Invoice", then enter your generated RRR (Remita Retrieval Reference), and process your payment with relevant card details.
 - For Bank Payment: Visit any bank of your choice that offers REMITA services and pay using the generated RRR (Remita Retrieval Reference) on your invoice.
- iv. Return to the University website and click on Admissions – Undergraduate – Post-UTME Portal, to confirm your payment.

You will be provided a school email address, which would be the official means of communication.

- v. Print your Admission Letter and Letter of Undertaking.

STEP 2: O'LEVEL RESULT VERIFICATION

- i. Return to the University website and click on Admissions – Undergraduate – Post-UTME Portal – Submit O'level, to supply your O'level examination results and scratch card details.

Please note that failure to upload the correct O'level examination details and a valid and usable examination scratch card will lead to automatic disqualification of admission.

- ii. Check your university email or the Post-UTME Portal for confirmation to proceed with your registration. Once successful, proceed to step 3.

STEP 3: PAYMENT OF SCHOOL CHARGES

- i. Visit the University website and click on Student – Undergraduate – Student Portal, and login with your JAMB Registration Number.
- ii. Generate and print Payment Invoice for School Charges.
- iii. Pay your School Charges as stated on the generated payment invoice using REMITA services (card or bank payment):
 - For Card Payment: Visit www.remita.net, Click on "Bills and Purchases – Pay RRR Invoice", then enter your generated RRR (Remita Retrieval Reference), and process your payment with relevant card details.
 - For Bank Payment: Visit any bank of your choice that offers REMITA services and pay using your generated RRR (Remita Retrieval Reference) on your invoice.
- iv. Return to the University website and click on Student – Undergraduate – Student Portal to confirm your payment.
- v. After confirmation of payment, print out your School Charges receipt.
- vi. Proceed to printout the completed online STUDENT BIO-DATA FORM (Form 01).

NOTE: You are advised to keep all printed documents as you will be required to submit them at designated points.

STEP 4: MEDICAL CERTIFICATE OF FITNESS

Visit the University Health Services Centre to conduct your medical fitness test.

STEP 5: COURSE REGISTRATION

Visit the University website and click on Student – Undergraduate – Student Portal – Course Registration, to complete your Course Registration online.

To check the status of your course registration, click on Student Portal – Printout – Course Form.

STEP 6: PHYSICAL CLEARANCE

- i. Visit your Department and submit three (3) copies each of the documents listed below to your Departmental Administrative Officer:
 1. Acceptance Fee E-Payment Receipt
 2. A copy of the Online School Charges Receipt
 3. Federal University Lokoja Admission Letter
 4. Form 01 (STUDENT BIO-DATA FORM) online printout
 5. JAMB Result Slip (online print out) – for UTME Candidates
 6. JAMB Admission Letter (Duplicate for Institution use only)
 7. Record from previous Institution (Statement of Result/Certificate) – for DE Candidates
 8. O'level Result(s) (Online Print-out)
 9. Signed Letter of Undertaking (original copy)
 10. Certificate of Local Government of Origin (If Non-Nigerian, Residence Permit)
 11. Birth Certificate/Declaration of Age

12. Medical Certificate of Fitness from the University Health Services Centre only
13. Completed Course Registration Forms printed from the University portal
14. Ten (10) recent Passport Photograph with red background

Failure to present the above documents will lead to automatic withdrawal of offer of admission.

- ii. Submit a copy of your STUDENT BIO-DATA FORM (Form 01) and the online School Charges Receipt to each of the Units listed below:
 1. Students Affairs Division
 2. University Library
 3. Sports Unit
 4. University Health Services Centre
 5. University Counseling Unit
 6. Security Unit

CAUTION:

- **BEWARE OF IMPOSTORS WHO INTERACT OR SEND YOU SMS WITH PROMISE(S) OF ASSISTANCE IN THE AREA OF ADMISSION, RESULTS, ACCOMMODATION, ETC. FEDERAL UNIVERSITY LOKOJA MAINTAINS THE BEST ETHICAL PRACTICES IN HANDLING STUDENT MATTERS.**
- **BEWARE OF FRAUDSTERS LURKING AROUND CAFES OR ON & OFF CAMPUS IN THE HANDLING OF YOUR ATM CARD DETAILS.**
- **REPORT ANY FRAUDULENT ACT OR SUSPICIOUS ACTIVITIES TO THE SECURITY UNIT, FEDERAL UNIVERSITY LOKOJA**
- **IF IN DOUBT, KINDLY SUBMIT YOUR INQUIRY TO: admissions@fulokoja.edu.ng**

2.2 RETURNING STUDENT REGISTRATION EXERCISE

2.2.1 GUIDELINES FOR RETURNING STUDENT REGISTRATION

STEP 1: CONFIRMATION OF PREVIOUS LEVEL RESULT

Proceed to the University Portal for confirmation of your previous level Second semester result/status.

STEP 2: PAYMENT OF SCHOOL CHARGES

- i. Visit the University website and click on Student – Undergraduate – Student Portal, and login with your Matriculation Number.
- ii. Generate and print Payment Invoice for School Charges.
- iii. Pay your School Charges as stated on the generated payment invoice using REMITA services (card or bank payment):
 - For Card Payment: Visit www.remita.net, Click on "Bills and Purchases – Pay RRR Invoice", then enter your generated RRR (Remita Retrieval Reference), and process your payment with relevant card details.
 - For Bank Payment: Visit any bank of your choice that offers REMITA services and pay using your generated RRR (Remita Retrieval Reference) on your invoice.

- iv. Return to the University website and click on Student – Undergraduate – Student Portal to confirm your payment.
- v. After confirmation of payment, print out your School Charges receipt.
- vi. Proceed to printout the completed online STUDENT BIO-DATA FORM.

NOTE: You are advised to keep all printed documents as you will be required to submit them at designated points.

STEP 3: COURSE REGISTRATION

Visit the University website and click on Student – Undergraduate – Student Portal – Course Registration, to complete your Course Registration online.

To check the status of your course registration, click on Student Portal – Printout – Course Form.

Students should consult their Department/Faculty timetable for the schedule of lectures/tutorials/practicals for all courses registered in their respective programmes.

STEP 4: PHYSICAL CLEARANCE

- i. Submit a copy of your Course Registration Form, Student Bio-Data Form and the online School Charges Receipt to:
 - a. Your Departmental Administrative Officer
 - b. Your Faculty Administrative Officer
 - c. Exams and Records Division
 - d. Students Affairs Division
- ii. Submit a copy of your Student Bio-Data Form and the online School Charges Receipt to:
 - a. University Library
 - b. Sports Unit
 - c. University Health Services
 - d. University Counseling Unit
 - e. Security Unit

2.3 LATE REGISTRATION

The University allows two (2) weeks after normal registration. Late registration attracts a charge of N5,000.00. No student would be allowed to register after the closing date of late registration.

2.4 OTHER UNITS/DIVISIONS OF THE UNIVERSITY

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

- Exams and Records Division
- Admissions Division
- Senate Affairs Division
- Students Affairs Division
- University Counseling Unit
- Servicom Unit
- Sports Unit
- Security Unit

2.4.1 University Health Services

Every student is required to register with and undergo a medical examination at the University Health Services. All students are expected to register at the beginning of every session with the University-approved **Health Management Organization (HMO)** for health insurance purposes.

2.4.2 University Library

All students are required to register with the University Library upon admission with evidence of payment of school charges.

2.4.3 Student Affairs Division

Students should make all enquiries at the Student Affairs Division and ensure that they participate in all approved University activities, namely, Orientation, Matriculation, Convocation, Lectures, Seminars, Workshops, Sports, etc. It is mandatory that every student obtains a copy of the Student Handbook.

2.5 CERTIFICATE VERIFICATION

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

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

2.6 CHANGE OF NAME

No male student is allowed to change his name from that with which he gained admission into the Federal University Lokoja. A female student who marries in the course of her studies in the University would be allowed to change only her surname after she has written to inform the University, with legal evidence including newspaper publication in support of the marriage, to the Vice-Chancellor through her Head of Department, a copy of which must be submitted to the Registrar.

SECTION THREE

3.0 SPECIFIC REGULATIONS

Federal University Lokoja has many students who come from various backgrounds. It would be difficult to operate smoothly without some rules and regulations to guide their behaviour. Law and order must be maintained to create a favourable atmosphere for academics 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 value only if it enables its possessor to live a meaningful life, which must include behaving responsibly to self and society.

3.1 POLICY OF FEDERAL UNIVERSITY LOKOJA ON SEXUAL HARASSMENT

Sexual harassment is unacceptable and unlawful conduct and will not be tolerated at Federal University Lokoja.

Acts of unwelcome sexual advances or requests for sexual favours and verbal or physical conduct of a sexual nature constitute sexual harassment.

Sexual harassment is established when:

- i.** submission to such conduct is made either explicitly or implicitly as a term or condition for a student's admission, or participation in a university-sponsored education programme or activity;
- ii.** submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting such student; or
- iii.** such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or recreating an intimidating, hostile, or offensive educational environment.

Any affected student should explore redress with the University authority

3.2 PARTICIPATION IN UNIVERSITY ACTIVITIES

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

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

3.3 PERSONAL DISCIPLINE

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

- i.** conducting himself/herself in an orderly manner and displaying a high sense of responsibility both within and outside the University premises;
- ii.** maintaining personal cleanliness and being decently dressed as required by the dress code of the University;

- iii. co-operating with staff and other students to keep walls, grounds and general University premises clean at all times;
- iv. avoiding posting notices on the walls and unauthorized places; and,
- v. avoiding or checking reckless driving on the premises of the University.

3.4 FREEDOM OF EXPRESSION

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

3.5 INSTITUTIONAL EMBARRASSMENT

Any student arrested by Law Enforcement Agencies on alleged criminal activities shall have his/her studentship suspended pending the final determination of the case by the appropriate authorities.

3.6 SMOKING ON CAMPUS

Smoking is not permitted anywhere in the University Campus. Any student caught smoking shall be expelled from the University.

3.7 STUDENT NURSING MOTHERS

Students who are nursing mothers are not allowed to come with their babies to the classroom or examination hall. Also, nursing mothers shall not be eligible for University Hostel Accommodation.

3.8 RESPECT FOR OTHERS

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

SECTION FOUR

4.0 ACADEMIC REGULATIONS

4.1 BASIC ADMISSIONS REQUIREMENTS

Candidates are admitted into the degree programmes through any of the following three (3) ways:

i. University Tertiary Matriculation Examination (UTME) Entry Mode

In addition to the Institutional Minimum UTME Score and subject requirements, candidates must possess five (5) O'level credits in subjects relevant to their desired programme obtained in not more than two (2) sittings. Credit in English Language is compulsory for admission into all courses at Federal University Lokoja. Visit the University website (www.fulokoja.edu.ng) for the O'level, UTME Requirements for courses offered at Federal University Lokoja.

ii. Direct Entry Mode

In addition to O'level requirements, the Direct Entry Candidate must have met the minimum requirement of the advanced level certificate (FUL Diploma/ IJMB/ JUPEB/ NCE/ND/HND/Bachelor's Degree results) he/she is presenting. Visit the University website (www.fulokoja.edu.ng) for the O'level, and DE Requirements for courses offered at Federal University Lokoja.

iii. Inter-University Transfer Mode

Students can transfer to 200 level for a 4-year course or 300 level for a 5 or 6-year programme provided they have met the minimum requirements for the desired programme.

4.2 DEFERMENT OF ADMISSION

A fresh student may apply to Senate through the Head of Department, Dean of Faculty and the Registrar for deferment of admission after registration and matriculation. Application for the deferment of admission is subject to the approval of the Senate. Deferment shall be valid for only one academic session.

4.3 INTER-DEPARTMENTAL/ INTER-FACULTY TRANSFER

A student currently registered in any programme of the University in a session and has a minimum CGPA of 1.00 may apply for transfer to another Department or Faculty provided that such student meets the minimum entry admission requirement of the destination department.

To apply, such student shall complete the **inter-departmental/ inter-faculty transfer form** obtained from the Admissions Division. The form must be routed through the student's original Faculty, through the destination Faculty to the Deputy Registrar, Admissions Division. All applications for transfer are subject to the recommendation of the Board of the Faculty to which the student is seeking transfer. Approval of such transfers shall be obtained from Senate.

4.4 DEFERMENT OF ACADEMIC PROGRAMME

A duly registered student may for good cause (ill-health, financial difficulty or as may be determined by Senate) apply for deferment by submitting to his/her Department a Deferment Form. Permission for deferment shall be granted only by Senate. Approval for deferment shall be for one (1) academic session, for a duly registered student. Such a student must have paid all the prescribed school charges.

4.5 TRANSFERRING FROM OTHER UNIVERSITIES

The University would entertain cases of students wishing to transfer from the University. The University also welcome requests from candidates for transfer into her programmes for the following conditions:

- i.** You must be a current student of an NUC approved University.
- ii.** You must possess a minimum Cumulative Grade Point Average (CGPA) of **2.5**.
- iii.** Meet the basic requirements for admission into the intending programme (UTME/DE). Please visit the University website for UTME and Direct Entry Requirements.
- iv.** Obtain an online application form at a non-refundable fee ₦50,000.00 as stated on the generated payment invoice. Visit the University website (www.fulokoja.edu.ng) and click on Admissions – Undergraduate – Inter-University Transfer, to fill out the Inter-University Transfer Form online.
- v.** The completed online form should be printed and submitted to the Deputy Registrar, Admissions Division, FUL, along with the documents listed below for consideration:
 - a.** A duly signed copy of your Academic Transcript/Result mailed directly from your institution and addressed to:
*The Registrar,
Federal University Lokoja,
Lokoja, Kogi State
(Attention: Deputy Registrar, Admissions)*
 - b.** A letter of evaluation and release duly signed by the Registrar of your University that the applicant was not expelled for misconduct from the University
 - c.** A copy of your University Admission Letter
 - d.** A copy of your JAMB Result Slip (applicable to UTME admitted candidates)
 - e.** A copy of your JAMB Admission Letter
 - f.** A copy of your Statement of Result/Certificate (applicable to DE admitted candidates)
 - g.** A copy of your O’level Result(s) (Online Print-out)

Admission shall be considered by Senate based upon the recommendation of the Registrar at least two (2) months before the commencement of the Session. Successful applicants shall pay the prevailing acceptance (₦20,000.00) and transfer fees (₦200,000.00), then proceed to register on the portal.

4.6 TRANSFER OF CREDIT UNITS FROM OTHER INSTITUTIONS

A student transferring from a recognized University may be credited with units for courses successfully completed and which satisfy the course requirements of the programme for which the student is registered at the Federal University Lokoja. The units and grade points awarded shall be placed at the appropriate level in the degree programme. A transferred

student shall not normally be credited with more than 65 units for courses taken in other Universities. Transfers may only be entertained at 200 level for a 4-year course or at level 300 for a 5 or 6-year programme after fulfilling all other requirements.

4.7 CONDITIONS FOR AWARD OF DEGREES

All students should note that:

- i. degrees are awarded on the basis of character and learning,
- ii. the University reserves the right to withdraw the degree, diploma or certificate even after graduation if he/she is found wanting in either character or/and learning.

4.8 ACADEMIC CEREMONIES

4.8.1 Matriculation

The University has, as one of its programmes of activities, the matriculation of students. During matriculation, only duly registered students shall be formally admitted as members of the University with a matriculation oath which must be signed by the student and returned for record purposes.

4.8.2 Convocation

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

4.9 ACADEMIC COUNSELING

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

4.10 DEFINITION OF A CREDIT UNIT

Course Credit Unit(s) is defined as one hour of lecture or one or two hours of discussion, or two to three hours of practical (workshop, laboratory, or fieldwork) per week per semester.

4.11 STUDENT ACADEMIC WORKLOAD

All full-time students shall take a minimum of 15 credit units and a maximum of 24 credit units per semester. However, a Direct-Entry Student or final year student may apply to take less or more than the limits (provided it is not fewer than 2 units and not more than 30 units) through the Head of Department to the Dean of the Faculty.

4.12 CONCURRENT ENROLMENT

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

4.13 DURATION OF SEMESTER

During each semester, 15 weeks shall normally be reserved for teaching, excluding public holidays and semester breaks. One (1) to three (3) weeks shall be reserved for examinations after fifteen (15) weeks of teaching.

4.14 CONTINUOUS ASSESSMENT (CA)

Assessment of student work shall be continuous and this shall form not more than 40% of the total assessment for the course. Every student is required to partake in continuous assessment. **Any student without a record of CA in the registered course, shall not be eligible for the final examination.**

4.15 END OF SEMESTER EXAMINATIONS

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

Carry-over courses are credited at the level at which they are passed.

75% class attendance (including all other related academic activities) is required for students to be eligible to write the end of the semester examination.

4.16 GRADUATING WITH AN “F” GRADE IN AN ELECTIVE COURSE

A student may apply to graduate with an ‘F’ grade in a failed elective course.

4.17 ACADEMIC REQUIREMENTS FOR PROGRESSION FROM LOWER TO HIGHER LEVEL

- i.** CGPA of 1.00 is the minimum requirement for good academic standing respectively.
- ii.** Student must pass all core courses irrespective of the number of attempts.
- iii.** All failed electives are to be reflected in the remarks column and used to calculate GPA in the first attempt and subsequent time the same course is taken.
- iv.** 70% of the credits earned must be in core courses, while 30% are for electives including GST courses.
- v.** A student's academic work shall at the end of every semester be assessed using the structure in **Table 1**. Note, final year 1st semester examination results shall be processed along with the 2nd semester results.

4.18 NUMBER OF TIMES A COURSE CAN BE ATTEMPTED

A student can continue to retake a course so long as the programme permits.

4.19 QUALIFICATION FOR STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)/TEACHING PRACTICE (TP)

A student must earn a total of sixty (60) credit units for UTME entrants and thirty (30) credit units for Direct Entry to proceed on SIWES/TP.

4.20 APPLYING FOR REMARKING OF EXAMINED COURSE

A student may apply to the Vice-Chancellor through his/her Head of Department for a remarking of his/her script in a course examined during a semester and within one week after publication of results. When a student makes such a request, he shall pay a reassessment charge of Fifty thousand (N50,000.00) naira only 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 allegation of wrong marking/computation is proved. The outcome shall be final when approved by Senate.

4.21 ABSENCE FROM AN EXAMINATION

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

4.22 GRADE POINT (GP)

To compute academic standing of a student at the end of the semester, Grade Points per unit are assigned as follows: **A=5, B=4, C=3, D=2, E= 1, F=0**. When a course has been taken by the student, the actual score earned by the student shall be used in computing the result.

Table 1: Range of marks and their grade points

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

4.23 GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

The following variables are used in the calculation of GPA and CGPA:

- CPE - Credit Point Earned
- TCPE - Total Credit Point Earned
- RCU - Registered Credit Units
- TRCU - Total Registered Credit Units

Grade Point Average is calculated by dividing the total credits points earned (TCPE) by the total registered credit units (TRCU) in a given semester.

$$i.e., GPA = \frac{TCPE}{TRCU} \quad i.e. \frac{\text{Sum of Credit Points earned in a Semester}}{\text{Sum of Registered Credit Units in the semester}}$$

Cumulative Grade Point Average is the addition of Previous TCPE and current TCPE, divided by the addition of Previous TRCU and current TRCU.

$$i.e., CGPA = \frac{\text{Previous TCPE} + \text{Present TCPE}}{\text{Previous TRCU} + \text{Present TRCU}}$$

4.24 EXAMPLES OF CALCULATED GPA AND CGPA

Suppose a 100-level student in the Department of Physics has the following results in the first and second semesters:

Table 2. Example of First Semester Examination Results

S/N	(a)	(b)	(c)	(d)	(e)
	Course	Grades	Grade Points	Registered Credit Unit (RCU)	Credit Points Earned (CPE) (c x d)
1.	PHY 111	65(B)	4	2	8
2.	PHY 131	76(A)	5	2	10
3.	PHY 161	70(A)	5	1	5
4.	CHM 111	63(B)	4	2	8
5.	STAT 101	72(A)	5	1	5
6.	MTH 101	73(A)	5	1	5
7.	MTH 103	67(B)	4	1	4
8.	MTH 105	75(A)	5	1	5
9.	MTH 107	47(D)	2	1	2
10.	GEY 101	41(E)	1	2	2
11.	CHM 121	57(C)	3	2	6
				16 (TRCU)	60 (TCPE)

First Semester Summary:

- Total Registered Credit Unit (TRCU) = 2+2+1+2+1+1+1+1+1+2+2=16
- Total Credit Point Earned (TCPE) = 8+10+5+8+5+5+4+5+2+2+6 = 60

Thus, First Semester GPA = 60/16 =3.75

Table 3. Example Second Semester Examination Results

S/N	(a)	(b)	(c)	(d)	(e)
	Course	Grades	Grade Points	Registered Credit Unit (RCU)	Credit Points Earned (CPE) (c x d)
1.	PHY 122	70(A)	5	2	10
2.	PHY 124	72(A)	5	1	5
3.	PHY 162	64(B)	4	1	4
4.	MTH 102	69(B)	4	2	8
5.	MTH 104	70(A)	5	2	10
6.	MTH 106	78(A)	5	2	10
7.	MTH 108	75(A)	5	1	5
8.	CSC 100	72(A)	5	2	10

9.	CHM 112	56(C)	3	2	6
10.	CSC 102	27(F)	0	2	0
				17 (TRCU)	68 (TCPE)

Second Semester Summary:

- *Total Registered Credit Unit (TRCU) = 2+1+1+2+2+2+1+2+2+2 = 17*
- *Total Credit Point Earned (TCPE) = 10+5+4+8+10+10+5+10+6+0 = 68*

Thus, Second Semester GPA = 68/17 = 4.00

Therefore,

$$\text{CGPA} = \frac{60 + 68}{16 + 17} = \frac{128}{33} = 3.88$$

NB: Observe that CGPA is not calculated as the sum of 1st and 2nd semester GPAs divided by 2 but as the sum of the TCPE of both semesters divided by the sum of the TRCU of both semesters.

It's important to note that students that were admitted when the minimum 1.5 CGPA (i.e., the 45% pass mark) was formerly in operation shall continue to be evaluated under such a structure till they graduate.

4.25 REPEATED COURSE GRADE

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

4.26 CLEAR ACADEMIC STANDING

For a student to be on Clear Academic Standing, he/she should have at least a CGPA of not less than **1.00**.

4.27 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 a session. The probationary status of a student shall be reversed if the student maintains a CGPA of at least 1.00 in any subsequent semester after the first year. The responsibility to reverse the probationary status rests with the student. **A preliminary notice of poor academic standing shall be given to a student in writing by the University.**

4.28 WITHDRAWAL FOR ACADEMIC FAILURE

A student shall be required to withdraw for academic failure if he/she at the end of any session fails to maintain a CGPA of at least 1.00. A student in his/her final year of study who fails to make a minimum CGPA of 1.00 may be allowed to register for his/her failed courses in the concession year(s). Such a student who fails to make a minimum CGPA of 1.00, shall be asked to withdraw from the programme.

4.29 PUBLICATION OF RESULTS

The results of all examinations shall be published following approval by Senate. Senate's approved student results should be made available to parents/guardians at the end of every semester.

4.30 PROGRAMME ATTENDANCE REGISTERS

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

4.31 DURATION OF PROGRAMMES

A student in a four-year degree programme shall normally be expected to complete the programme in eight (8) semesters but may be allowed to continue for a total of twelve (12) semesters and still qualify for a classified degree provided he/she maintains a CGPA of 1.00 and above.

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 14 semesters and still qualify for a classified degree provided he/she maintains a CGPA of 1.00 and above.

4.32 GRADUATION REQUIREMENTS FOR BACHELOR'S DEGREE

In order to qualify for the Bachelor's Degree of Federal University Lokoja, a student must attain:

- i. a passing grade in supervised Student Industrial Work Experience Scheme (SIWES)/Teaching Practice (TP), where applicable;
- ii. a minimum of CGPA of 1.00;
- iii. a minimum of 150 units including SIWES/TP for a five-year programme and 120 units for a four-year programme. A transferred student must earn a minimum of 60 units for a 4-year programme and 90 units for a 5-year programme; and
- iv. a passing grade is required in all compulsory courses of a programme. A minimum score of 40% must be obtained in required courses. A student may take some elective courses to meet graduation requirement.

4.32.1 Standard Terminologies for Course Category

The following standard terminologies are used for different categories of courses.

- i. **Core Course:** A course which every student must compulsorily take and pass in any programme at a particular level of study.
- ii. **Elective Course:** A course that students take within or outside the faculty. Students may graduate without passing the elective provided the minimum credit units for graduation had been attained.
- iii. **Pre-requisite Course:** A course which student must take and pass before taking a particular course at a higher level.

- iv. The **Core Curriculum Minimum Academic Standards (CCMAS)** provides for 70% minimum core courses requirements for graduation with Nigerian Universities expected to provide the remaining 30%.

4.33 CLASSIFICATION OF DEGREES

For final classification of degree, a student should have achieved the following CGPA:

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

SECTION FIVE

5.0 LIBRARY SERVICES

Library is a Unit that services the whole University in terms of book collections including e-module in various disciplines.

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

- Francis Bacon.

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

- Anonymous.

5.1 ADMISSION FOR LIBRARY USES

The University Library is open to only registered users. Registration is renewable at the beginning of every session. Borrowing of books is only for registered library users who are to present their University Identity Card.

5.2 AVAILABLE INFORMATION RESOURCES

- i. Reference materials
- ii. Periodicals like journals, magazine, newspaper
- iii. E-books, on-line databases and internet resources

5.3 SPECIALIZED SERVICES

- i. Binding of materials;
- ii. Production of library identity cards for students of the University;
- iii. Compilation of bibliographies and reading lists for students; and,
- iv. Photocopying services;
- v. Laptops are available in the library for students to borrow for use within 2-3 hours on daily bases.

5.4 LIBRARY OPENING HOURS

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

- Monday – Friday - 8.00 a.m. – 9.00 p.m.
- Saturday and Sunday - 10.00 a.m. – 6.00 p.m.

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

5.5 LIBRARY REGULATIONS

5.5.1 Eligibility of Users

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

5.5.2 Borrowing of Library Resources

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

5.5.3 Loan Period

The loan period for students and other readers on special permission is two weeks.

5.5.4 Number of Books

Students are allowed to borrow only up to two different books upon the acquisition of library card or borrower's card.

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

5.5.5 Identity Cards

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

5.5.6 Penalties for Non-Return of Books

All library materials must be returned or renewed promptly on the due dates or following a recall notice from the University Librarian or before the reader goes on vacation, on leave or leaves, withdraws/graduates from Federal University Lokoja. Failure to do so will attract a fine of **₦100.00** per book for each day the book is overdue, or **₦100.00** an hour in the reserved books collection, or any amount as may be approved by the University Library Committee from time to time.

Library materials that are recalled by the University Librarian are charged at the rate of **₦100.00** a day, while a fine of **₦200.00** is imposed for replacing any lost borrower's card by a reader.

Habitual defaulters can lose borrowing privileges.

5.5.7 Mutilation and Stealing of Library Books/Material

Deliberate mutilation of library books/materials is a punishable offence, which attracts a fine of **₦1,000.00** and rustication for 2 (two) semesters in addition to the replacement of the damaged book/material.

Stealing of library books/materials is considered an act of **gross misconduct** and shall be reported to the Security Unit for further action.

5.5.8 Loss of Library Resources

In the event of loss of library resources, defaulters shall pay the value (amount) or buy the lost resources.

5.5.9 Readers' Responsibilities

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

5.5.10 Safety of Materials

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

5.5.11 Conduct in the Library

Every user of the library is expected to be of good conduct and is urged to bear in mind that, talking, smoking, eating, drinking and use of mobile phones for calls are prohibited in the library. Silence must be observed in the Library.

5.5.12 Children in the Library

Children under the age of 8 (eight) years are not allowed into the Library.

5.5.13 Reservation of Seats in the Library

- i. Library users must use prescribed entrances and exits.
- ii. Seats should not be reserved in the Library for more than 30 minutes.
- iii. Readers should not leave their seats/resources for more than 30 minutes.

5.5.14 Damage to Library Materials

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

5.5.15 Checking of Library Users at Exit

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

5.5.16 Re-shelving of Books

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

5.5.17 Suspension from the Library

The University Librarian may suspend any person from using the library for violation of the foregoing rules, pending the report of such action at the next meeting of the Library Committee. Suspension here is used in its widest sense to denote sanction against any user found guilty of any wrongdoing.

5.5.18 Loan of Material during Vacation/Leave

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

5.5.19 Books on High Demand

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

5.6 MISCELLANEOUS PROVISIONS

5.6.1 Users Forgotten Items

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

5.6.2 Prohibited Items

Bags, briefcases, 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 Hall.

5.6.3 Suggestions/Complaints

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



A section of the University Library

SECTION SIX

6.0 RULES FOR THE CONDUCT OF UNIVERSITY EXAMINATIONS

6.1 GENERAL RULES

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

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

Students will not be permitted to start an examination until formally instructed to do so by the Examiner/Invigilator in-charge of the examination.

Students wishing to leave the Examination Hall must obtain the express permission of the Examiner/Invigilator before doing so.

Any candidate permitted to leave an Examination Hall temporarily must hand over his/her question paper(s) and answer scripts(s) to the Examiner'/Invigilator and must be accompanied by the Examiner/invigilator or a person appointed by the Examiner/invigilator.

6.1.1 Printed Materials or Manuscripts

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

Students will also be allowed to use their own mathematical instruments/tables and such other aids for drawing as the Examiner/Invigilators may permit.

6.1.2 Briefcases/Bags

All brief cases and other materials not associated with the examination must be deposited at a designated place.

6.1.3 Mobile Phones, Wireless and Electronic Devices

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

6.1.4 Seats at Examination Hall

Students must sit at the desks assigned to them by the Invigilator. The University Administration will not condone any unauthorized swapping of seats.

6.1.5 Examination Attendance Register

It is compulsory for students to sign in at the beginning of each examination and sign out at the point of submission of the answer script.

6.1.6 Answer Scripts

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

6.1.7 Eating at Examination

Chewing of gums and the consumption of food and drinks are not permitted during the Examination.

6.1.8 Language of Examination

All questions in written examinations must be answered in the language in which the question is set unless otherwise instructed.

6.1.9 Disruption/Prevention of Examination

It is an academic offence punishable by expulsion from the University for any student to prevent other students from taking the scheduled University examinations or cause obstruction to examination processes.

Violation of any of the above conditions shall attract appropriate sanction as prescribed in Sections 13 & 14.

6.2 PROCEDURE FOR HANDLING SUSPECTED EXAMINATION MISCONDUCT CASES

The following procedures shall apply in handling all suspected cases of examination misconduct in the University:

- i.** The attention of any other Invigilator present should be drawn to any suspicious circumstance(s) when an Invigilator suspects that a student has committed an examination misconduct offence. If a student suspects that there is misconduct, he/she should alert the Invigilator(s).
- ii.** 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. Refusal to make a written statement shall also constitute an offence.
- iii.** The Invigilator(s) should withdraw the student's script and issue a fresh script for him/her to continue the examination. If any unauthorized material is discovered, it should be confiscated by the Invigilator(s) and tendered in evidence against the candidate.
- iv.** Written accounts of the incident by the Invigilator(s), suspect's script, any unauthorized materials confiscated by the Invigilator(s), other students (if appropriate in evidence)

and the student's statement must be submitted under confidential cover to the Faculty Examination Officer who in turn submits it to the Dean of the Faculty who shall forward it to the Chairman Senate Committee on Examination Misconduct within Forty-Eight (48) hours from the end of the Course examination.

- v.** The Committee's report shall be forwarded to the Chairman of Senate.
- vi.** If, however, during marking, moderating or collating of examination materials, an Examiner or any member of staff suspects that misconduct had taken place, the Examiner or member of staff must confer with the Chief Examiner (Head of Department). As soon as a prima facie case has been established, the Examiner or member of staff must submit a report with the student's script and other corroborating evidence to the Dean of Faculty through the Chief Examiner (Head of Department) within seventy-two (72) hours.
- vii.** The suspect will be invited to appear before and be heard by the Senate Committee on Examination Misconduct.
- viii.** All cases of examination misconduct must be disposed of within 2 weeks after the completion of the examination and before the Senate meeting that would consider the results of the said examination.
- ix.** All materials confiscated from students in proven cases of misconduct shall be forfeited to the University.

CHAPTER SEVEN

7.0 STUDENT GOVERNANCE

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

7.1 DEAN OF STUDENTS

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

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

7.2 STUDENT AFFAIRS OFFICER

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

7.3 FUNCTIONS OF THE STUDENT AFFAIRS OFFICER

The functions of the Student Affairs Officer include:

- i.** Advise the Dean of Students on policies, regulations and, any matter affecting the students.
- ii.** Helps to develop students' cultural and social activities.
- iii.** Develops students' recreation and sports programmes.
- iv.** Supervises awards of financial aid and bursary to students.
- v.** Assists with the setting up, and administration of the Students' Union.
- vi.** Assists students' organizations to publish students' journals, magazines and newsletters for internal consumption.
- vii.** Provides career information, Guidance and Counseling.
- viii.** Coordinates the posting of graduates of the University for the National Youth Service Corps (NYSC) programme.

- ix. Assists the University Administration in the orientation of fresh students.
- x. Organises and conduct Students' Union Elections; and
- xi. Registers all Students Associations and clubs on annual basis to enable them operate legitimately.

7.4 COMMITTEES ON STUDENT MATTERS

Several committees exist in the University which help to facilitate students' needs. These are:

- i. Students Welfare Committee
- ii. Senate Student Disciplinary Committee
- iii. University Hostel Management Committee
- iv. Joint Hostel Management Committee

Other Committees in the University that may directly affect students include:

- i. Examination Officers' Committee
- ii. Examination Misconduct Committee
- iii. Dress Code Committee

7.5 STUDENTS WELFARE COMMITTEE

The Students Welfare Committee is a University Management Committee charged with the overall welfare of students.

7.5.1 Membership

- i. Dean of Students (Chairman)
- ii. A representative of Works and Services Department
- iii. Hostel Administrators
- iv. Three resident students appointed by the Students' Union
- v. Student Affairs Officer as (Secretary)

7.5.2 Functions of Students Welfare Committee

- i. To make input to Council and advice the Vice-Chancellor and Senate on general policy matters regarding students' welfare and governance.
- ii. To appraise student needs and related matters from time to time and make appropriate recommendations to Council, Vice-Chancellor and Senate.
- iii. To advise the University Management on matters relating to canteen services on Campus.

7.6 SENATE STUDENT DISCIPLINARY COMMITTEE

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

7.6.1 Membership of the Committee

- i. The Vice-Chancellor or his/her representative (Chairman)

- ii. The Registrar or his/her representative
- iii. Dean of Students
- iv. Student Affairs Officer
- v. Two Senate representatives
- vi. The Chief Security Officer
- vii. Two student representatives (one of whom shall be a Student Union Executive and the other non-executive member) to be appointed by the Administration

7.6.2 Functions of the Senate Student Disciplinary Committee

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

7.7 UNIVERSITY HOSTEL MANAGEMENT COMMITTEES

There shall be a Hostel Management Committees for each hostel in the University.

7.7.1 Membership of University Hostel Management Committee

- i. Hostel Administrator - Chairman
- ii. Hostel Governor
- iii. Assistant Hostel Governor
- iv. Chief Porter/Portress
- v. 1 Resident member

7.7.2 Functions of the University Hostel Management Committee

- i. To make recommendations on all matters, policies and improvements of Hostels.
- ii. To determine, from time-to-time and at the end of semester, the damage done to Hostel property; identify the culprits responsible for the damage and recommend appropriate charges/sanctions and;
- iii. To prepare a budget for carrying minor repairs, purchasing of newspaper/magazine, acquiring indoor games, and hosting of Hostel Annual Dinner and submit same to the Dean of Students.

7.8 JOINT HOSTEL MANAGEMENT COMMITTEE OF PRIVATE HOSTEL

The private hostels shall be jointly managed by the University and the Private investor using the prevailing terms of the agreement in the Memorandum of Understanding (MOU).

7.9 ADMINISTRATION OF HOSTEL OF RESIDENCE

The administration of the Hostel of Residence falls under the purview of the Hostel Administrator who shall be guided by the following:

- i.** The Hostel Administrator is the highest authority in the Hostel who shall deal with matters emanating from residents and staff of the Hostel.
- ii.** All Hostel Officials and staff are directly responsible to the Hostel Administrator and shall not bypass the Administrator and take matters directly to the Dean of Students.
- iii.** All communications by students should be routed through the Hostel Administrator to the Dean of Students.
- iv.** All communications from students to the Vice-Chancellor must be routed through the Hostel Administrator and the Dean of Students.
- v.** There shall be regular dialogue between the Hostel Administrator and his/her staff on the one hand and the student Hostel Officers on the other.
- vi.** For effective resolution of students' problems, the Hostel Administrator should be available in his/her office on regular basis.
- vii.** Regular, healthy Inter-Hostel competitions shall be promoted.
- viii.** The Student Affairs Officer allocates students to Hostels, but the allocation to rooms in the Hostels is the responsibility of the Hostel Administrator.
- ix.** All communications from the Student Union, registered clubs, associations and societies to the Vice-Chancellor shall be routed through the Dean of Students with the endorsements of the appropriate Staff Advisers and Patrons.

CHAPTER EIGHT

8.0 STUDENT UNION

Student Union Executives are a critical link between the students and the authorities. The authorities have always consciously encouraged students to join the body and insisted on good quality leadership. Towards this end, and to have responsible and visionary student leadership, a number of quality control measures are necessary for those who are aspiring to be student leaders.

8.1 VOLUNTARY MEMBERSHIP OF STUDENT UNION

Following the Federal Government's directive on Student Unionism, membership of the Student Union in Federal University Lokoja shall be voluntary.

The implications of these directives are as follows:

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

8.2 RESIDUAL POWERS OF THE GOVERNING COUNCIL

The Governing Council of the University shall have residual powers over the organization of the Students' Union in the University. Such residual powers include determination of the minimum qualifying academic standard for Student Union Officials, the personal qualities that students must have to hold offices, etc. The University also ensures that the organization and

conduct of the activities of the Union conform to the set ideals of the University and of a decent society. The approved constitution of the Student Union (approved by Senate and Council) shall regulate the organization and conduct of the Union's affairs and activities.

8.3 RIGHTS AND PRIVILEGES OF STUDENT UNION MEMBERS

- i. All registered members are entitled to all the rights and freedoms as set out in this Handbook and the extant laws of the Federal Republic of Nigeria irrespective of race, gender, age, religion, nationality, and ethnicity provided that, in enjoying such rights, the rights of other people are not infringed upon.
- ii. Members shall have the right to the Union's Constitution on payment of prescribed fees.
- iii. Members shall have equal privilege of using the facilities and services of the Union.
- iv. Members shall have the right/freedom to seek information from any of the arms of the Union.
- v. Members shall have the right to freedom of expression and opinion.
- vi. Members shall have the right to freedom of peaceful association.
- vii. Members shall have the right to report all cases of harassment, abuse and intimidation from fellow members and the University to the officers of the Union.
- viii. Members shall have the right to vote and be voted for at the Union's Elections, except otherwise stated in this Handbook and subject to Electoral Guidelines.
- ix. Members shall have the right to petition any officer of the Union who abuses his/her office and power. This petition shall be forwarded to the Union's Senate through the Clerk.

8.4 STUDENT UNION EXECUTIVE COUNCIL

8.4.1 STUDENT UNION EXECUTIVES

Student Union activities demand a lot of time on the Executives. Therefore, only students who have met the following conditions shall qualify to stand for elective positions:

8.4.2 ELIGIBILITY OF STUDENT UNION ASPIRANTS

- i. Aspirant must be a student of FUL
- ii. Aspirant must have spent a minimum of one (1) academic session in the University
- iii. Aspirant must have attained a minimum CGPA of **3.00**
- iv. Aspirant must have met all requirements as provided by the constitution of FUL Student Union and as may be provided by the Student Electoral Commission (SEC).
- v. All offices are contestable at the legislative and executive arms if all requirements as provided by the constitution of FUL Student Union and as may be provided by SEC are met.
- vi. Aspirant must not have been involved in any kind of misdemeanour/misconduct, abuse of office, corruption or misappropriation of funds in FUL, any other institution or in the society at large.
- vii. Aspirant must not have been a member of an unregistered association in FUL or any other institution.
- viii. Aspirant must present three (3) referees including aspirant's Level Adviser and two (2) academic staff, one each, in the aspirant's Department and/or Faculty, not below the rank of a Senior Lecturer.

8.4.3 STUDENT UNION EXCOS

The executive council of the council herein referred to as the Exco, shall comprise:

- i. President

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

8.4.4 FUNCTIONS OF THE STUDENT UNION EXECUTIVES

The Exco shall be the administrative organ of the council and in pursuance thereof, it shall:

- i. Be responsible for the day-to-day activities of the council
- ii. Be the students' representative to the university authority
- iii. Ensure all the resolution(s) of the council are adhered to, as well as take care of the council property(ies)
- iv. Have power to appoint ad-hoc committee(s) other than those appointed by the students' parliament subject to the approval of the student's parliament.
- v. Have power to appoint from amongst its members/officers to act in the absence of any substantive officer.
- vi. Prepare all budgets and estimates and submit to the students' parliament for approval
- vii. Ensure the defense of the aims and objectives of the constitution.
- viii. Ensure that solutions to problems peculiar to respective hall of residence and/or faculties are expedited.
- ix. Invite, if it so wishes any member(s) of the council to any proceedings for purposes of seeking advice in the deliberation of Exco, and such person(s) shall have no voting rights.
- x. Supervise the day-to-day activities of the council's employees and thereafter submit reports of their performance to the service committee.
- xi. Be responsible individually and collectively for their decisions, actions, successes and failures.
- xii. Organize orientation for fresh students in consultation with the Dean of Student.
- xiii. Be answerable to the congress and parliament.

8.5 STUDENTS REPRESENTATIVE COUNCIL (SRC)

There shall be a Legislature of the Union to be called and known as **The Student Representative Council (SRC)** vested with the Legislative power.

8.5.1 COMPOSITION OF THE SRC

- i. The Students Representative Council (SRC) shall consist of five (5) representatives from each Faculty and where representation shall be based on year or level of study.
- ii. The Quorum of the SRC shall be two-third (2/3) for the nearest whole number greater than one-third.
- iii. No motion shall be passed into laws unless by a 2/3 of the total members of the SRC.

8.5.2 POWERS/FUNCTIONS OF THE SRC

The SRC shall have powers to:-

- i. Confer the position of a patron & matron with the provision
- ii. Approve the budget and decision which may be program organized by the Executive Council.
- iii. Review, subject to the provisions of this Constitution, any action or resolution specifically approved, directed or passed by the union.
- iv. Reject, question, modify or adopt any proposal brought forward by the Union Executive Council when deemed not to be in the best interest of the members of the Union.
- v. Approve, reject, question, scrutinize the appointment of any committee of the Union Executive Council.
- vi. Appoint Sub-committees under its jurisdiction.
- vii. Shall set up ad-hoc committees as it may deem fit and shall have powers to dissolve such committees as well as suspend or remove members of such committees.
- viii. Repel or amend standing orders.
- ix. Shall after deliberations, arrive at resolutions either by consensus or casting of votes.
- x. Shall have power subject to the approval of 2/3 of its house to discipline, suspend or remove any Union Executive or SRC members who have been alleged and found guilty of offences as prescribed by this Handbook.
- xi. Summon any officer of the Union Executive to account for their stewardship at any time.
- xii. Summon any member of the Union to attend its meeting/sitting, submit a report or testify to an issue before it.
- xiii. Summon any association, club, or society recognized by the Union or any of its officers or members to attend any of its meeting/sitting or testify to any matter before it.
- xiv. Declare vacant seat of an SRC member who is absent for 3 consecutive sittings/meetings without notice to the Senate President.
- xv. Summon an emergency congress when the President fails to do so and/or the situation demand such.
- xvi. Request for the Union's statement of account at any time or when the need arises.
- xvii. Shall do all things necessary to uplift the aims & objectives of the Union to the glory of the University and the society at large.
- xviii. Perform such other duties as may be conferred on it by other sections of the Student Union Constitution.
- xix. Shall hold a special seating to approve the budget of the Union to be presented to it by the Executive.

8.5.3 UNQUALIFIED PERSON IN SITTING OR VOTING IN SRC

Any person who sits or votes in the SRC and having reasonable grounds for knowing that he/she is not eligible to do so shall be guilty of an offence and shall be liable to a suspension from the Union and a fine of 1,000 naira or such higher or a higher time as maybe prescribed for each day on which he/she sit or votes by an Act or Law or Bye-law, Rule or order made by the SRC covering this Subject.

8.5.4 PROCEEDINGS/MEETINGS OF THE SRC

- i. The SRC shall be guided by the standing order governing the procedure and proceedings.
- ii. The SRC shall meet such number of times as its businesses under the provisions of this constitution require.
- iii. The SRC shall meet, at least, twice a semester, excluding Exco and Emergency meetings.
- iv. A notice of, at least two (2) days, shall be given by the Senate President through the clerk of the SRC. Such shall be pasted on students notice board.
- v. Two third (2/3) of the total members shall form a quorum
- vi. Emergency meeting of the parliament shall be summoned by the Senate President on the request of the parliament for at least one-third (1/3) who shall append their names and signatures to the written request for such meetings, stating the business to be discussed.
- vii. Members of the congress shall be entitled to sit and listen to proceeding of the SRC (excluding closed sessions) but cannot participate with deliberation.
- viii. The parliament shall, if need be, go into closed session in which case, non-members of the SRC shall not be allowed to sit and listen to such discussion(s)

8.5.5 PROCEEDINGS OF THE SRC IN MONEY BILL AND BUDGET

The provision of this section shall apply:-

- i. A money bill or budget from the Union Executive Council or a supplementary money bill or Budget from the same Council including other bills relating to finance for the payment issue or withdrawal from the account of the union or any fund of the union or any money changed thereon or alteration in the amount of such a payment issue or withdrawal.
- ii. A bill for the imposition of or increase in any for or any reduction, withdrawal or cancellation thereof.
- iii. Where a bill to which this section/article applies arises, the following procedure shall be adopted for its approval by the SRC.
- iv. It shall be presented to the SRC by the Vice-President of the Union.
- v. It shall be debated by the SRC at a session fixed for such a debate and shall be approved by the nearest whole number to a 2/3 majority of the members of the SRC at which the nearest whole number to 3/4 of the aggregate members were in attendance.

8.5.6 OATH OF MEMBERSHIP OF SRC

- i. Every member of the SRC shall before taking his seat, take and subscribe to the SRC Oath of Allegiance.
- ii. The Oaths shall be taken and subscribed to by all the members of the SRC at the same time and place of the official inauguration of the President of the Union.

8.5.7 DISQUALIFICATION FROM MEMBERSHIP OF SRC

No person shall qualify for election to the SRC of the Union if such person is affected by the provision of Section 8.5.1; Sub-Section (i), of this Handbook.

8.5.8 PRINCIPAL OFFICERS OF THE SRC

The principal officers of the SRC shall be the:-

- i. Senate President
- ii. Deputy Senate President
- iii. Clerk (chief)
- iv. Deputy chief clerk
- v. Chief whip
- vi. Deputy chief whip

The above principal offices shall be elected by the members from among themselves.

8.5.9 DISSOLUTION OF THE SRC

The SRC shall stand at the expiration of one academic session of the University.

8.6 QUALIFICATION AND DISQUALIFICATION OF CANDIDATES FOR SRC

An aspirant shall be qualified and disqualified based on the following conditions:

- i. Aspirant must neither be in their first year of registration nor final year students.
- ii. Minimum CGPA of 2.50 for all SRC positions and such position should be clearly defined before the election.
- iii. Aspirant must not have been involved in any kind of misdemeanour/misconduct, abuse of office, corruption or misappropriation of funds in FUL, any other institution or in the society at large.
- iv. Attempts to use physical violence to intimidate his opponent(s)
- v. Violate any of the electoral procedures provide for by the constitution and/or any provision(s) of this constitution.
- vi. Is proven to have campaigned for votes based on ethnic and/or religious affiliation.
- vii. Is not cleared by is Head of Department for justifiable reason(s) such may be C.G.P.A deficiency, criminal record, pending case of examinations misconduct and other issue(s) as may not satisfy the guidelines laid down by the Electoral Commission
- viii. Nothing in this constitution shall preclude the Electoral Committee from stipulating additional ground for disqualification as it may deem necessary for the orderly conduct of the elections.

8.7 STUDENT CONGRESS

- i. The Congress shall be the highest decision-making organ of the Union.
- ii. The Congress shall be convened at least once every semester.
- iii. Quorum for Congress shall be deemed to have been constituted when at least twenty (20) students from each Faculties are present.

- iv. There shall be accreditation to be conducted by the Security Unit of the University in conjunction with the Students Affairs Division for the authentication of the students on the day of Congress.
- v. The Congress shall ratify the budget and all key decisions of the Executive and Senate of the Union.
- vi. The Congress MUST approve all key decisions that affect the generality of the students such as Students' Union dues and levies, approval of budget, declaration of protest, against the institution or government at any level, etc.
- vii. All such decisions and actions not approved by the Congress shall be termed unconstitutional and illegal; such unconstitutional and illegal action(s) shall constitute gross misconduct.
- viii. The Congress shall receive a detailed statement of account of stewardship from the Executive at the end of tenure of office.

8.7.1 DECISIONS OF STUDENT CONGRESS

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

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

8.8 STUDENT ELECTION

8.8.1 STUDENT ELECTION PROCEDURE

- i. **Time for Election:** Election into the Exco and the parliament shall be held during the second month of the second semester at dates to be fixed by the electoral committee. Second semester subject to dates fixed by the exceptional committee after approval.
- ii. In exceptional and unforeseen cases, the Exco shall agree on a suitable and convenient time for the elections.
- iii. Election shall be by Information Communication Technology ICT or open-secret ballot to be conducted by the electoral committee.
- iv. All posts should be contested for independently.
- v. Each voter shall be entitled to only one vote for each election
- vi. When the number of candidates contesting for any office does not exceed one, such candidates shall be declared winner and returned elected
- vii. The candidate, in respect of any election with the highest number of votes cast (i.e., simple majority) in such election shall be declared the winner
- viii. Any member wishing to contest in the election shall purchase a nomination form to be sold by the electoral commission for an amount approved by the student's parliament which must be reasonable.
- ix. In the event of a tie in any elective post(s) the Electoral Committee shall within seventy-two (72) hours conduct fresh election involving only such executive posts.

- x. The Electoral Committee shall list in alphabetical order the names of the candidate as shown in the nomination forms and shall exhibit the list on the student's notice boards at least forty-eight (48) hours before the commencement of campaign and no name(s) shall be added to the list after the same has been exhibited.
- xi. In case of any withdrawal of candidate from the list of candidates, such withdrawal shall be made in writing to the Electoral Committee and shall be copied to the congress.
- xii. Any member of the Union who has been found guilty of gross misconduct as stipulated in the Student Handbook shall not be eligible to contest any union election.
- xiii. Swearing in of newly elected union officers shall not be later than 2 weeks after the General elections.

8.8.2 STUDENT ELECTORAL COMMISSION (SEC)

- i. Union election shall be conducted by an electoral commission constituted for election purposes.
- ii. The Commission shall be composed of one (1) student representative from each department selected by the departmental President based on consultation and it must not be a 100 level student.
- iii. The Commission shall have a Chairman and Secretary. The Chairman and the Secretary shall be appointed by the Executives with the approval of SRC, but where there is no SRC, the Congress shall supercede with the approval.
- iv. The Chairman shall be the Deputy Registrar (students) and shall be the Overseer and returning officer for the elections and must come from 400 level.
- v. All members of the commission shall be screened and approved by the SRC before they can be said to be members.
- vi. The Commission shall be responsible to the Union for any abnormality in the electoral process.
- vii. The Secretary shall present the electoral budget before the SRC
- viii. The appointment of the Electoral commission shall be made at the end of first semester.

8.8.3 POWERS OF THE STUDENT ELECTORAL COMMISSION

- i. It shall draw up electoral regulations and guidelines subject to the provisions of this constitution and other relevant rules and regulations of the University. Such rules and regulations shall be published at least 14 days before the date of election.
- ii. It shall conduct the SRC election, three days before the Excos election.
- iii. It shall screen all aspirants and have the powers to clear or reject the candidature of any aspirant; this shall be subjected to the decision of the SRC
- iv. Shall listen to complaints arising from electoral petitions before the conduct of any election.
- v. There shall be an electoral petition tribunal set up by the Vice-Chancellor and Chairman by the Dean of Students. Any complaints after the election shall be referred to the electoral petition tribunal for arbitration. All electoral petitions shall be heard and determined within 14 days of the election for the post in question.

8.9 STUDENT JOINT CONSULTATIVE COUNCIL (JCC)

There shall be a body known as and hereinafter called the joint consultative council (JCC).

8.9.1 COMPOSITION OF JCC

The body shall comprise

- i.** Members of the Executive council
- ii.** The president and Secretary of each Faculty and departmental Association.

8.9.2 MEETINGS OF JCC

- i.** The joint consultative council shall meet as the need arises but at least once in a semester.
- ii.** The President of the Union Government shall be the chairman of joint consultative council.
- iii.** The president of the Union shall through the Secretary General of the Union summon and preside over all the meetings of the joint consultative council and in his absence preside over the meeting.

8.9.3 GENERAL FUNCTION OF JCC

The Joint Consultative Council shall be a forum for members of the Union Executive council and the Executive members of the Faculty Associations to meet and discuss the following:

- i.** Issues of implementation of Branch Union decisions at the various Faculty and Departmental levels.
- ii.** Issues relating to the effective implementation of the rules and regulations of University at the Faculty and Departmental levels.
- iii.** The Quorum for a meeting of the joint consultative council shall be one-third of all members of (JCC).
- iv.** Decisions of the joint consultative council shall be by simple majority of members present and voting.
- v.** The tenure of Joint Consultative Council shall be one (1) academic session

SECTION NINE

9.0. STUDENT ACCOMMODATION

The University is not bound to provide residential accommodation on campus to all students. Accommodation in the Hostel of Residence Shall be Online subject to availability of space. Acceptance of hostel accommodation by a student carry 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.

9.1. Aims of Providing Hostel Accommodation:

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

9.1.1 Allocation of Bed Spaces

Bed space shall normally be allocated in the following order of preference:

- i.** 100 level students and Direct Entry students; Final year degree student;
- ii.** Members of the Student Union Executive (five in each hostel) and physically challenged students;
- iii.** Foreign students; and,
- iv.** Active sportsmen and women.

9.1.2 Expectant Mothers

The University makes no provisions for child-delivery in the Hostel of Residence. A pregnant student is therefore responsible for a private accommodation arrangement during the semester she expects her baby. If she has been assigned a bed space for the part of the semester in which she expects to give birth and she moves out, the University will not be obliged to any rebate on the charges 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 Hostel of Residence shall report to the Hostel Administrator before taking up the accommodation. Expectant mothers

are required to vacate the Hostel six (6) weeks before the expected date of delivery. The University does not accommodate nursing mothers. The student is however, free to come back any time after delivery but NOT with the baby.

9.1.3 Duration of Residency

All Hostel allocations are normally for a period of one academic year.

9.1.4 Off Campus Accommodation

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

9.2 RULES AND REGULATIONS IN HOSTELS OF RESIDENCE

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 Hostels of Residence. It is therefore expected that law and order must be maintained to create a conducive atmosphere for fruitful activities.

To maintain decorum and conviviality in the Hostels of Residence, the following rules and regulations shall apply.

9.2.1 Absence from Hostel

No student may be away from the Hostel overnight without informing the Hostel Porter. Students are required to sign a movement register in the Porter's Lodge both on **departure** and on **return**.

9.2.2 Visitors to the Hostel

- i. Anyone who is not a registered resident of the Hostel is a visitor.
- ii. Visitors are allowed into **Visitors' Room/Common Room** only between 4.00 pm and 6.00 pm on weekdays and 10.00 am and 9.00 pm on Saturdays, Sundays and Public Holidays.
- iii. All visitors to student rooms must do so through the Porter's Lodge where the visitor's book must be signed.
- iv. Female visitors are permitted in male Common Rooms for within the approved period of 8.00 am to 9.00 pm. Similarly, male visitors are permitted **ONLY** in Common Rooms of female hostel within the approved period of 8.00 am to 9.00 pm.

9.2.3 Common Rooms and Games Rooms in the Hostel

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

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

9.2.4 Other Regulations in the Hostel

- i. Students must exercise great care and a high sense of responsibility in the use of all University property and equipment in their rooms, toilets and other places in the hostel;

- ii. loss or damage to any installations/equipment will be appropriately charged to the student(s) responsible. Where the culprit is unknown the cost of the repairs/replacement may be assessed and charged by way of general levy on all students in the affected Hostel;
- iii. a student who misuses any equipment/installation in the rooms shall be reported to the Hostel Administrator for necessary action;
- iv. furniture must neither be removed from the room nor exchanged between rooms;
- v. responsibility for the upkeep, custody of Hostel property and maintenance of order in any room rests with the students to whom the room is assigned;
- vi. students are allowed to bring radio, CD players record players, tape recorders, television sets and other musical and electronic instruments into their rooms. However, such equipment/appliances should be used with a high sense of responsibility. It is expected that all musical equipment (audio/video) shall not be played beyond twelve (12.00) midnight in the rooms;
- vii. users of musical appliances are, however, urged to recognize that they **MUST NOT** operate their equipment in such a manner as to annoy or cause inconvenience to other members of the Hostels at any time;
- viii. in the interest of the health of residents in the Hostels, smoking in the Hostel is strictly prohibited. Any resident violating this regulation shall forfeit his/ her room allocation;
- ix. candles are not allowed in students' rooms. When there is power outage only lanterns and torch lights may be used. Even then, great care must be exercised by users to avoid fire outbreak;
- x. faulty electrical appliances, which risk fire outbreak, must not be used in the Hostel.
- xi. all incidents of fire should be swiftly reported to the appropriate authority;
- xii. students are responsible for their personal laundry. No laundry activity must be done in the Hostels of Residence, except in designated places;
- xiii. a student who is ill should report to the University Medical Unit for attention. A student suffering from an illness diagnosed as contagious must be immediately quarantined. Under no circumstances will such a student return to the Hostel without a medical certificate of fitness;
- xiv. cooking and all culinary activities are strictly disallowed in the Hostel, except in designated areas;
- xv. students are strongly advised to keep their *rooms securely locked and key removed and deposited with the Porter*, any time they move out of their rooms. Students are also advised in their own interest, not to keep valuables and large sums of money in their rooms. FEDERAL UNIVERSITY LOKOJA authorities will accept no responsibility for any loss of student property;
- xvi. unauthorized swapping of bed spaces (intra-or inter Hostel) between students is strictly prohibited;
- xvii. sale and procurement or other trafficking in bed spaces by students are strictly prohibited. Vendors and clients do so at the risk of summary eviction and loss of money;
- xviii. students are free to practice their respective religions. However, students in the Hostels must remember that religious observances and practices are essentially individual and personal, **and should be carried out at the designated places**;

- xix.** the conduct of cultural, social and religious activities should be in such a manner that will not disrupt other activities in the university;
- xx.** any hostel resident who, either by himself/herself or in collaboration with others (students or non-students), engage(s) in religious activities deemed to disturb the peace of other residents shall be summarily **evicted** from the hostel and shall not be eligible for hostel accommodation for the remaining period of his/her studentship;
- xxi.** students are advised to use bulletin boards installed in the Hostels 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 proper-authorization will be liable to disciplinary action.

9.3 USE OF ELECTRICAL APPLIANCES

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

- i.** Electrical appliances belonging to the University shall be signed for and returned to the Porter's lodge after use. Appliances belonging to the University must be treated with care. The University shall charge the student for any damage;
- ii.** Users of electrical appliances recognized by the University should clear with and obtain a clearance slip from the Maintenance Officer before registering with the Hostel Administrator;
- iii.** Only 13 amps. 3 pin fuse and earth plugs should be used in all electrical appliances;
- iv.** Electrical appliances should normally be connected to wall sockets only and never to light fittings. This rule must be strictly adhered to;
- v.** No alteration to any electrical installation in rooms is permitted;
- vi.** The following items **should not** be used in residential rooms or the hostels:
 - a.** Hot Plate
 - b.** Coal pot (non-electrical)
 - c.** Amplifier
 - d.** Loud speakers
- vii.** The following items may be used with caution in residential rooms in the hostels:
 - a.** Pressing iron;
 - b.** Small refrigerator;
 - c.** Television set;
 - d.** CD (compact disc);
 - e.** Radio cassette;
 - f.** Calculator;
 - g.** Fan;
 - h.** Multipurpose appropriately fused socket
 - i.** Cooker (only in the kitchen)

9.4 PENALTIES FOR VIOLATION OF HOSTEL REGULATIONS

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

- i.** a student who absents himself/herself from the Hostel for more than 24 hours without genuine reason shall be liable to appropriate disciplinary action as may be determined by the Hostel Disciplinary Committee and or further disciplinary action;
- ii.** any student who allows visitors to stay in the hostel overnight without clearance from the Hostel Administrator shall be liable to rustication from the Hostel for one semester;
- iii.** students who use electronics or musical instruments in such a manner to constitute nuisance shall have such equipment 'confiscated and may be forfeited;
- iv.** any student caught harbouring another student shall be evicted from the Hostel;
- v.** any student involved in acts of arson shall be ejected from the Hostel and handed over to the University Senate Student Disciplinary Committee and the police;
- vi.** every fire incident shall be swiftly investigated and students found culpable or liable shall be handed over to the Senate Student Disciplinary Committee for appropriate action;
- vii.** any student caught stealing, pilfering or being in possession of item(s) not belonging to him/her, without genuine explanation, shall be handed over to the Senate Student Disciplinary Committee;
- viii.** all cases of fighting shall be referred to the Senate Student Disciplinary Committee;
- ix.** use of weapons, chemicals, explosives, incendiary devices (such as firecrackers) etc, are criminal and shall:
 - a.** attract ejection from the hostels;
 - b.** the matter referred to the Senate Student Disciplinary Committee; and
 - c.** subsequently the police for prosecution;
- x.** forgery, alteration, misuse of documents, records, identity card etc, will lead to expulsion from the University;
- xi.** rioting or wilful damage of University property or any misbehaviour capable of causing a breach of the peace will lead to eviction from the hostel and then culprit referred to the Senate Student Disciplinary Committee and the Police for prosecution;
- xii.** violators of regulations guiding religious observance in the hostels of residence shall face a disciplinary action, which shall be determined by an ad-hoc Committee to be setup by the Dean of Students;
- xiii.** those found liable for the defacing of walls shall:
 - a.** be made to repaint such defaced walls as a first offender;
 - b.** write an undertaken against a repeat of it;
 - c.** be issued a letter of warning by the Dean of Students;
 - d.** subsequent infringement shall be referred to the Senate Student Disciplinary Committee;
- xiv.** any student caught harbouring any suspicious person(s) shall forfeit his/her bed space, and other disciplinary actions shall be taken against such student;
- xv.** littering of hostel is an offence punishable by appropriate sanctions to be determined by the Hostel Administrator;
- xvi.** any student caught bathing or defecating outside the designated places within the Hostels shall forfeit his/her room allocation; and,

- xvii.** prohibitions: The following activities are prohibited in the University: a) Unregistered Associations; b) Stalking; c) Hawking; d) Loitering; e) Fighting; f) Possession of Weapon; g) Possession of Illicit Substances; (h) Drunkenness

9.5 CHECKING INTO HOSTEL ROOM

Students on allocation of Hostel room may receive and sign for the appropriate keys. Items of furniture e.g., beds and wardrobes are provided by the University and students are required to inspect their rooms in company of the Porter and to report any defect in writing within 24 hours to the Head Porter/Portress. Any defect discovered after this period shall be deemed to be the responsibility of the occupants who shall be held financially liable. Permission to use any of the University facilities in the hall shall be obtained through the Hostel Administrator.

9.6 SURRENDER OF KEYS AND UNIVERSITY PROPERTY

At the end of the semester or upon the eviction from the hall, students are required to return immediately all keys and University property in their possession to the Porter/Portress or Hostel Administrator. A student who fails to comply with this instruction shall forfeit hostel accommodation for the rest of his/her stay in the University.

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

9.7 USE OF HOSTEL FACILITIES

Application to the Dean through the Hostel Administrator for approval for holding a function in the Hostel must be received by the Student Affairs Officer not later than 48 hours to the function.

9.8 MISCELLANEOUS INFORMATION

- i.** If any equipment or property is lost or damaged while in a student's care, the student concerned will pay an extra amount if the loss or damage is more than their caution fee;
- ii.** The Student Affairs and the Security Departments shall investigate all incidents of fire;
- iii.** Students are responsible for all items or furniture and other school property in their rooms;
- iv.** Students causing electrical failure in a hostel or part of a hostel will be charged the cost of restoration of power and shall face further disciplinary action;
- v.** All fixtures, fittings and furnishing must not be tampered with or modified in any way whatsoever;
- vi.** No indecent pictures, posters, postcards, cuttings etc, shall be displayed on the walls, doors and/or windows of rooms in Hostels of residence;
- vii.** Students must leave the Hostel not later than 12 noon of the following day which the University officially closes except with the permission of the University authorities;
- viii.** All complaints relating to student cafeteria services shall be directed to the Dean of Students.

9.9 PERSONAL PROPERTY AND SANITATION

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

9.10 DRESS CODE

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

9.10.1 Indecent Dressing

Students shall not be allowed free movement within the campus nor entrance in lecture rooms, examination halls, the health centre, library, offices, and other University buildings. Any student found guilty of insubordination in areas of indecent dressing shall be arraigned before the University Senate Student Disciplinary Committee/Dress Code Committee

The following types of dressing shall therefore be considered indecent:

- i.** DRESSES-short and skimpy, e.g., body hugs, ‘show me your chest’, topless, “spaghetti”, sleeveless, one sleeve, see through, etc.
- ii.** SKIRTS-tight-fitting, short (above the knees), long, but tight, with front, back or side slits that expose under-wear or sensitive parts of the body.
- iii.** TROUSERS-hipster, tight-fitting trousers exposing under-wear and the contours of the body. Tattered jeans or jeans with holes, short untidy trousers/jeans.
- iv.** Tops-underclothing e.g., singlet worn to public functions, shirts/blouses without buttons or not properly buttoned, low-neckline blouses exposing the navel/belly and sagging of trousers.
- v.** APPEARANCE OF HEAD-unkempt and, or coloured hair, plaiting of hair by male students, wearing of earrings by male students, painting of the face to look like masquerades etc.
- vi.** FEET -wearing of bathroom slippers outside the hostel e.g., to lectures and other public functions on campus (except on medical grounds), TATTOOS by males and females.
- vii.** Wearing of dresses with provocative or obscene inscriptions.
- viii.** Wearing of long breads should not go beyond the rib cage.
- ix.** Dress that completely covers your facial identity is not allowed.
- xviii.** Any student found liable for violating the Dress Code shall as a first offender:

- a. be made to write an undertaken against a repeat of it;
- b. be issued a letter of warning by the Dean of Students;
- c. subsequent infringement shall be referred to the Senate Student Disciplinary Committee;
- d. Penalty shall be rustication for one (1) semester.

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

9.10.2 Decent Dressing

The following are considered to constitute decent forms of dressing:

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

9.11 ALCOHOL AND DRUGS

- i. No alcoholic beverages are allowed in student Hostels of Residence. Consumption of alcoholic beverages is strictly prohibited within the Hostels of Residence. The University Administration shall discipline students for drunkenness or any misdemeanour;
- ii. The use or possession of banned drugs and illicit substances shall be grounds for immediate expulsion. The case may also be reported to the police.

9.12 ENFORCEMENT OF DISCIPLINE

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

9.13 VACATION OF RESIDENCE

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

9.14 ROOM SECURITY

All students' rooms must be locked and the keys deposited at the Porters' lodge when occupants are leaving their rooms. Hostel cleaners, who use duplicate keys provided by Porters to gain access to rooms in the absence of occupants, shall return those keys after cleaning. If more than one student occupies a room, the last person to leave the room, is responsible for locking the door and depositing the key at the Porters lodge.

9.15 REBATE

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

9.16 REGULATIONS ON HOSTEL ACCOMMODATION

- i.** All students allocated to Hotels of Residence shall submit, on registration, two passport photographs for the Hostel Album;
- ii.** Where a final year student shares a room with any junior student, the final year student shall have first choice in the occupation of a bed space and wardrobe;
- iii.** A student who wishes to swap an accommodation with another student shall present a written permission from the Dean of Students;
- iv.** Partitioning of rooms is strictly prohibited in the Hostel of Residence;
- v.** The Hostel staff shall search all bags/luggage being taken in or out of the Hostel at any time;
- vi.** Students travelling out of the University shall sign the Exit Register before they leave;
- vii.** There shall be no bathing in unauthorized places.
- viii.** There shall be no parties in the rooms. Students wishing to hold a party shall apply to the Dean of Students through the Hostel Administrator who may give permission to use the Common Room;
- ix.** No student shall molest or obstruct the Hostel staff in the cause of performing their duties. Any student who attacks a Hostel staff shall face Senate Student Disciplinary Committee.
- x.** Any student who attracts more than two written warnings for any offence shall be referred to Senate Student Disciplinary Committee who shall recommend to Senate, the rustication of such a student for two semesters.

9.17 CLOSING OF GATES

- i.** All gates to the Hostel shall be closed between 12 midnight and 5.30am every day;
- ii.** Students returning to their Hostels after 12 midnight except in exceptional cases shall be required to sign the late comer's register;
- iii.** A student whose name appears on this register more than three times in one semester without cogent reason shall forfeit his/her accommodation.

9.18 ABSENCE FROM THE HOSTELS OF RESIDENCE

- i.** Students expecting to be away from the Hostels of Residence for a night or longer, shall inform the Hostel Administrator and obtain permission before leaving;
- ii.** In an emergency, the student shall leave a written statement with the Porter on duty explaining the nature of the emergency and indicating destination and probable duration of absence;
- iii.** Upon return the student shall report to the Hostel Administrator;
- iv.** Students shall not leave the University prior to the designated time for holidays, or before the official vacation date as stated in the University Calendar or official memo to that effect.

9.19 VALUABLES AND PERSONAL PROPERTY

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

9.20 ILL-HEALTH

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

9.21 CLEANLINESS AND SANITATION

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

9.21.1 Pets and Domestic Animals

Animals and pets are not allowed in and around the Hostels of Residence.

9.21.2 Litter Baskets

Trash and wastes shall be placed in receptacles provided, and students must make use of them.

SECTION 10

10.0 HOSTEL ADMINISTRATION

Several Officers assist or work in conjunction with the Dean of Students to oversee the day-to-day administration of Hostel of Residence. These include:

- i.** Hostel Administrator
- ii.** Supervisor
- iii.** Assistant Hostel Supervisors
- iv.** Porters/Portress, and
- v.** Hostel Workers

10.1 RELATIONSHIP BETWEEN DEAN'S OFFICE AND HOSTELS

The Hostel Administrator takes directives from the Dean and is the link between the Hostels and the Student Affairs Office. The Hostel Administrator communicates with the other arms of the University through the Dean of Students.

10.2 RELATIONSHIP BETWEEN HOSTEL ADMINISTRATOR AND HOSTEL WORKERS

The Hostel Administrator oversees the Hostel. Supervisors, Porters, and Cleaners are supervised directly by the Hostel Administrator, who is expected to be directly involved in the day-to-day administration of the Hostel, whether in terms of cleaning the Hostel, the

discipline of erring staff and student, and the overall well-being of staff and students. Supervisors, Porters/Portresses report directly to the Hostel Administrator, keeping him/her abreast of happenings in the Hostels of residence.

10.3 RELATIONSHIP AMONGST RESIDENT STUDENTS, STUDENT HOSTEL OFFICERS AND THE HOSTEL ADMINISTRATOR

Officials (University staff) are responsible for the welfare of student's resident in the Hostel. Student Hostel Officers (Governors and Deputy Governors) who are elected by resident students live in the Hostel and interact, daily, with other resident students.

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

If there are problems, resident students should seek the intervention of their Hostel Governor or Porter/Portress. However, if these officials cannot handle the problem, then they shall refer the matter to the Hostel Administrator. The Hostel Administrator, if necessary, shall refer the matter to the Dean of Students.

10.4 RELATIONSHIP BETWEEN HOSTEL OFFICIALS AND STUDENTS' UNION OFFICERS

Student Hostel Officers operate at the Hostel level, working with the Hostel Administrator and Hostel workers to maintain discipline, peace and order. If there is a problem of interest with officials of the Students' Union (SU), he/she shall discuss it with the Hostel Officials. Students' Union (SU) officers perform their functions outside the Hostel even though they live in the Hostel. They interact directly with the Dean of Students and may not have direct business enforcing discipline in any Hostel. However, they can assist Hostel Officials or the Hostel Administrator on the issues that may be of interest to the overall well-being of the university. It is important to stress that the Student Union (SU) officials are also not above the rules and regulations of Hostel of Residence. Indeed, they must, by virtue of their elected positions, not only uphold the rules and regulations of the Hostels but those of the University as well.

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

10.5 CHANNELS OF COMMUNICATION

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

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

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

SECTION ELEVEN

11.0 STUDENT WELFARE

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

To this end, the University shall:

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

11.1 OPEN COMMUNICATION

- i.** Wherever practicable, the University shall involve students in the making of decisions and policies affecting them;

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

11.2 GUIDELINES ON RALLIES, DEMONSTRATIONS, ETC

The following guidelines are to be observed by organizers of rallies, demonstrations, 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 the demonstration, strike and other similar activities.
- ii. Disrupt or obstruct the academic and other activities of the University, including lectures, tutorials, examinations, and laboratory works.
- 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;
- vi. Endanger the safety of any person on the University campus;
- vii. Lock the University gate(s) during such rallies and demonstrations; and,
- viii. Seize or 'commandeer' any vehicle.

Violators of the above conditions shall be made to face the Senate Student Disciplinary Committee and appropriate sanctions meted.

11.3 CLUBS AND ASSOCIATIONS

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 problems of leadership and followership.

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

On no account should any student, group or association use the name “Federal University Lokoja, its acronym (FUL) or its logo” on any media outlet, online or published, without due authorization from the University. An offender would face the

Senate Student Disciplinary Committee. And if found guilty shall be rusticated for not less than two (2) semesters.

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

11.4 SOCIAL AND CULTURAL ACTIVITIES

11.4.1 Permission to embark on any Social Activity

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

11.4.2 Procedure for Obtaining Permission

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

- i.** Apply to the Registrar through the Dean, Student Affairs on prescribed forms obtained from the Student Affairs Office for permission to use University facilities;
- ii.** Obtain permission from the Dean of Students through the Hostel Administrator concerned, in the case where a Hostel facility such as Common-room will be used, at least one week before the social activity is scheduled to hold;
- iii.** Pay the stipulated rent for hiring Hostel facilities at the Bursary and a receipt obtained at least three working days before the social activity is scheduled to hold. A copy of the receipt is tendered to the appropriate Hostel Official (Social/Welfare/Sports Secretary) for records;
- iv.** It should be noted that, 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 Students. However, academic films and others meant to promote students' academic standing shall be encouraged provided no fees are charged.

Students are warned to note in their own interest that neither the Hostel Administrators/Porters/Portress nor the Dean of Students shall permit any part of the campus to be used for activities, that are classified illegal by the laws of the Federal Republic of Nigeria. Thus, applications for the use of Hostel 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 Hostel Administrator, men/women of the Security Department and Dean, Student Affairs, or other officers acting on his behalf, must always be given access to sit in to observe the nature of the film in question. On no account must a different film be screened from that originally advertised. Severe disciplinary measures shall be taken against the student leaders of the club/society/association in such activity. Besides, the defaulting club/society/association may be suspended or proscribed.

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

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

11.5 REGISTRATION OF STUDENTS' ORGANIZATIONS

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

Before being accorded University recognition, student organizations must:

- i. Demonstrate *bona fide* intent to pursue activities, which shall be consistent with the educational and social functions and established policies of the University as approved by the Governing Council and Senate of Federal University Lokoja;
- ii. Show proof of permanence in organization as evidenced by constitutions, rules and regulations, statement of financial support and sources commensurate with the activities to be undertaken;
- iii. Provide evidence that none of the existing student organizations meets the needs of the proposed organization(s),
- iv. Show significant numbers of student members or prospective members;
- v. Give the name(s) of staff Patron(s)/ Adviser(s).

For this purpose, submit the following to the Dean of Students:

- a. two copies of the proposed constitution and bylaws. The Dean, Student Affairs shall be notified of any future amendment within 14 days of the adoption of such amendments;
- b. names, matriculation numbers, Course/Department, addresses of the officers;
- c. signature of a full-time Senior Academic, Administrative or Technical staff of the University who has agreed to serve as Adviser/Patron to the organization;
- d. certification by the Adviser/Patron that at least twenty full-time students will form the nucleus of the organization;
- e. statement of purposes and proposed programmes of activities as they relate to the expected benefits;
- f. affiliations, if any, to any external organization(s);
- g. statement of sponsorship from the Head of Department, Director of Centre, if the organization is to be sponsored by a Department, Centre or any other unit of the University;
- h. statement of proposed financial support and structure for the management of funds;
- i. such student organization may be dissolved or re-established by request of the organization itself or by action of the Dean of Students **when the organization has failed to fill a registration form for two consecutive academic sessions.**

11.6 PRIVILEGES AND RECOGNITION

Registered student organizations are entitled to the following privileges:

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

11.7 FEDERAL UNIVERSITY LOKOJA FOUNDATION ON INDIGENT STUDENTS

11.7.1 Aims of the Foundation on Indigent Students

- i. To raise funds to assist brilliant indigent students in paying their registration charges.
- ii. To create an opportunity for brilliant indigent students to have University education.
- iii. To strengthen Town and Gown relationship.

11.7.2 Eligibility

- i. The candidate must be a student of Federal University Lokoja.
- ii. The candidate must be a Nigerian.
- iii. The candidate must be truly indigent.
- iv. For undergraduates only.
- v. Must be of good conduct.
- vi. Must be single (not married).
- vii. Valid for 200 level students and above.
- viii. Must have a CGPA of 3.00.
- ix. The CGPA must not fall below 2.50 in order to continue to enjoy the fund after the initial payment.

11.8 GENERAL REGULATIONS GOVERNING STUDENTS' ORGANIZATIONS

- i. registration of a student organization shall not be construed as an agreement for financial support by the University;
- ii. only *bona fide* and registered students of the University are eligible for membership of students' organizations;
- iii. All students' 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 students' organizations by whatever means are subject to financial accountability.

11.9 UNREGISTERED ASSOCIATION

All unregistered clubs/ societies/ confraternities/ sororities are illegal.

Any student found coercing or luring others to join unregistered association will face appropriate disciplinary actions.

11.10 ACTIVITIES INVOLVING GUESTS FROM OFF-CAMPUS

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

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

11.11 POLICY GUIDELINES ON RELIGIOUS ACTIVITIES AT THE FEDERAL UNIVERSITY LOKOJA

- i.** The Federal University Lokoja in line with the national practice recognizes two religions Christianity and Islam. The Christians operate in two distinct authorized groups of Catholics and Protestants. Accordingly, there shall be a Chaplain each for the Catholics, the Muslims, and the Protestants on a campus. No religious sect is recognized.
- ii.** The Chaplains shall be employees of the University. This is to make them accountable to the University. They are to regulate all the religious activities of their Chaplaincies.
- iii.** The University Management and the Chaplaincies shall promote a true sense of religious freedom and religious tolerance by allowing everyone to practice his/her religious beliefs without hindrance.
- iv.** The University Management and the Chaplains shall exhibit zero tolerance to religious extremism. Anyone, staff or student found nursing or sponsoring religious disturbances on the campus(es) shall immediately and effectively be sanctioned.
- v.** Provocative insulting and inflammatory comment(s) by staff and students of the University against any religion and their practices are prohibited.
- vi.** All religious activities shall take place at the Chaplaincy premises. However, in exceptional case(s) the organizers must obtain permission from the University Management and the endorsement of the appropriate Chaplain for other/outside venues.
- vii.** All external clerics and invited speakers/papers on religious matters shall be vetted by the University Chaplain of the Chaplaincy concerned and forwarded to the Vice-Chancellor for approval.
- viii.** The Chaplains shall be held responsible for any breakdown of law and order and violence in which their members are involved.
- ix.** All religious garbs to be worn by staff and students should be in conformity with the approved dress code contained in the Handbook.
- x.** All religious activities by students shall be held under the approved student religious bodies, (MSSN, NFCS and FCS) under the auspices of the Chaplaincy.

SECTION TWELVE

12.0 STUDENT PUBLICATIONS AND PUBLICITY

Creating an environment that affords the student the maximum opportunity to derive from his/her education, the highest possible quality for a personal fulfilment, professional attainment as well as social responsibility and service to the community, students are encouraged to undertake research, develop literary skills and engage in free expression, subject to the following:

12.1 OBTAINING CLEARANCE FOR PUBLIC STATEMENT ON UNIVERSITY AFFAIRS

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

12.2 AVOIDING OBSCENITY IN STUDENT MANAGED MAGAZINE

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

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

12.3 MAINTAINING SPECIFIC GUIDELINES ON BULLETIN BOARDS

Official notices are posted on the notice boards as guides/information for students and other members of the University community. Students shall be responsible for acquainting themselves with official notices. They are advised to avail themselves of information on the 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 the following:

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

12.4 STUDENTS PUBLICATIONS

The University maintains a tradition of encouraging free student press. However, such publications on campus shall be guided by the following regulations:

- i.** Only registered and authorized 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.** All student publications must state explicitly on the editorial page that the opinions expressed there are not those of the University or its student body as a whole. The name of the editor of the publication must appear in the publication;
- v.** A copy each of every publication shall be deposited in the Office of the Vice-Chancellor, Registrar, Library and two copies in the Student Affairs Office.
- vi.** Any student organization, which publishes, sells, or distributes printed or otherwise reproduce materials on campus is responsible for those materials, including their contents, and any libellous matters arising there from;
- vii.** All seditious, libellous and obscene articles, as well as publications capable of inciting one section of the student population against another or inciting the students against the University administration are prohibited;
- viii.** Social media: Facebook, WhatsApp, Twitter, Snapchat, Blogs, or any such related media to publish libellous articles or incite one section of the student population against another or inciting the students against the University Administration.
- ix.** Offenders of vi, vii and viii above shall face the Senate Student Disciplinary Committee and if found guilty shall be expelled from the University.

SECTION THIRTEEN

13.0 PROCEDURE FOR CONDUCTING END OF SEMESTER EXAMINATIONS

Examination is a detailed evaluation of student's knowledge in each subject or an area. It remains one of the best tools for an objective assessment and evaluation of what learners have learned after a period of study. Thus, any situation that undermines examination poses a great peril to the authenticity and reliability of the educational system in any country of the world. Globally, two basic assumptions of examination are well known. These are:

- i.** Validity: An examination is said to be valid if it performs the functions which it is designed to achieve.
- ii.** Reliability: the concept of reliability refers to consistency of measurement. It means the result of the exam is a reflection or measurement of the student's ability and performance.

Against this background and to conduct valid and reliable examinations of her students, Federal University Lokoja will implement the following guidelines:

13.1 INVIGILATION GUIDELINES

- i.** An invigilator is expected to be at the venue of the examination at least 30minutes before the exam begins.

- ii. The invigilators are responsible for making sure that the examination Hall is properly managed; the environment must be conducive for the running of the examination.
- iii. An invigilator must ensure that envelopes containing question papers are properly sealed and as such shown to the students before the commencement of the examination.
- iv. An invigilator must ensure that all the students sign in the attendance sheet during the examination.
- v. An invigilator must tell the candidates that no jottings should be done on their question papers.
- vi. An invigilator will be responsible for informing the students when the examination period is over.
- vii. During the examination, the invigilators must not read other materials, leave the examination Hall or do anything that might compromise their observation of the examination and the students taking it.
- viii. Each examination venue will have at least two invigilators.
- ix. Students without identity cards should get clearance from their Head of Department before such students are allowed to write the examination.
- x. In case a candidate must leave the examination room temporarily; he shall be accompanied by an invigilator or supervisor.
- xi. No copy of the examination question paper should be removed from the examination Hall until the examination is over. If for any reason a candidate must leave the examination Hall one or two hours into the examination for three hours papers, he shall hand over the question paper to the invigilator before leaving.
- xii. At the end of the examination, candidates shall hand over their answer scripts to the invigilator who shall check the candidates' answer scripts against the attendance list to ensure that the scripts are complete.
- xiii. The invigilator shall then seal the envelope containing the answer scripts together with copies of the relevant question paper and a copy of attendance and deliver same to Examination Officer.

13.2 STUDENT'S ROLE IN THE EXAMINATION

- i. Students must hang their current identity cards and must bring their approved and laminated examination cards to the examination hall. The invigilator has the authority to ban candidates with improper identification from writing examination.
- ii. Students who do not have 75% lecture attendance in a course will not be allowed to write exam in the course.
- iii. Students are to read carefully all the instructions on their question paper as well as their answer scripts and follow same diligently.
- iv. Students cannot consult the invigilator as to the meaning of any question.
- v. The student's number must be written on the answer script and every additional answer sheet. It is unlawful to sign in a wrong matriculation number.
- vi. Students should cooperate with their invigilators and ensure that their scripts are submitted in an orderly manner after the examination as the security of their scripts in the examination hall before submission is their responsibility.

- vii. Students should promptly report to the supervisor or invigilators any Student suspected to be involved in examination misconduct or attempting to distract them for prompt action.
- viii. Students must provide their own writing material (pens or pencils). The only materials you are allowed to have at your desk during the exam are writing instructions and approved calculators.
- ix. Hat, cap and earphones should not be worn during the exams (except for health or religious observance). Simple foam earplugs are allowed for those with hearing challenge and must be checked-in with the invigilator upon entrance to the exams.
- x. Students are not permitted to use scrap paper(s) in the examination hall. They are advised to do rough examination work in their answer booklets. Similarly, no rough work is permitted on the **question papers, the desk, the student's palm, handkerchief** or anywhere else.
- xi. The ability to hear all verbal instructions including **exam start and stop times** is the responsibility of the candidate, regardless of use of earplugs.
- xii. All electronic devices (**mobile phones, smart wristwatches, bluetooth/wireless devices, etc.**) are prohibited in examination hall.
- xiii. All mobile phones must be turned off and kept away during exams. If a mobile phone is left on and rings during exam, the Supervisor will be required to report the incident to the University Examination Officer. This may result in the owner of the mobile phone being disqualified from the examination and the mobile phone confiscated and forfeited.
- xiv. Consumption of food is prohibited except for medical situations where supervisor has provided authorization.
- xv. No additional time will be given to students who are absent for part of an exam **regardless of the reason for their absence.**
- xvi. Students must not give or receive assistance of any kind during the examination. Any cheating, any attempt to cheat, assisting others to cheat, or participating therein, or engaging in such improper conduct shall be considered as examination misconduct as listed below. Examination misconduct is a serious violation and will generally result in the disqualification of the candidate and such other disciplinary actions as may be deemed appropriate.

13.3 EXAMINATION MISCONDUCT

Examination misconduct shall be defined as all forms of cheating which directly or indirectly misrepresent the ability of the student. Students must not give or receive assistance of any kind during the examination. Any cheating, any attempt to cheat, assisting others to cheat, or participating therein or engaging in such improper conduct within and outside an examination hall and any involvement in all illegal examination related offences shall be considered as examination misconduct. Examination misconduct is a serious violation and will generally result in the disqualification of the candidate and such other disciplinary action as may be deemed appropriate.

13.3.1 EXAMINATION MISCONDUCT AND PENALTIES

Table 4: Examination Misconduct and Penalties

S/No.	Case Types	Penalty
i.	Charged, but no case established.	Free/absolved of misconduct
ii.	Disobedience/insubordination, rudeness, and insult.	Rustication for two semesters
iii.	Found with relevant textbook(s), notebook, prepared material, a piece of paper.	Expulsion from the University
iv.	Seeking/soliciting and getting academic assistance in the Examination Hall.	Rustication for two semesters
v.	Giving academic assistance in the Examination Hall.	Rustication for two semesters
vi.	Impersonation/writing for another candidate.	Expulsion from the University
vii.	Found with University answer booklet/sheet with written material in an examination.	Expulsion from the University
viii.	Found with University answer booklet/sheet without written material in an examination.	Rustication for two semesters
ix.	Assaulting, threatening an Examination Officer during an Examination.	Expulsion from the University
x.	Student colluding with staff or fellow students in the act of aiding and abetting examination misconduct in and outside Examination Hall.	Expulsion from the University
xi.	Refusal to make a written statement in an alleged examination misconduct.	Expulsion from the University
xii.	Absent from examination without permission and/or failure to meet 75% attendance and has been disqualified to take the examination.	Such student will be deemed to have failed the examination under contention.

13.3.2 OFFENCES WITHIN AN EXAMINATION HALL/ROOM AND PENALTIES

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

Table 5: Offences within an Examination Hall/Room and Penalties

S/No.	Case Types	Penalty
i.	Copying from one another or exchanging question/answer sheets	Expulsion from the University
ii.	Collaboration with the invigilator/Lecturer (where the lecturer involved provides written/oral answer to a student) in the examination hall	Expulsion from the University
iii.	Oral communication i.e., Soliciting for answers	a. Letter of warning b. Subsequent infringement shall be referred to the Senate Student Disciplinary Committee c. Rustication for one (1) semester

iv.	Illegal removal of answer scripts from the examination hall. Non-submission of answer scripts at the end of the examinations	The student shall be disqualified from the entire examination and rusticated for two (2) semesters
v.	Bringing in briefcases/bags, prepared answers, cheat notes, instruction manuals, textbooks, atlases, lecture notebooks, laboratory specimen, copying from textbooks, and any other instructional aids, smuggled into the examination hall	Expulsion from the University
vi.	Consulting cheat notes outside the examination hall during the examination.	Expulsion from the University
vii.	Impersonation	Expulsion from the University
viii.	Physically assaulting and intimidating the Invigilator/Examination Officer in and outside the examination hall	Expulsion from the University
ix.	Use of handset, calculator, electrical & electronic, bluetooth, wireless, information storage or smart devices during examination	Expulsion from the University
x.	Unauthorized swapping of seats during the examination	Rustication for one (1) semester
xi.	Failure to sign in at the beginning of an examination and sign out at the point of submission of the answer script.	a. Letter of warning b. Subsequent infringement shall be referred to the Senate Student Disciplinary Committee c. Rustication for one (1) semester
xii.	Failure to submit answer scripts to the Examiner/Invigilator before leaving the Examination Hall	a. Letter of warning b. Subsequent infringement shall be referred to the Senate Student Disciplinary Committee c. Rustication for one (1) semester
xiii.	Chewing of gums and the consumption of food and drinks during the Examination	a. Letter of warning b. Subsequent infringement shall be referred to the Senate Student Disciplinary Committee c. Rustication for one (1) semester

13.3.3 OFFENCES OUTSIDE EXAMINATION HALL AND PENALTIES

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

Table 6: Offences Outside an Examination Hall and Penalties

S/No.	Case Types	Penalty
i.	Plagiarism i.e., academic projects, reports, SIWES, etc.	Rustication for two semesters
ii.	Writing of projects, laboratory and other field reports/reports for a student	Rustication for two (2) semesters and title of project changed

iii.	Deliberate destruction of evidence of examination misconduct	Expulsion from the University
iv.	Colluding with staff and others in order to submit a new prepared answer sheet as a substitute for original script after examination	Expulsion from the University
v.	Secretly breaking into a staff or departmental office to obtain question/answer sheet or substituting a fresh answer sheet for the original copy	Expulsion from the University
vi.	Refusal to appear before, or cooperate with investigating panel in the alleged examination misconduct	Expulsion from the University
vii.	Presentation of fake examination card to sit for an examination, for which the student is not qualified.	The student shall be disqualified from the examination and rusticated for two (2) semesters
viii.	Presentation of a fake medical certificate as an excuse for absence from Examination.	The candidate shall be rusticated for two (2) semesters.

NB: The Senate of the University may, from time to time, further define other offences not referred to herein and shall prescribe appropriate penalties for them.

13.4 HANDLING OF EXAMINATION MISCONDUCT CASES

Where examination misconduct is committed, the student involved shall be required to make statement by completing the required examination misconduct form.

Under no circumstance shall an invigilator seize a student's answer script, tear answer script or forcibly eject a student from an examination hall.

Where a student's behaviour constitutes a breach of peace, the security official on duty shall intervene.

Where a candidate falls ill in an examination hall, the invigilator shall contact the Medical Officer on duty for immediate medical attention.

Reports on examination misconduct shall be collated by the Departmental Examination Officer who forwards the report to the Head of Department who shall then transmit to the Dean of the Faculty. The Dean of the Faculty shall refer the case to the Faculty Examination Misconduct Committee for necessary action. The report from the Faculty Examination Misconduct Committee shall be forwarded to the University Examination Misconduct Committee for action. The Committee's report shall be forwarded to the Chairman of Senate.

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

SECTION FOURTEEN

14.0 GENERAL 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 a serious act of misconduct and/or indiscipline is involved, the matter shall be referred to the appropriate Disciplinary Committee for investigation and proper disciplinary action recommended where necessary.

14.1 INTERIM DISCIPLINARY ACTION

University shall, if deemed necessary, take interim disciplinary action on erring students pending the final determination of the case.

14.2 ASSAULT ON UNIVERSITY STAFF, CONTRACTORS, AND OTHER PERSONNEL

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

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

14.3 PERSONAL VEHICLES

Students who own personal vehicles must obtain clearance from the Dean, Student Affairs and a permit from the University Security Department. Such vehicles must not be tinted.

Failure to abide by such regulations may lead to the withdrawal of the permit and other disciplinary measures followed by written warning. The student is solely responsible for the safety of the vehicle.

14.4 SAFETY IN THE UNIVERSITY

- i. The University places a high premium on the maintenance of equipment, safe systems of work, safe premises, etc. as well as the need to ensure adequate instructional training and supervision to secure, safe and healthy working and learning environment.
- ii. Students have a duty to take reasonable care to avoid injury to themselves or to others by their activities.
- iii. For safety of life and property, a high level of vigilance and supply of information is expected of every member of the University community.
- iv. As a precaution against accident and for the safety of everyone, motorists and cyclists must obey all traffic signs and other traffic regulations on campus, including the speed limit of 30km per hour.
- v. Motorbikes, tricycles, and other commercial vehicles shall not be allowed on campus except those duly registered with the appropriate authority.
- vi. Motor vehicles, motorbikes or bicycles must be parked in the proper parking areas only. The University **does not** accept responsibility for these vehicles.

14.5 GENERAL SOCIAL CONDUCT

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

14.6 VIOLATION OF REGULATIONS IN HOSTELS OF RESIDENCE

In addition to the offences and their sanctions listed below, the Hostel Administrator shall, with the permission of the Dean of Students, be empowered under these regulations to make supplementary rules which he/she may consider necessary for the smooth running of the Hostels.

14.6.1 VIOLATION OF REGULATIONS IN THE HOSTEL AND PENALTIES

Table 7: Violation of Regulations in the Hostel and Penalties

S/N	OFFENCE	PENALTY
i.	Absence from Hostels of Residence for more than 24 hours without exit permission from the Hostel Administrator	a. Letter of warning b. Subsequent infringement shall result in eviction from the Hostel
ii.	Using electronics or musical instruments in such a manner as to constitute nuisance	a. Letter of warning b. Subsequent infringement shall result in eviction from the Hostel
iii.	Littering	a. Letter of warning. b. Cleaning of affected area c. Subsequent infringement shall result in eviction from the Hostel
iv.	Allowing unauthorized visitors to stay overnight	Eviction from the hostel
v.	Fighting or inciting others to fight in the hostel	Expulsion from the University
vi.	Molestation of Staff and fellow students	Expulsion from the University
vii.	Disruption of services approved by the University	Expulsion from the University
viii.	Wilful destruction or damage of University property	Replacement of damaged property in addition to rustication for two (2) semesters or expulsion where student fails to replace the damaged property within the specified time.
ix.	Causing fire hazard in the hostel	Eviction from the hostel
x.	Violation of regulations guiding religious observance in Hostels of Residence	Eviction from the hostel
xi.	Harbouring criminal suspects in the hostel	Eviction from the hostel
xii.	Drug abuse and possession of hard drugs and all such substances banned by the Federal Government of Nigeria	a. Expulsion from the University. b. Perpetrator(s) shall be handed over to the Police.
xiii.	Selling of bed space(s) after allocation	Eviction from the hostel
xiv.	Harbouring animals and pets in the hostel	Eviction from the hostel

14.6.2 VIOLATION OF REGULATIONS ON CAMPUS AND PENALTIES

Table 8: Violation of Regulations on Campus and Penalties

S/N	OFFENCE	PENALTY
i.	Drunkenness	Letter of warning
ii.	Smoking	Expulsion from the University
iii.	Loud and distracting noise at	Letter of warning

	unauthorized times and locations	
iv.	Unlawful assembly	Letter of warning
v.	Obscene and libellous publications	Letter of warning
vi.	Loitering around the Staff residential quarters	Letter of warning
vii.	Reckless driving on campus	a. Letter of warning b. subsequent infringement shall be referred to the Senate Student Disciplinary Committee; c. Rustication for one (1) semester.
viii.	Posting notices or bulletins on the walls outside the notice boards	a. be made to repaint and/or repair such defaced walls; b. writes an undertaken against a repeat of it; c. be issued a letter of warning by the Dean of Students; d. subsequent infringement shall be referred to the Senate Student Disciplinary Committee; e. Rustication for one (1) semester
ix.	Stealing, pilfering, or being in possession of items belonging to University or other person(s)	Replacement of stolen item in addition to expulsion from the University
x.	Forgery, alteration, misuse of documents, records, identity cards etc	Expulsion from the University
xi.	Mutilation of University documents/materials	Replacement of damaged property in addition to rustication for two (2) semesters or expulsion where student fails to replace the damaged property within the specified time.
xii.	Rioting or any behaviour capable of causing breach of the peace	Expulsion from the University
xiii.	Membership of unregistered association and such other anti-social organizations, as well as coercing others to join unregistered association	Expulsion from the University
xiv.	All other acts which the University may adjudge as misconduct	Sanctions as prescribed
xv.	Two (2) letters of warning	Rustication for one (1) semester

14.7 Description of the Penalties

- i. Letter of warning:** This is a written warning addressed to an offender drawing attention to the fact that he/she has violated some rules and regulations governing Hostels and/or anywhere in the University. A copy of the letter is forwarded to the Deputy Registrar, Exams & Records and the Dean of Students who shall after receipt of the second letter forward the case to the Senate Student Disciplinary Committee for necessary action.

- ii. Rustication:** This is a written notice informing an offender of his/her exclusion from the University. The affected student remains off campus for the duration of the rustication.

Such an offender is not entitled to any fee refund. A copy of the notice is sent to the Deputy Registrar, Exams & Records and the Dean of Students for filing. Upon his/her return from the rustication, the affected student shall be required to sign an undertaking to be of good behaviour.

- iii. Expulsion:** This is a termination of studentship status, which is invoked for major breaches of University rules and regulations.

14.8 OTHER SPECIFIC OFFENCES

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

14.8.1 Gross Misconduct and Penalties

The following offences constitute gross misconduct: Riotous or disorderly behaviour leading to a breach of the peace; Unauthorized possession/use of firearms or any dangerous weapon, chemicals explosives, incendiary devices, etc.; Rape, arson, and use of dangerous drugs e.g., hemp, cocaine etc.; Unregistered Associations; Assault leading to grievous bodily harm and Stealing.

Table 9: Gross Misconduct and Penalties

S/N	OFFENCE	PENALTY
i.	Riotous or disorderly behaviour leading to a breach of the peace	a. Expulsion from the University. b. Perpetrator(s) shall be handed over to the Police.
ii.	Unauthorized possession/use of firearms or any dangerous weapon, chemicals explosives, incendiary devices, etc.	a. Expulsion from the University. b. Perpetrator(s) shall be handed over to the Police.
iii.	Rape, arson, and use of dangerous drugs e.g., hemp, cocaine etc.	a. Expulsion from the University. b. Perpetrator(s) shall be handed over to the Police.
iv.	Unregistered Associations and/or coercing or luring others to join unregistered association(s)	Expulsion from the University
v.	Assault leading to grievous bodily harm	Expulsion from the University
vi.	Stealing	Expulsion from the University

14.8.2 Misconduct

The following offences constitute misconduct: Forgery, alteration, and impersonation, misuse or mutilation of documents/materials, records, identity card; furnishing false information to the University; wilful damage or destruction of property belonging to the University and indecent dressing.

Table 10: Misconduct and Penalties

S/N	OFFENCE	PENALTY
i.	Forgery, alteration, and impersonation	Expulsion from the University

ii.	Misuse or mutilation of documents/materials, records, identity card	Replacement of damaged property in addition to rustication for two (2) semesters or expulsion where the student fails to replace the damaged property within the specified time
iii.	Furnishing false information to the University	Rustication for two (2) semesters
iv.	Wilful damage or destruction of property belonging to the University	Replacement of damaged property in addition to rustication for two (2) semesters or expulsion where the student fails to replace the damaged property within the specified time
v.	Indecent dressing	Any student found liable for violating the Dress Code shall: <ul style="list-style-type: none"> i. be made to write an undertaken against a repeat of it; ii. be issued a letter of warning by the Dean of Students; iii. subsequent infringement shall be referred to the Senate Student Disciplinary Committee; iv. Rustication for one (1) semester.
vi.	Aiding, abetting and inciting others to commit any acts of misconduct	Same penalty as imposed on the perpetrators

14.8.3 Misdemeanour

The following offences constitute misdemeanour: Failure to comply with verbal or written directives of any University official; violation of any rules and regulations governing hostels and insubordination to superior authority.

Table 11: Misdemeanour and Penalties

S/N	OFFENCE	PENALTY
i.	Failure to comply with verbal or written directives of any University official	Expulsion from the University
ii.	Violation of any rules and regulations governing Hostels	Sanctions as prescribed in Section 14.6.1, Table 7
iii.	Insubordination to superior authority	Rustication for two semesters

14.9 VICE-CHANCELLOR'S EXECUTIVE POWERS

Where it appears to the Vice-Chancellor that any student of the University is guilty of misconduct, the Vice-Chancellor may, without prejudice to any other disciplinary powers conferred on him/her by statute or regulations, direct:

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

- iii. that the student be rusticated for such period as may be specified in the directive; or,
- iv. that the student be expelled from the University.

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

SECTION FIFTEEN

15.0

SERVICOM

SERVICOM is an acronym for Service Compact with all Nigerians; it is an initiative of the Federal Government of Nigeria aimed at improving service delivery in Nigerian public service.

SERVICOM was established to drive reform across the Nigerian public service by working with all Ministries, Departments and Agencies (MDA's) to focus their efforts on improving services for citizens.

“Service is what we offer ourselves for. A service is what the people are entitled to expect from us”. Presidential pronouncement created it at the opening of the special Presidential Retreat on Service Delivery in Abuja 19th - 21st March, 2004.

The primary purpose of Government is to improve the quality of life of citizens. To do this MDAs are established to provide services to the people.

15.1 OBJECTIVES OF SERVICOM

- i.** To make the MDAs more customer focused on their service delivery procedures and processes;
- ii.** Heighten public awareness about damaging effects of service failure to the Nigerian society;
- iii.** Promote attitudes by which citizens would recognize the need to challenge service failures as their civic responsibility.

15.2 SERVICOM IN FEDERAL UNIVERSITY LOKOJA

Servicom in Federal University Lokoja will strive to:

- i.** Ensure quality Service Delivery.
- ii.** Institute right to good service.
- iii.** Allow redress when service delivery fails.
- iv.** Participate actively in Service Delivery Programme.

15.3 OUR CUSTOMERS' OBLIGATIONS

Federal University Lokoja intends to achieve its goal, vision and mandate via the collective effort of our staff, students and all other customers. To achieve these set goals therefore, our customers need to:

- i.** Treat our staff/students fairly and courteously.
- ii.** Abide by all guidelines regulating the operation of the University.
- iii.** Provide the University with constructive suggestions and feedback that can sustain the University at all times.
- iv.** Appreciate and inform the Federal University Lokoja Management when expectations are satisfactorily delivered.
- v.** Respond to our approved charges promptly.
- vi.** Possess the prerequisite qualification, expertise and experience they claim to have.
- vii.** Avail themselves positively of the benefits of academic output, research and community directed activities.
- viii.** Work with the University management to protect life and property and safeguard the public trust and funds entrusted to Federal University Lokoja.
- ix.** Remain honest, prudent, fair and reasonable when dealing with Federal University Lokoja.
- x.** Avoid fraudulent behaviours and other social vices while dealing with Federal University Lokoja.
- xi.** Make diligent, prudent and careful use of Federal University Lokoja property.
- xii.** Partner with Federal University Lokoja in providing infrastructure, instituting endowments, scholarship and awards.
- xiii.** Promote improved funding from government and quick release of funds for both capital and recurrent expenditure.
- xiv.** Formulate structured policy and implementation of procedures on technological and other related areas.

15.4 COMPLAINTS/GRIEVANCE REDRESS MECHANISM

As an institution, all our customers are allowed to voice their concern where our services fail or where our services do not meet their expectations. Federal University Lokoja has put in place a prompt, effective and efficient redress mechanism, where these shortfalls in our service delivery could be addressed. For quick response to any unsatisfactory service, complaints can be made by physical presence, or use of the suggestion box.

Where the complaint is about a particular department, Centre or Unit of the University, SERVICOM representative in the affected Department or Unit could be reached or contact may be made via SERVICOM suggestion box or servicom@fulokoja.edu.ng

SECTION SIXTEEN

16.0 NATIONAL HEALTH INSURANCE SCHEME (NHIS)

The National Health Insurance Scheme is a social system in which the health care of employees in the formal sector is paid for from the funds created by pooling of contributions of employees.

16.1 OBJECTIVES OF NHIS

The objectives of the NHIS scheme are to among others ensure that every Nigerian has access to good health care service while protecting families from the financial hardship of medical bills. Under the scheme, health care providers, referred to as Health Maintenance Organizations (HMOs), are responsible for providing and making payments for all persons

who have registered and have paid the required premium. To provide this service, the HMO liaises with the accredited medical establishment of a person's choice.

16.2 HMO COVERAGE IN FEDERAL UNIVERSITY LOKOJA

In Federal University Lokoja, coverage for students is managed by United HealthCare Limited only.

16.3 BENEFITS OF NATIONAL HEALTH INSURANCE SCHEME

The National Health Insurance Scheme provides health insurance for all contributors concerning:

- i.** Outpatient care, including necessary consumables.
- ii.** Prescribed drugs, pharmaceutical care and diagnostic test as contained in the National Essential Drugs List and Diagnostic Test List.
- iii.** Maternity Care for up to four life births.
- iv.** Preventive care including immunizations, family planning, ante-natal and post natal care.
- v.** Consultation with specialists.
- vi.** Hospital care in standard ward for a stay limited to cumulative 15 days per year.
- vii.** Eye examination and care.
- viii.** A range of prosthetic (limited to those manufactured in Nigeria).
- ix.** Preventive dental care.

16.4 NHIS REGISTRATION PROCEDURE

To benefit from the scheme, every student is expected to register at the NHIS office at the University Health Services. In the process of registration students are to go along with the following:

- i.** Two copies of passport Photograph
- ii.** Duly completed NHIS form.
- iii.** Copy of Admission letter.
- iv.** Registration payment details.

Then, each student will get NHIS number.

Every student has the right to enjoy the services of the NHIS. However, students who have not completed the registration process **cannot** enjoy the benefit of the scheme when they are sick. Every student is thereby encouraged to register both at the University Clinic and with their respective HMOs.

16.5 TERTIARY INSTITUTION SOCIAL INSURANCE PROGRAMME (TI-SHIP) IN FEDERAL UNIVERSITY LOKOJA

It is a social security system whereby the Healthcare of Students in Tertiary Institutions is paid from funds pooled through the contribution of Students. It is a programme committed to ensuring access to qualitative healthcare services for students of tertiary institutions thereby promoting the health of students with a view to creating conducive learning environment.

16.6 MEMBERSHIP OF TI-SHIP

Membership is for students (Full and Part-time) of federal, states and private tertiary institutions.

Tertiary institutions are categorized as:

- i.** Universities
- ii.** Colleges of Education
- iii.** Polytechnics
- iv.** Colleges of Agriculture
- v.** School of Nursing, Midwifery and Health Technology
- vi.** Mono-technic etc.

16.7 OBJECTIVES OF TI-SHIP

- i.** To ensure that every student in tertiary institutions has access to good health services
- ii.** To protect students and families from the financial hardships of huge medical bills
- iii.** To maintain high standard of healthcare delivery services within tertiary institutions
- iv.** To ensure availability of funds to the tertiary health centres for improved services
- v.** To take cognizance of the peculiar health needs of students in the design of the programme including access to periodic health education and outreaches.

INDEX

- Absence from an Examination 37
- Absence from Hostel 63
- Absence from the Hostel of Residence 70
- Academic Ceremonies 35
- Academic Counseling 35
- Academic Probation 39
- Academic Regulations 33
- Academic Requirements for Progression from Lower to Higher Level 36
- Activities Involving Guests from Off-campus ... 78
- Administration of Hostel of Residence 51
- Admission for Library Uses 42
- Aerial View of Felele Campus 24
- Aerial View of the College of Health Sciences (COHS) Campus 25
- Aims of Providing Hostel Accommodation ... 62
- Aims of the Foundation on Indigent Students .. 77
- Alcohol and Drugs 69
- Allocation of Bed Spaces 62
- Answer Scripts 47
- Applying for Remarking of Examined Course ... 36
- Assault on University Staff, Contractors and Other Personnel 88
- Available Information Resources 42
- Avoiding Obscenity in Student Managed Magazine 80
- Basic Admission Requirements 33
- Benefits of National Health Insurance Scheme .. 96
- Books on High Demand 44
- Borrowing of Library Resources 43
- Briefcases/Bags 46
- Certificate Verification 30
- Change of Name 30
- Channels of Communication 73
- Checking into Hostel Room 66
- Checking of Library Users at Exit..... 44
- Children in the Library 44
- Classification of Degrees 41
- Cleanliness and Sanitation 71
- Clear Academic Standing 39
- Closing of Gates 70
- Clubs and Associations 75
- Committees on Student Matters 49
- Common Rooms and Games Rooms in the Hostel 63
- Complaints/Grievance Redress Mechanism 95
- Composition of Student Joint Consultative Council 60
- Composition of Students Representative Council .55
- Concurrent Enrolment 35
- Conditions for Award of Degrees 35
- Conduct in the Library 44
- Continuous Assessment (CA) 36
- Convocation 35
- Core Course 40
- Core Curriculum Minimum Academic Standards (CCMAS) 40
- Core Values 3
- Damage to Library Materials 44
- Dean of Students 49
- Decent Dressing 68
- Decisions of Student Congress 58
- Deferment of Academic Programme 33
- Deferment of Admission 33
- Definition of Credit Unit 35
- Description of the Penalties 91
- Direct Entry Mode 33
- Disqualification from Membership of Students Representative Council 57
- Dissolution of the Students Representative Council 57
- Distribution/Prevention of Examination 47
- Dress Code 67
- Duration of Programmes 40
- Duration of Residency 62
- Duration of Semester 35
- Eating at Examination 47
- Elective Course 40
- Eligibility (Indigent Students) 77
- Eligibility of Student Union Aspirant 54
- Eligibility of Users 43
- End of Semester Examinations 36
- Enforcement of Discipline 69
- Essential Services 23
- Establishment of Federal University Lokoja (FUL)..... 1
- Examination Attendance Register 46
- Examination Misconduct 84
- Examination Misconduct and Penalties 84
- Examples of Calculated GPA and CGPA 38
- Expectant Mothers 62
- Expulsion 91
- Faculties, Departments and Programmes 21
- Federal University Lokoja Foundation on Indigent Students..... 77
- Foreward ii
- Freedom of Expression 32
- Fresh Student Registration Exercise 26
- Functions of Student Affairs Officer 49
- Functions of Student Union Executives 55
- Functions of Student Welfare Committee 50
- Functions of the Senate Student Disciplinary Committee 50
- Functions of the University Hostel Management Committee 51
- General Discipline 88
- General Function of Student Joint Consultative Council 60
- General Rules 46

▪ General Regulations Governing Students' Organizations	78	▪ Mobile Phones, Wireless and Electronic Devices	46
▪ General Social Conduct	89	▪ Mutilation and Stealing of Library Books/ Materials	43
▪ Grade Point (GP)	37	▪ National Health Insurance Scheme (NHIS) ...	96
▪ Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)	37	▪ NHIS Registration Procedure	96
▪ Graduating with 'F' grade in an Elective Course	36	▪ Non-Academic Services	23
▪ Graduation Requirements for Bachelor's Degree	40	▪ Number of Books	43
▪ Gross Misconduct and Penalties	91	▪ Number of Times a Course Can be Attempted	36
▪ Guidelines for Fresh Student Registration	26	▪ Oath of Membership of Students Representative Council	57
▪ Guidelines for Returning Student Registration	28	▪ Objectives of Servicom	94
▪ Guidelines on Rallies, Demonstrations, Etc ..	74	▪ Objectives of the NHIS	96
▪ Handling of Examination Misconduct Cases ...	86	▪ Objectives of TI-SHIP	97
▪ Health Maintenance Organizations (HMO) Coverage in Federal University	96	▪ Obtaining Clearance for Public Statement on University Affairs	80
▪ History of Federal University Lokoja	1	▪ Off Campus Accommodation	62
▪ Hostel Administration	72	▪ Offences outside Examination Hall and Penalties	86
▪ Hostel Administrator	72	▪ Offences within an Examination Hall/Room and Penalties	85
▪ Identity Cards	43	▪ Open Communication	74
▪ Ill-Health	71	▪ Other Regulations in the Hostel	63
▪ Indecent Dressing	68	▪ Other Specific Offences	91
▪ Institutes, Directorates and Centres	23	▪ Other Units/Division of the University	29
▪ Institutional Embarrassment	32	▪ Our Customers' Obligation	94
▪ Inter-Departmental/Inter-Faculty Transfers ...	33	▪ Participation in University Activities	31
▪ Interim Disciplinary Action	88	▪ Past Administrations	1
▪ Interpretation of the Logo	20	▪ Penalties for Non-return of Books	43
▪ Inter-University Transfer Entry Mode	33	▪ Penalties for Violation of Hostel Regulations	65
▪ Invigilation Guidelines.....	82	▪ Permission to Embark on any Social Activity	75
▪ Joint Hostel Management Committee on Private Hostel	51	▪ Personal Discipline	31
▪ Language of Examination	47	▪ Personal Property and Sanitation	67
▪ Late Registration	29	▪ Personal Vehicles	88
▪ Letter of Warning	91	▪ Pets and Domestic Animals	71
▪ Library Opening Hours	42	▪ Policy Guidelines on Religious Activities at the Federal University Lokoja	78
▪ Library Regulations	43	▪ Policy of Federal University Lokoja on Sexual Harassment	31
▪ Library Services	42	▪ Powers of the Student Electoral Committee ...	60
▪ List of Tables	xii	▪ Powers/Functions of Students Representative Council	55
▪ Litter Baskets	71	▪ Pre-requisite Course	40
▪ Loan of Material During Vacation/Leave	44	▪ Principal Officers of the Students Representative Council	57
▪ Loan Period.....	43	▪ Principal Officers of the University	4
▪ Lokoja	96	▪ Printed Materials or Manuscripts	46
▪ Loss of Library Resources	43	▪ Privileges and Recognitions	77
▪ Maintaining Specific Guidelines on Bulletin Boards	80	▪ Procedure for Conducting End of Semester Examinations	82
▪ Matriculation	35	▪ Procedure for Handling Suspected Examination Misconduct Cases	47
▪ Meetings of Student Joint Consultative Council	60	▪ Procedure for Obtaining Permission	75
▪ Membership of Senate Student Disciplinary Committee	50	▪ Proceedings of the SRC in Money, Bill and Budget	57
▪ Membership of Students Welfare Committee ...	50	▪ Proceedings/Meetings of the Students Representative Council	56
▪ Membership of TI-SHIP	97	▪ Programme Attendance Register	40
▪ Membership of University Hostel Management Committee	51		
▪ Miscellaneous Information	67		
▪ Miscellaneous Provisions	44		
▪ Misconduct	92		
▪ Misdemeanour	92		

▪ Programmes Rendered by the University	21	▪ Student Congress	58
▪ Prohibited Items	45	▪ Student Election	59
▪ Publication of Results	39	▪ Student Election Procedure	59
▪ Qualification and Disqualification of Candidates for SRC	58	▪ Student Electoral Commission (SEC)	59
▪ Qualification for SIWES/Teaching Practice ...	36	▪ Student Governance.....	49
▪ Reader's Responsibilities	43	▪ Student Joint Consultative Council (JCC)	60
▪ Rebate	69	▪ Student Nursing Mothers	32
▪ Registration of Students' Organizations	76	▪ Student Publication and Publicity	80
▪ Registration Procedure for Fresh and Returning Students	26	▪ Student Union	53
▪ Regulations on Hostel Accommodation	69	▪ Student Union Exco	54
▪ Relationship Amongst Resident Students, Student Hostel Officers and the Relationship between Dean's Office and Hostels	72	▪ Student Union Executive Council	54
▪ Relationship between Hostel Administrator and Hostel Workers	72	▪ Student Union Executives	54
▪ Relationship between Hostel Officials and Student Union Officers	73	▪ Student Welfare	74
▪ Repeated Course Grade	39	▪ Student's Role in the Examination	83
▪ Reservation of Seats in the Library	44	▪ Students Publications	80
▪ Re-shelving of Books	44	▪ Students Representative Council	55
▪ Residual Powers of the University Governing Council	53	▪ Students Welfare Committee	50
▪ Respect for Others	32	▪ Suggestions/Complaints	45
▪ Returning Student Registration Exercise	28	▪ Surrender of Keys and University Property ...	66
▪ Rights and Privileges of Student Union Members	53	▪ Suspension from the Library	44
▪ Room Security	69	▪ Tertiary Institution Social Insurance Programme (TI-SHIP) in FUL	97
▪ Rules and Regulations in Hostel of Residence	62	▪ The National Anthem	19
▪ Rules for the Conduct of University Examinations	46	▪ The University Anthem	19
▪ Rustication	91	▪ The University Logo	20
▪ Safety in the University	88	▪ Transfer of Credit Units from Other Institutions	34
▪ Safety of Materials	44	▪ Transferring from Other Universities	34
▪ Schools	23	▪ University Health Services	30
▪ Seats at Examination Hall	46	▪ University Hostel Management Committee ...	51
▪ Senate Student Disciplinary Committee	50	▪ University Library	30
▪ Servicom	94	▪ University Tertiary Matriculation Examination (UTME) Entry Mode	33
▪ Servicom in Federal University Lokoja	94	▪ Unqualified Person in Sitting or Voting in SRC	56
▪ Smoking on Campus	47	▪ Unregistered Associations	78
▪ Smoking on Campus	32	▪ Use of Electrical Appliances	64
▪ Social and Cultural Activities	75	▪ Use of Hostel Facilities	67
▪ Specialized Services	42	▪ Users Forgotten Items	44
▪ Specific Regulations	31	▪ Vacation of Residence	69
▪ Standard Terminologies for Course Category	40	▪ Valuable and Personal Property	70
▪ Student Academic Workload	35	▪ Vice Chancellor's Executive Powers	93
▪ Student Accommodation	62	▪ Violation of Regulations in Hotels of Residence	89
▪ Student Affairs	30	▪ Violation of Regulations in the Hostel and Penalties	89
▪ Student Affairs Officer	49	▪ Violation of Regulations on Campus and Penalties	90
		▪ Vision and Mission	2
		▪ Visitors to the Hostel	63
		▪ Voluntary Membership of Student Union	53
		▪ Withdrawal for Academic Failure	39