



ABUBAKAR TAFAWA BALEWA UNIVERSITY
P. M. B. 0248, Bauchi, Nigeria



Student Handbook 2023

www.atbu.edu.ng

ABUBAKAR TAFAWA BALEWA UNIVERSITY, BAUCHI

STUDENT HANDBOOK, JANUARY, 2023

The University reserves the right to change, remove, or modify the content without prior notification according to circumstances. However, changes made shall be communicated to the students through appropriate circulars.

THE UNIVERSITY IS A TEACHING AND LEARNING INSTITUTION AND THEREFORE SHALL NOT BE LIABLE TO ANY ACT OR MISCONDUCT OF ANY STUDENT OUTSIDE ITS STATUTORY RESPONSIBILITY.

GENERAL AND USEFUL INFORMATION ABOUT THE UNIVERSITY

LOCATION:

The University has two campuses, one located at Yelwa along Dass Road (Yelwa Campus), and the other along Kano/Ningi Road (Gubi Campus).

POSTAL ADDRESS

Abubakar Tafawa Balewa University, P.M. B 0248, Bauchi, Nigeria.

CABLE

Televarsity, Bauchi

E-MAIL

Infoatbu.edu.ng.

UNIVERSITY WEBSITE

www.atbu.edu.ng

TABLE OF CONTENTS

The Visitor and Principal Officers of the University

Message from the Vice Chancellor

Introduction

University Logo – Interpretation

Chapter 1: About Bauchi State and Bauchi City

Chapter 2: The Abubakar Tafawa Balewa University, Bauchi

Chapter 3: Academic Programmes

Chapter 4: Schedule Of Fees

Chapter 5: Conditions for Entry into Full Time Undergraduate Courses Leading to First Degrees

Chapter 6: Service Directorate

Chapter 7: Student Affairs Division

Chapter 8: Students Conduct and Discipline

Chapter 9: Regulations Governing Hostel Accommodation

Chapter 10: The University Library

Chapter 11: Health Services

Chapter 12: Examination Regulations

Chapter 13: University Governance

Chapter 14: Guidance and Counseling Unit

Chapter 15: Provision of Internet Services

Chapter 16: Living as a Family

Chapter 17: Suggestion on Industrial Attachment

PRINCIPAL OFFICERS OF THE UNIVERSITY

The Visitor

Muhammadu Buhari

President, Commander-in-Chief
Of the Armed Forces,
Federal Republic of Nigeria

Vice Chancellor

Professor M.A. AbdulAzeez

Deputy Vice Chancellor (Academic)

Professor M.I. Danjuma

Deputy Vice Chancellor (Admin.)

Professor I.H. Garba

Ag. Registrar

Hajiya Aisha Idris

Bursar

Alh. Sani Ahmed

Ag. University Librarian

Hamza Muhammad Adamu

Ag. Director of Works & Services Dept.

Engr. Adamu A. Abubakar

Ag. Physical Planning Unit

Bldr Bello Adamu Yame

DEANS

Prof. S.D. Abdul

Dean, Postgraduate School

Prof. Ahmed S. Fagam

Dean, Faculty of Agriculture and Agricultural Technology

Prof. A. D. I Sulaiman

Dean, Faculty of Engineering & Engineering Technology

Prof. I Y. Muhammed

Dean, Faculty of Environment Technology

Dr. S.I. Ningi

Dean, Faculty of Management Sciences

Prof. S. I. Samaila
Dean Faculty of Science

Prof. Hassan Bello
Dean Faculty of Education Technology

Prof. U. S. Abdullahi
Dean, Student Affairs Division

Prof. S.B. Zailani
Provost College of Medical Sciences

Dr Zainab Mahmood Bauchi
Dean, Basic Medical Sciences

Dr. Abdull M. Mahdi
Dean, Clinical Sciences

Prof. Sambo Bello Zailani
Dean, Basic Clinical Sciences

Prof. Ladan Shehu
Dean, Faculty of Veterinary Medicine

MESSAGE FROM THE VICE CHANCELLOR

It is with great pleasure that I welcome you to the Abubakar Tafawa Balewa University Bauchi and also congratulate you for being selected out of hundred of thousands who wanted to come and study in this highly esteemed University.

Even though university education may not be a fundamental human right, it is a golden opportunity meant to equip you and enhance your contribution to the advancement of mankind, self reliance, national unity and nation-building.

It is expected that in the next 10-15 semesters of your stay in the university, you will allow the university to pass through you and be transformed into a brand new human being full of humility, dignity and respect for your fellow countrymen, women and children, who are anxiously waiting for you to solve their socioeconomic and political problems.

Academic brilliance alone cannot determine success in the practical world but morality which is the bed rock of all success. Thus, combination of character and learning is what makes a versatile individual.

On graduation, students found worthy in **character** and **learning** will have no problem of integration and fitting in to the larger society, in spite its complex ethnic, religious and cultural diversities.

Peaceful co-existence in the University will usher in the right atmosphere that will sustain the system and promote character-building and learning. Therefore, University Management is trying at all times to extol decency and punish indiscipline, inculcating the spirit and ability to uphold reason and respect people even as we disagree with them; to respect religious affiliations, race, gender and ethnicity; to respect constituted authority but accept any proposition by appealing to evidence rather than by succumbing to sentiment.

The objective of this handbook is to assist you to adjust to the University environment as productive and responsible members of the community. You are therefore, advised to thoroughly read and understand the entire content of the handbook and make it your reference guide at all times. I wish you God's guidance and a happy stay in the Abubakar Tafawa Balewa University, Bauchi.

Professor M.A. Abdul'Azeez

Vice Chancellor

INTRODUCTION

It is my singular privilege to present this edition of the students handbook of the Abubakar Tafawa Balewa University(ATBU) Bauchi. Your choice of this highly cherished university must be dictated by its reputations and the academic excellence built over the last four decades. As you may be aware University as an institution of higher learning is a meeting point of people with diverse background from all over the world. In spite of the abundant opportunities for career and character buildings, University is full of dangers and temptations. Thus, indicating the need for rules and regulations at all times. How best the members adhered to these rules and regulations is the measure of morality in that community.

Living in the university as a student, you should always use common sense and good judgment to guide your actions. You are absolutely responsible for all your actions. You can be subject to penalties or sanctions for violating university rules and regulations, in a more serious circumstances you can be prosecuted by a court of law.

The contents of this handbook are intended to explain the conduct and discipline being expected on every student. It covers a comprehensive range of topics such as; location and history of Bauchi State, Bauchi city, the university, the basic entry requirement into the University, the rules and regulations governing the use of ICT facilities, the E-library as well as guidance on the Industrial Training (IT), the Student Industrial Work Experience Scheme(SIWES) programmes and the University Medical Services.

A unique feature of this handbook is the inclusion of reviewed examinations regulations, examination misconduct and sanctions as well as antisexual harassment offences and its penalties. The rules and regulations on the use of hostels accommodation have also been provided to guide students on how to stay in campus. Sanctions would also be expeditiously applied on the violators. Finally, it is intended that this handbook, will be always available in the hand of a student, well thumbed and constantly open so as to achieve its goal. I once more, congratulate you for your admission into this noble University and wish you a successful stay.

Professor U. S. Abdullahi

UNIVERSITY LOGO-INTERPRETATION

It has become a tradition for every institution of learning to possess a **logo** and **motto**. In some cases, the origin of the logo derive from the history or physical features of the areas; in others, it is based on the culture or it is meant to depict the aims and aspirations, hopes and goals envisioned. The logo of the Abubakal Tafawa Balewa University is derived from at least two of these sources depicting a physical feature of its location whilst at the same time drawing attention to its aim and goals.

The official interpretation of the logo is as follows: The logo embodies near the top of the shield, the nation's national colors, emphasizing the Federal nature of the institution, the white portion of the colours being occupied by an open book is common enough feature of educational institutions. The sunrays at the top of the national colors are meant to convey the notion that education is a source of light that banishes ignorance and superstition thereby elevating the mind to levels that can grapple with societal problems. Bauchi, the location of the University, is on the edge of Bauchi-Plateau with gently undulating topography occasionally punctuated by outcrops of inselbergs, either singly or in groups. The lower part of the logo is meant to depict these inselbergs or hills in relief. Finally, there is a communication tower with antenna on top of the hill. The antenna conveys the technological vocation of the University as well as the notion that the University should not only be a repository of scientific and technological information but also a source of dissemination and acquisition of such information globally to be made available for ready application.

The University's logo, thus, incorporates something peculiar to the nature of its environment, the Federal source of the University's funding and above all its aspirations and goals. Its Latin motto, DOCTRINA MATER ARTIUM, which literally means "Education is the mother of the practical arts", is concise, apt and proverbial.

CHAPTER 1

ABOUT BAUCHI STATE AND BAUCHI CITY

1. GEOGRAPHY

(a) Location:	Latitude 10 ⁰ 17'N and Longitude 9 ⁰ 49'E
(b) Altitude:	690.2 meters above sea level
(c) Rainfall:	1091.4mm annually
(d) Climate and Weather: Hottest Month;	March and April (40.56°C)
	Coldest Months – December and January; (9.11° 7.22°C)
Mean Annual Maximum	- 32.29°C
Mean Annual Minimum	- 18.33°C

2. THE PEOPLE

The people of Bauchi State are composed predominantly of Hausa, Fulani, Jarawa, Gerawa, Sayawa, Kanuri, etc, all of them speaking Hausa as a common language of communication.

3. HISTORY

Mallam Yakubu, a flag bearer of the 19th Century Fulani Jihad (Usman Danfodio Jihad), named the plains west of Inkil Village after a hunter called Baushe who was then living on the top of one of the hills surrounding the lowland, and made this place his headquarters. Since 1809 when Mallam Yakubu moved his headquarters from Inkil to Bauchi, the settlement had prospered greatly. From the time of Mallam Yakubu to this date, Bauchi town had functioned first as the political and spiritual headquarters of Bauchi Emirate of the Fulani Empire (Sokoto Caliphate). Then it served briefly in 1902 during the British administration as the provincial headquarters of Bauchi Province which then included Jos before the provincial headquarters was moved to Naraguta, Jos. In 1926, Jos along with some chiefdoms were carved out of the Bauchi Emirate to form the Plateau Province with headquarters in Jos. The colonial administration also restored to Bauchi town the status of Provincial headquarters of Bauchi Province. Bauchi continued to function as a provincial headquarters until 1967 when it briefly served as the temporary headquarters of the North Eastern State of Nigeria before the headquarters was moved to Maiduguri. In 1976, Bauchi State was created out of the North Eastern State, and Bauchi town became the capital of the new State. Bauchi produced Nigeria's Prime Minister, Alhaji Sir Abubakar Tafawa Balewa, who was killed on the 15th January, 1966 Army Mutiny, and his tomb has been declared a national monument. The University is named after this illustrious son of Nigeria.

4. APPROACH

Bauchi State is bordered in the east by Gombe State, to the north east by Jigawa and Yobe States, to the south and south west by Plateau State to the west and North West by Kano and Kaduna States, respectively. Thus Bauchi town is approximately located centrally to Jos, Kano, Maiduguri and Yola. In addition, Bauchi is connected by good motor roads with these four towns.

Visitors coming to Bauchi for the first time are advised to travel by air to either Gombe, Jos, Kano or Bauchi directly.

5. WHERE TO STAY

As a visitor in this historic city, there are a lot of hotels and lodges that are commensurate to your pocket. These include but not exclusively to the following:

1. Larema International Hotel & Suites 2. Jamil Guest Palace 3. Hazibal Suites 4. Fariah Suites 5. Polycon Guest Inn 6. Zaranda Hotel 7. Villa Garden and Hotel 8. Jamari Guest Lodge 9. Sarauniya Suite & Garden Limited 10. Yamir Hotel 11. CFA 12. Terminus Hotels. 13. Destination Hotel 14. Wikki Protea Hotel 15. Comand Guest Inn 16. Chaba Guest Inn 17. Benco Guest Inn 18. Awalah among others that offer international standard accommodation to visitors. Reasonable catering and hotel facilities are also being offered by Bauchi State Hotels.

6. TOURIST ATTRACTIONS

(a) Yankari Gama Reserve:

Close to Bauchi town is a major tourist attraction, the Yankari Game Reserve and its warm springs. This fascinating game reserve offers visitors opportunity to watch a variety of tropical wildlife at very close range. The warm spring whose temperature is constant day and night at about 88°F (31.1°C) provides the visitors with excellent bathing facilities and full catering accommodation throughout the year.

(b) Rock Paintings:

Geji and Shira rock paintings which are preserved as national monuments exist as evidence of Neolithic civilization in the State.

(c) Other Tourist Attractions:

Kwandon Kaya (Panshanu stone heaps along Bauchi, Jos Road) and the famous building of Babban Gwani at Kafin Madaki are other national monuments in Bauchi State.

7. ECONOMY

Bauchi State is principally an agricultural area. This natural advantage has dictated the establishment of agro-based industrial activities.

Bauchi's strategic location as well as natural potentialities in terms of minerals have also contributed greatly to the sitting of medium industries. Prominent among the industries in the State are Bauchi Meat Factory, Zaki Flour Mills, Vegetables and Fruits Industries at Ziggu, Asbestos Industry, Bauchi, Misau Ceramic Industry, and Steyr Motor Assembly Plant, Bauchi.

8. EDUCATION

In the field of Tertiary Education, Bauchi town has the following institutions:

- (i) Abubakar Tafawa Balewa University, Bauchi
- (ii) National Open University Bauchi
- (iii)
- (iv) Sa'adu Zungur University, Gadau
- (v) Federal University of Health Sciences, Azare
- (vi) Federal College of Education, Jamaare
- (vii) Federal Polytechnic, Bauchi
- (viii) Abubakar Tatari Ali Polytechnic, Bauchi
- (ix) Aminu Sale College of Education - Azare
- (x) A.D.Rufa'i College for Legal and Islamic Studies, Misau
- (xi) Adamu Ajiya College of Education, Kangere
- (xii) College of Agriculture, Bauchi
- (xiii) Al –Hikima College of Health, Bauchi
- (xiv) Sunna College of Education, Dutsen Tanshi Bauchi
- (xv) JIBWIS College of Education, Bauchi
- (xvi) Aliko Dangote College of Nursing and Midwifery, Bauchi
- (xvii) Malikiyya College of Health Technology
- (xviii) Garu Islamic College of Health Technology

CHAPTER 2

THE ABUBAKAR TAFAWA BALEWA UNIVERSITY, BAUCHI

Bauchi, apart from being the seat of the State Government, is also the home of the Abubakar Tafawa Balewa University (ATBU), Bauchi. The University was one of such Universities established in 1980 by the Federal Government of Nigeria. The University is presently located at both Yelwa and Gubi Campuses. The Gubi campus is located in a site covering some 4,500 hectares of land, some 16 kilometers from the town center on Bauchi-Ningi Road. Currently, the Gubi campus has the Senate building, a reasonable number of hostel blocks, seven faculties, some staff houses and a student center, the Remedial School and a multi-purpose sports complex.

1. MISSION AND VISSION

The goals of the University are as follows:

- i. To encourage the advancement of learning and to hold out to all persons without distinction of race, creed, sex or political conviction of the opportunity of acquiring a higher education in technology;
- ii. To develop and offer academic and professional programmes leading to the award of diploma, first degrees, post-graduate research and higher degrees which emphasize planning, adaptive, technical, maintenance, development and productive skills in the engineering, scientific, agricultural and allied professional disciplines with the aim of producing socially matured men and women with capability not only to understand, use and adopt existing technology, but also improve on it and develop new ones.
- iii. To act as agent and catalyst, through postgraduate training, research and innovation for the effective and economic utilization, exploitation and conservation of the country's natural, economic and human resources;
- iv. To offer to the general population, as a form of public service, the result of training and research and to foster the political applications of these results;
- v. To establish appropriate relationships with other national institutions involved in training research and development technologies;
- vi. To identify technological problems and needs of the society and to find solutions to team within the context of overall national development;
- vii. To provide and promote sound basic scientific training as a foundation for the development of technology and applied science, taking into account indigenous culture and the need to enhance national unity;
- viii. To undertake any other activities appropriate for a university of technology of the highest standard.

2. SITE DEVELOPMENT

The University has acquired four sites since its inception in 1980, namely; Yelwa Campus, Gubi Campus, a residential estate along Kari-Maiduguri Road (Kari Road Housing Estate) and a Research and Innovation Center in Tafawa Balewa.

a. Yelwa Campus

The Yelwa Campus was the first administrative headquarters of the University. Currently, this site provides moderate infrastructural facilities for the university. Some of the infrastructural facilities include:

- i) Lecture Theatres
- ii) Laboratories and Classrooms
- iii) Library
- iv) Assembly Hall/Auditorium
- v) Medical Centre
- vi) Students' Halls of Residence with fairly furnished common rooms that include TV and satellite viewing facilities Staff Quarters and Guest Houses
- vii) Sporting Facilities
- viii) Staff Primary School
- ix) International Secondary School
- x) University Poultry
- xi) Information Communication Technology Centre with V-sat Facilities

b. Gubi Campus

This campus is located along Bauchi –Ningi-Kano Road. Approval had since been given on the Campus Master Plan, and work has been completed on the Campus for the first phase of buildings. New student center, academic building for the faculties of Agriculture, Tech-Education and Management as well as Student Hostel are now in place. Access link road, electrification and water supply have commenced.

- i. College of Medical Sciences
- ii. Faculty of Veterinary Medicine
- iii. Faculty of Science
- iv. Faculty of Management Sciences
- v. Faculty of Technology Education
- vi. University Library
- vii. Medical Centre
- viii. Academic and Administrative Offices
- ix. Research Farms

Campus Development Plan

The guiding principles in use by the University on the development of the Yelwa Campus is the consolidation of the existing infrastructural facilities to allow their maximum utilization until part of the University moves to the Gubi Campus. The Master Plan has also taken care of basic facilities that will cater for the day to day needs of the University Community which will be provided on the two campuses. Some of the facilities include Shopping Centers, Post Offices, Banks, Sport Centers, Health Centers, Primary and Secondary Schools.

UNIVERSITY GOVERNANCE

The main administrative of the University includes the Visitor, the Chancellor, the Council, the Congregation, the Convocation and its Principal Officers.

THE COUNCIL

The Council is the highest policy-making body of the University, which meet at least four times a year. The Council is the governing body of the university and has power, under the University Act to manage and adjudicate on matters regarding administrative and finance of the university except those not provided for by the university Act, appoints the chancellor and the outside member of council.

THE SENATE

The senate is presided over by the Vice-chancellor. It includes all professors. University Librarian, all Deans and Directors of academic Units; Heads of Departments, elected representative of faculties and those appointed by the Vice-Chancellor as specified in university Act. It has the supreme responsibility for all the university academic work. It reviews and decides on recommendation and report from the board of faculties and its own committees.

THE CONGREGATION

The Congregation is constituted with the Vice-chancellor, the Deputy Vice-Chancellors, the Registrar, the University Librarian, the Bursar, and all members of academic, administrative and technical staff holding degrees conferred on them by recognized universities or its equivalent. They discuss matters of interest (both academic and non-academic) for the betterment of members of the University community and the University at large.

CONVOCATION

The Convocation is made up of all staff of the University (both academic and non-academic). It also includes all graduates and students of the University. Convocation ceremony usually take place every session. It is presided Over by the Chancellor or, in his absence, the Vice-Chancellor. At the convocation ceremony degrees, diplomas and certificates as well as prizes are awarded to deserving students. Honorary Degrees are also awarded to distinguished personalities as decided by the University.

CHAPTER 3

ACADEMIC PROGRAMMES

Abubakar Tafawa Balewa University was established as the Federal University of Technology, Bauchi, in 1980, with Professor A.O. Adekola as its first Vice Chancellor. In the 1981/82 academic session, the first set of Pre-degree and Remedial Programme students were admitted. In the same year, the first batch of degree students were admitted into the School of Science and Science Education which was the first School (now separated into faculties of Science and Technology

Education). The School of Engineering and Engineering Technology took off in the 1982/83 session, while the School of Agriculture and Agricultural Technology started in the 1983/84 academic year.

On October 1, 1984, the Federal University of Technology, Bauchi, was merged with Ahmadu Bello University as a cost saving measure. Following the merger, the institution was renamed Abubakar Tafawa Balewa College, in honour of Nigeria's first Prime Minister, Sir Abubakar Tafawa Balewa. Professor Buba G. Bajoga was appointed the Provost of the College. In January 1988, the institution regained its autonomy not just as a full-fledged University, but as a specialized technological institution again, and was renamed Abubakar Tafawa Balewa University, Bauchi, with Professor Buba G. Bajoga as the Vice Chancellor.

The School of Environmental Technology was established in 1991, and that of Management Technology in 1998. The School of Technology Education was carved out of the School of Science and Science Education in 2003. Thus, the University has currently six faculties and 29 departments. It is important for every student to know that a University is a community where knowledge is sought and imparted. A University can consequently flourish only in an environment which fosters freedom of thought and expression and respects the rights of all.

The University academic programmes are dynamic, and as a growing institution, changes are made from time to time for now, the various academic programmes available in the University are as follows:

- i. Faculty of Agriculture and Agricultural Technology**
 - a. Department of Animal Production
 - b. Department of Soil Science
 - c. Department of Fisheries
 - d. Department of Crop Production
 - e. Department of Agricultural Economics
 - f. Department of Agricultural Extension
- ii. Faculty of Engineering and Engineering Technology**
 - a. Civil Engineering Department
 - b. Electrical/Electronics Engineering Department
 - c. Mechanical/Production Engineering Department
 - d. Agricultural Engineering Department
 - e. Chemical Engineering Department
 - f. Petroleum Engineering Department
 - g. Automobile Engineering Department
 - h. Computer and Communication Engineering Department
 - i. Mechatronics System and Control Engineering Department
- iii. Faculty of Environmental Technology**
 - a. Architecture Department
 - b. Building Department
 - c. Estate Management Department

- d. Environmental Management Technology Department
- e. Industrial Design Department
- f. Quantity Surveying Department
- g. Surveying and Geoinformatics Department
- h. Urban and Regional Planning Department

iv. Faculty of Science

- a. Biochemistry Department
- b. Biological Sciences Department
- c. Botany Department
- d. Computer Science Department
- e. Ecology Department
- f. Geology Department
- g. Industrial Chemistry Department
- h. Mathematical Sciences Department
- i. Physics Department

v. Faculty of Management Sciences

- a. Accounting and Finance Technology Department
- b. Management and Information Technology Department
- c. Banking and Finance Department

vi. Faculty of Technology Education

- a. Science Education Department
- b. Vocational and Technology Education Department
- c. Educational Foundations Department
- d. Library and information Science

vii. College of Medical Sciences

- a. Faculty of Basic Medical Sciences
- b. Faculty of Clinical Sciences
- c. Faculty of Basic Clinical Sciences.

viii. Faculty of Veterinary Medicine

- a. Veterinary Anatomy
- b. Veterinary Physiology and Biochemistry
- c. Veterinary Parasitology and Entomology
- d. Veterinary Microbiology
- e. Veterinary Pathology
- f. Veterinary Pharmacology and Toxicology
- g. Veterinary Medicine
- h. Veterinary Surgery and Radiology
- i. Theriogenology and Animal Production
- j. Veterinary Public Health and Preventive Medicine

3. Directorates, Centres and Units

- i. General Studies Directorate
- ii. Enterprenuership Directorate
- iii. Industrial Training Coordinating Unit
- iv. Academic Planning and Quality Assurance
- v . Center for Industrial Studies
- vi. Directorare of Information and Communication Technology
- vii.Zero Emission Research and Initiative
- viii. Agro Metrological Centre
- ix. Human Resources Development
- x.Students’ Affairs Division
- xi. Health Services Department
- xii University Sport Unit
- xiii.University Security Unit

CHAPTER 4

SCHEDULE OF FEES

The schedule of fees for returning and fresh undergraduate students is as indicated below. The student union dues is to be determined by the student union in consultation with the relevant units of the University. Any charges not indicated in the schedules will be incorporated in the payment slip issued by the Bursary after communicating to the students. **These fees are subject to review.**

Schedule of Fees for Returning and fresh Undergraduate Students are as follows:

i.	Fresh Students	-	N49,875.00
ii.	Returning Students	-	N44,875.00
iii.	Final Year Students	-	N33,875,00
Accommodation			
1.	Yelwa Campus	-	15,090.00
2.	Gubi Campus	-	30,000.00
3.	Gubi Self Contained with detached toilet	-	25,000.00
4.	Clinic Hostel ATBUTH	-	75,000.00
5.	PG Hostel Yelwa	-	75,00.00
iv.	Examination Fee	-	N 3,750.00
v.	Games Fees	-	N 1,875.00
vi.	Laboratory Fees	-	N 3,750.00
vii.	Library Fees	-	N 1,875.00
viii.	Technology (ICT) Fees	-	N 5,625.00
ix.	Student’s Medical/Tship	-	N 3,000.00
x.	Entry Qualification Verification	-	N 3,750.00
xi.	Caution Deposit	-	N 1,875.00
xii.	Orientation Fee	-	N 1,875.00
xiii.	I.D Card	-	N 1,875.00

xiv.	Student Handbook	-	₦1,875.00
	Total (Nigeria)	-	₦33,000.00
	Tuition Fee (Foreign Students)	-	₦82,000.00
	Accommodation/Hostel Maintenance Fee	-	₦15,090.00

Except where special permission has been granted in writing, no student shall be registered, whose fees for session have not been paid. All students are expected to pay their fees in full at the time of registration. Where a student is on sponsorship, such a student should endeavour to obtain from his/her sponsor his/her full fees before reporting to the University for registration.

CHAPTER 5

CONDITIONS FOR ENTRY INTO FULL-TIME UNDERGRADUATE COURSE LEADING TO FIRST DEGREE

In addition to the entry requirements specific to individual Departments, the following are the general entry requirements for the first degree courses at the Abubakar Tafawa Balewa University, Bauchi.

(a) Entry Through Unified Tertiary Examination (UTME)

- (i) Applicants must write the Universities Matriculation Examination (U.M.E) and attain an acceptable standard in English (compulsory) and three other subjects relevant to the proposed study as specified in the Joint Admission and Matriculation Board Brochure.
- (ii) For a candidate who has attained the acceptable standard in the U.T.M.E to be granted permission to register at the University, he/she must obtain following qualifications and requirements:-
 - a) Five credit passes including Mathematics and English in the Senior School Certificate Examination (SSCE) or the School Certificate/General Certificate of Education Ordinary Level (SC/GCE 'O' Level) or equivalent relevant to the course of study and this must be obtained at not more than two (2) sittings.
 - b) Candidates must be of good behavior as attested by his school Principal.
 - c) Any other requirements as specified by the University Senate.

(b) Direct Entry Through JAMB

Applicants with one of the following qualifications may be considered for admission by direct entry when they fill the JAMB DE Form.

- (i) Two passes at the JAMB Examination or any other recognized institution moderated school of basic studies with 'O' Level credits or equivalent in the relevant subjects as specified by the proposed academic programme.

- (ii) A minimum of two relevant subject IJMB/O'level GCE or any other recognized similar examination body, and others at credit level.
- (iii) Passes in two major relevant subjects in the NCE and ND. Candidates must have the relevant number of 'O' Level credits or equivalent for entry into such courses initially.
- (iv) Candidate must be certified to be of good behavior by his/her principal of last school.
- (v) Any other requirement specified by the University Senate.

(C) Conditions for Matriculation

- i) Fresh (UTME and DE) Students who have satisfied all the General as well as the Faculty and Department entry requirements into the Degree Programme who have not previously been matriculated and are duly registered will be matriculated.

(D) Duration and Condition for Graduation

The duration of the degree programme is five years for UTME candidates, and four years for Direct Entry candidates. This period includes one year and 6 months of work/ industrial experience as the case may be. To qualify for the award of a degree, a student must be of good character and satisfy the examiners in the different examinations and course work, leading to the award of the degree and must satisfy such other regulations or conditions for the award of a degree as may be approved by Senate.

CHAPTER 6

SERVICING DIRECTORATE REGULATIONS

A. DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY

- i) **INTERNET AND SOCIAL MEDIA USAGE**

Guidelines for the use of the internet in the Institute are as follows:

- a. The Institute's internet facility should not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene or offensive. Such materials include slurs, epithets or anything that may be constructed as harassment or disparagement based on race, colour, nations, origin, age, disability, religious and political beliefs.
- b. The Institute's internet facilities should not be used to access, send, receive or solicit sexually oriented messages or images.
- c. The downloading, disseminating or posting of any copyrighted materials that is available on the internet to the institute facility is an infringement of the copyright law, permission to copy such material must be obtained from the publisher.
- d. The institute's internet facility should not be used to send or participate in chain letters, scam mails, pyramid schemes or other illegal schemes.
- e. The institute's internal facility should not be used to solicit or proselytize others for commercial purposes or other non-job-related purposes.

ii) E-MAIL

The use of institute email service (if/when available) in the conduct of academic and personal activities is allowed. However, prohibited activities when using institute's email include:

- a. Sending unsolicited commercial announcement or advertising materials.
- b. Sending any material that may defame, libel, abuse, embarrass, tarnish, present a bad image of, or portray in false light, the institute.
- c. Sending pornographic materials or sexually inappropriate materials.
- d. Sending chain letters, unauthorized mass mailings, or any unauthorized request that asks the recipient to forward the message to other people.
- e. Circulating, spreading or disseminating of information to email book which the user has not been designated or authorized to communicate with.

ii) GENERAL PROHIBITED ACTIVITIES

Generally, prohibited activities when using the institute's Information resources include, but are not limited to the following:

- a. Violating copyright laws.
- b. Installing unauthorized software including games and screen savers on the Institute's computers as these are sources of spreading viruses.
- c. Browsing the private file/system or account of others, except as provided by appropriate authority.
- d. Performing non-academic activities that may degrade the performance of information resources, such as streaming music or videos.
- e. Performing activities intended to circumvent security or access controls of any organization, including the possession or use of hardware or software tools to defeat

- software copy protection. Discover password, identify security vulnerabilities, decrypt encrypted files or compromise information security by any other means.
- f. Writing, copying, executing or attempting to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of or access to, any Institute's network or information.
 - g. Accessing the Institute's network via remote access service without the approval of appropriate authority.
 - h. Using online information resources for personal gain.
 - i. Using someone else's login ID and password.
 - j. Conducting fraudulent or illegal activities, including but not limited to gambling, trafficking in drugs or weapons, participating in terrorist act, armed robbery, kidnapping or attempting unauthorized entry to any Institute's computers.
 - k. Conducting fund raising, endorsing any product or services, lobbying or participating in any partisan political activity.
 - l. Disclosing any institute information that is not otherwise public without authorization.
 - m. Performing any act that may discredit, defame, libel, abuse, embarrass, tarnish, present a bad image of or portray the Institute's personnel in bad light.
 - n. Membership of any secret society and organization is prohibited accordingly, all groups must be duly registered with the institute's security office.
 - o. Engaging in banking/online fraud.

B. DIRECTORATE OF INDUSTRIAL TRAINING COORDINATING UNIT

Students' industrial attachment/training is very indispensable where students come into contact with physical facilities and manipulate them to acquire practical skills. In view of this, students should be made to go for industrial training (IT) in the areas of their specialization (what they are studying) so that experience acquired will introduce them to what is obtainable in the real world. Most of the time, students go for IT to places not relevant to their field of study.

Industrial training (IT) is also called students working experience scheme (SIWES), and can be categorized as thick or thin sandwich. Thick sandwich (12 months duration) refers to the Faculties that spend the whole session doing IT eg Faculty of Agriculture and Agricultural Technology, Education, Science and Management Sciences. The thin sandwich (6 month duration) refers to the Faculties that spend only one semester for their SIWES, eg Faculty of Engineering and Engineering Technology and Environmental Technology.

The following conditions apply to both categories of SIWES and IT (12 and 6-months duration):

- i. No student should go on IT with arrears of more than 12 Units of courses below the 500 Level courses.
- ii. In the event that a student fell short of that requirement;
 - a. For a UTME student that missed IT twice, he can be allowed to proceed on IT during his third attempt by forwarding his application to go on IT to the VC through the HOD, Dean and the Director, ICTU.
 - b. For a DE student that missed IT once, he can be allowed to proceed on IT during his second attempt by forwarding his application to go on IT to the VC through the HOD, Dean and the Director, ICTU.
- iii. Attendance of SIWES orientation programme organized by the University is mandatory before a student shall proceed on IT.
- iv. A student must be obedient to all constituted authorities and adhere strictly to all rules and regulation of the organization where he/she is doing IT.
- v. A student should avoid change of place of IT except in special circumstances which must be approved by the ITCU.
- vi. A student should be diligent, honest, conscientiously and take pride in the protection of employers property throughout the IT period.
- vii. Only student who have successfully completed their IT can be described as final year student.

C. HEALTH SERVICES DEPARTMENT

The ATBU Medical Center (University Clinic) is situated in Yelwa Campus, Dass Road, while the annex Clinic is situated in Gubi Campus, along Ningi – Kano Road. The Clinic has four units – Consulting unit, Pharmacy unit, Nurses unit, and Laboratory & Record/Registry unit. The Clinic has six (6) bed capacity and ten (10) bed capacity at Yelwa Campus and Gubi Campuses respectively. In addition, a Clinic Outreach is situated at Kari Road Housing Estate (University staff quarters) to cater for staff and their relations.

SERVICES

The University offers a limited free health care services to all students, staff and staff relations regulated by the National Health Insurance Scheme (NHIS) and Tertiary Institutions Social Health Insurance Programme (TINSHIP) guidelines. Medical personnel including Doctors, Nurses, Pharmacists, Laboratory Staff, etc. are available to attend to the need of Patients on 24 hour Services. Nurses/Aiders are on regular three shift duties, while Doctors and Pharmacists are on call after closing hours. Services beyond Primary services are referred through NHIS Desk officer as Secondary or Tertiary services to facilities with secondary or tertiary services e. g. Specialist Hospital Bauchi, and ATBU Teaching Hospital, Bauchi.

Students with TINSHIP registration will be issued an Identity Card that will be presented at the Clinic on every visit. The TINSHIP programme covers students both in session and during holidays.

I. Clinic Working Schedule

i. Working Hours

Monday – Friday: 8: 00 am – 4: 00 pm

Saturday / Sunday: Shift / Call duties

ii. Consulting Hours

Monday – Friday: 8: 30 am – 2: 00 pm

Review of Laboratory Investigation 2: 00 pm – 3: 00 pm

iii. Call Duties

Every day from 4: 00 pm

iv. Observation of sick Clients

Every day in the Sick bay (24 hours)

II. Antenatal and Delivery services

The clinic runs an Antenatal care services to clients (both students, staff and staff relations). All delivery services are referred to University Teaching Hospital, Bauchi.

III. Immunization services

- a. The Pharmacy unit liaises with the Bauchi State immunization programme and provide all needed vaccination whenever due. For instance, immunization against diseases like Cerebro – Spinal Meningitis and Covid – 19 Vaccine are given free. Clients intending to travel outside the country make arrangement for their vaccination through various legal institutions e. g. Specialist Hospital Bauchi.

IV. General Guide on Health services

Registration with the University Medical Center is mandatory for all newly admitted students. No student will be attended at the medical center if he/she did not register with the University Clinic (including evening/night consultations).

Departments/Faculties would not accept student (s) without a medical certificate of fitness from the medical center/any of the Government Hospital.

- Any medical prescription or medical report from outside the University should be countersigned by the Medical Officer before it becomes valid.
- Students who do not register with the medical center are not eligible to collect medical report from the clinic (including medical report for Semester Examination or NYSC mobilization purposes).
- Any student that was found to be rude to medical staff on duty at the University Clinic (including those on shift duty) will be made to face disciplinary action.

D. SECURITY UNIT

This unit is under the Vice-chancellors' office and is an important unit for securing life and properties of the the University and that of the members of the university community. The unit has been undergoing silent changes over the years. There are two security offices, one in Yelwa and the other at Gubi campus. All students are expected to be extra vigilant on their lives and properties and should immediately report any body with suspicious movement to this unit. Fire incident should be promptly reported.

The following are security tips for living on university campus

- i. Register all your valuables at the gate before entry eg. Matresses, Printers, Photocopiers, Slide Projectors, Public Address System etc.
- ii. Submit your self and vehicle for checking at the gate before entrance or exiting from the Campus
- iii. Move in group most especially at night (those living off-campus).
- iv. Never attempt going out of the Campus after 12 midnight.
- v. Do not carry any fire arms or weapons in to the Campus.
- vi. Report any incident of loss of properties or identification card to security office.
- vii. Take all loss but found items to security office.
- viii. Never carry or report any fellow student to Police station or any Law enforcement agency or court without reporting to security office.
- ix. Cooperate with any security officer that might seek information from you and respond to security invitation.

Important distress call numbers:

Yelwa campus

- **University Fire services:**
- **Security office**

Gubi campus

- **University Fire services:**
- **Security office**

E. THE UNIVERSITY LIBRARY

The University Library is housed in a permanent modern building of burnt bricks and it is located in the heart of the University for easy reach by all users. The Library was opened to its readers in October 1981. It has 50,512 volumes, about 1,508 current serials and capacity for 500 readers.

Authorized Users of the University Library:

- University Council Members
- Academic Staff
- Administrative and Technical Staff
- Students
- Occasional Research Workers with Special Permission

Number of Books on Loan at any time:

Senior Staff	-	6
Student	-	4

Period of Loan:

Library books can be borrowed for two weeks by students and one month by Senior staff in the first instance. Loans are renewable for one more period of loan after which they must be returned to the Library. Books kept overdue are liable to a fine of N100.00 per day after a three days grace. Cost of replacement for Library I.D Card and Borrowers' ticket is N500.00 each. Borrowers who persist in keeping books beyond the dates that they are due, may, in addition to paying fines, lose their borrowers privileges.

Categories of Library Materials:

a) Materials that can be borrowed:-

Books from general collections

b) Materials that cannot be borrowed:-

Periodicals

Reference Books

Reserved Books

Use of Library

For the benefit of all readers, the University Library is a Noiseless Zone. Smoking, eating and use of GSM handsets are also not allowed inside the Library.

At the exit, all documents are inspected to ensure that only books charged out are taken of the Library. The University Library appreciates good library users so that all users have access to all needed books. If a book is damaged or lost, the borrower shall pay the cost of replacement which is the cost price plus the processing cost.

Suggestions:

Books that are in great demand are placed on Reserved by Lecturer or by the Library. The purpose is to ensure that all those who need particular books have an opportunity to use them. Reserved books are for use only within the Library and for limited period of two hours at only one time.

Materials on Reserve:

Books, periodicals. Reports of Staff Papers, Photocopies of periodical articles are items placed on Reserve. Reserved books are indicated on the strip index at the circulation Desk. Materials are reserved for one session at a time.

OFFENCES AND SANCTIONS IN THE LIBRARY

OFFENCE	SANCTION
Noise in the Library	Warning/ Banning from entry
Mutilation of Books	Replacement; Warning to Expulsion
Eating in the Library	Warning to Banning
Illegal use of Borrower's Tickets	Warning/Banning for a period
Failure to return library books when due	Payment of stipulated fine

Failure to present I.D Card on demand in -the library	Refusal of Entry
Carrying bags into the library	Refusal of Entry

CHAPTER 8

STUDENT AFFAIRS DIVISION

The Student Affairs Division is a division under the Office of the Vice Chancellor. The Dean of Student Affairs is the Head of the Division. It comprises the Central Office, the Record Office, Sports and Counseling Units.

The Division is responsible for the general welfare of all the students of the University. The objectives of the Division are:

- a. To provide decent learning and living environment;
- b. To provide avenues for regular communication with the students so as to find out their views and problems and;
- c. To guide the students towards self-discovery and self-fulfillment.

All these aim at producing learned and good-mannered ambassadors of the institution who can truly be described as worth in “character and learning” on their graduation.

Specifically the Division is responsible for students’ accommodation, sporting activities. Guidance and counseling, National Youths Service Corps Programme, Careers, Alumni Matters, and Clubs and Societies.

There is a Student Union (currently the Joint Students Executive Council, JSEC), which articulates students’ position and speaks for them on all matters. Membership of any student organization is voluntary and elections are conducted every year to fill union posts. While union activities are purely left to the students, the University authorities ensure that they play the game within the ambit of the institution which they the students, draw up for themselves. The union is officially recognized by the University.

All students are encouraged to participate in extra-curricular activities. Note also that there are numerous social, cultural, state and professional clubs and societies which, provide students with leisure activities, avenues to manage their affairs as well as to render services to their members, states of origin and the nation in general. You are advised to be sure of the activities of any club or society before you join. Below are some brief notes on avenues and available facilities in hostel or the Student Affairs Division:

Common Rooms

The Common Room attached to each Hall of Residence is fairly furnished and provided with viewing facilities for the use of the Students of the Hall and is under the management of the Students themselves.

Students Problems

- a) Individual student problems should be reported to the Dean of Student Affairs or his staff.
- b) Collective problems may be referred directly to the Student Affairs Officer, who will, if necessary, refer the matter to the Dean of Student Affairs.

Sporting Activities

The University has provided moderate sporting facilities and equipment for use of the students. All students are encouraged to participate in one or more sporting activities. The sports unit coordinates sporting activities among students, and between students and outside sporting interests, organizes sporting competitions and programmes as well as provides extramural competitions among students within the University.

Student Union

The Student Union operates in accordance with the University statute relating to it. Generally, the Student Union is the coordinating body for organizing students' social activities and the intellectual life of the students' community. The Students Union executive is annually elected by the students themselves to run their affairs for one academic session. The Student Affairs Division cooperates and assists the Students' Union in providing administrative solution to problems confronting the students.

Membership of Students Union

The membership of the students union and any other student association on campus is voluntary and students are not mandated to join except by choice.

GUIDANCE AND COUNSELLING UNIT

Guidance simply means "help or advice on how to do something or deal with problems connected to one's education, work or personal relationships". The essence of Guidance and Counselling for students generally, is therefore to try and help each one to understand himself/herself better and make the most of his/her talents.

Guidance and Counselling are indispensable in the life of every individual considering its benefits in inculcating the right values and desirable life style of people for the good of both family and society. It helps people to identify their strengths and weaknesses among others in order to tackle their challenges and maximize their potentials to be independent and productive not only to themselves but make them contribute positively to the development of the society.

A counselling unit in any school is established to provide educational guidance that attempts to solve study related problems in particular (in selecting courses that will fit the student's taste and abilities) and non-related ones in general. The Unit helps students to address their day to day educational problems thereby taking decisions towards increasing their educational efficiency.

Education guidance is a process of accomplishing students' targets, identifying their future personality development process and selection of professional desires in schools. Students counsellor is the person that bear the responsibility of preparing guidance program in schools and implement them. For example, students with mental complexities usually get psychological advice from the Counsellor. Some of the major issues and problems which are faced by the students are as follows:

- Weakness in concentration
- Dislike of studies
- Sudden breakdown in learning

- Not willing to do homework
- Examination and social phobia
- Problems about parents
- Feeling of stress
- Condition arising from separation and lose
- Problems related to death and separation
- Inability to decision making
- Emotional and sexual abuse
- Anxiety and sorrows
- Mental depression

The Counsellor's significant role to play in school is to organize the required background for development apart from the school curriculum. The following are some of the programs which are generally for students:

- Development of productive educational policies
- Finding solution for behavioral addictions such as stealing, making remarks sarcastically, absenteeism in school, late attendance, and aggressive behavior related problems.
- Collecting information from students about their problems
- Promoting awareness about conducting family relationships and with the entire society for successful inter relations.
- Discussing about student's problem at least once a month
- Providing the required knowledge about child abuse and method of protection.
- Organizing programs for successful behavior of students.

The concept of growth in counselling means the ability of a person to move from the stagnant position in which he/she is, to a more progressive next stage. Counsellors encourage the students to solve their own problems by themselves, but acute cases student were referred to counselling programs.

ORGANIZATIONAL STRUCTURE OF STUDENT AFFAIRS DIVISION

1. CENTRAL ADMINISTRATION:

a. Dean, Student Affairs (Part-Time Academic Head of the Division)

- i. Responsible for overall planning and administration of the Division.
- ii. Responsible for finances.
- iii. Chairman, Hall Management Committee.

b. Deputy Dean (Part-Time Academic Staff)

- i. Assist the Dean in overall planning and administration of the Division and acts for the Dean in his absence.
- ii. Chairman, Student Guidance and Counseling Committee.

c. Students' affairs Officer (Full Time Staff)

- i. Senior Administrative Staff-Head of Central Administration of the Division and Secretary to:

- a. Student Welfare Board
- b. Student Disciplinary Committee
- c. Hall Management Committee
- d. Student Guidance and Counseling Committee
- ii. Responsible for National Youth Service Matters
- iii. Student Union Electoral Officer
- iv. Alumni Affairs
- v. Training, supervision and annual appraisal of Central Administration staff.

d.Higher Executive Officer(Full Time Staff)

Secretary of:

- 1. Invoices processing and payment for all Division's purchases and their records in Division Votes Books.
- 2. Custody and Management of Stationery for Division
- 3. Supervision of junior staff of Central Office
- 4. Secretarial staff –

e. Confidential Secretary – Take care of day to day office administration.

f. Clerical Typist – Responsible for typing all Division's documents

2. HALL MANAGEMENT UNIT

a. Hall Wardens – (Part-Time Academic Heads of Hall Administration)

- i) Responsible for day to day administration of Halls of Residence
- ii) Responsible of student welfare
- iii) Responsible for allocation of rooms to on-campus students
- iv) Counselors to students Hall Executive Committee
- v) Liaise effectively with Central Office of the Division

b. Assistant Hall Wardens – (Part-Time Academic staff)

- vi) Assists the Hall Wardens in all of 1(i-vi)

c. Senior Hall Staff: Hall Supervisors (Full Time Staff)

- i) Assist Hall Wardens in the day to day administration of the Halls
- ii) Train, supervise and assess junior hall staff
- iii) Guide and support all activities of student members of the Hall.

3. GUIDANCE AND COUNSELLING UNIT

a. Head guidance and Counselling(Full Time Staff)

- i) Administrative head of the Unit
- ii) secretary Students Orientation Committee
- iii) Budget and planning of guidance and Counselling activities

b. Student' Psychologist/ Counselors

- i) Secretary of Student Guidance and Counseling Committee

- ii) Responsible for:
 - a. Health counselling
 - b. Careers counselling
 - c. General Counseling of Students
- iii) Scholarship, Prizes and Awards
- iv) Records and Statistics of Students

CHAPTER 9

STUDENTS CONDUCT AND DISCIPLINE

As a universal higher institution of learning, the Abubakar Tafawa Balewa University, Bauchi is a meeting point of people of diverse backgrounds from all over the globe. It is a place where people acquire, as well as contribute to the common pool of human knowledge, irrespective of their cultural peculiarities. In this universal community, every one's culture, race, religion as well as opinions are respected. It is therefore expected that, after participating successfully in this University community for the duration of your course, you are deemed to have been groomed to take your place as cultured, polished and civilized citizens.

Campus life is full of dangers and temptations as well as opportunities for the young students, majority of whom are in their teens and twenties. Some of these dangers and temptations nowadays include secret cults, drug abuse, acquisitive tendencies motivated by the desire to enjoy the "good" things in life, the need for recognition and so forth. These combine with the natural urge of the young to struggle for justice, equity, and progress to make the campus full of vitality. Students at their age find it very difficult to separate the desirables from the undesirables, and so, very often, dubious elements manage to use the innocence and good intentions of the majority to wreck havoc and, in the process, destroy the innocent.

The Abubakar Tafawa Balewa University, Bauchi expects and advises its students to make mature responses to problem situations and conduct themselves in an exemplary manner during their interactions with all members of the community. Whenever a student of this University is unable to conduct him/herself in a responsible manner and as responsible member of the community and violate the University regulations, the other members of the community feel that they have an obligation to assist him or her to review his or her actions so that he or she can live peacefully with the other members of the community. Fellow students are the first line of assistance in this respect, as they use various civilized methods to guide their colleagues along the proper path. Other relevant units in the University also assist in counseling students to that effect.

However, situations warrant that a student should be brought to the Student Disciplinary Committee, which comprises both the staff and the student members of the University. This is a serious matter, as it means that all other methods to get the student to correct his or her actions have failed, and that he or she has now committed a very serious act of misconduct.

MISCONDUCT

Any action that is contrary to University regulations is an act of misconduct. These regulations cover every aspect of life on campus, these include:

- a. Dress code
- b. Regulations governing the activities of students' clubs and associations
- c. Traffic regulations
- d. Regulations governing hall and room occupancy
- e. Sexual harassment prohibition policy
- f. Regulation governing students' registration
- g. Regulations governing the conduct of examinations.

It is mandatory for every student in the University to abide by the University Regulations and assist his or her fellow students to do likewise. However, every student shall be individually responsible for his or her actions.

Some offences and sanctions applied when committed are listed below for students guidance:

A.THE DRESS CODE

All students should note that the authorities of all tertiary institutions in the country have been directed by government to check the prevalence of indecent dressing, which was identified as one of the problems afflicting the nation's tertiary institutions. Just as the war on cultism, the Government in the same vein directed for an all-out war against the menace of indecent dressing.

In view of that, all students are strongly advised to adhere to the following dress code:

Male Students

1. Shirt and trousers or complete suit
2. Two-piece native attire or complete native dress
3. Two-piece French suit or decent jeans.

Female Students

1. Skirt, which must be knee-long
2. Long and short sleeve blouse

3. Kaftan/Boubow
4. Complete native dress
5. Trouser suit

Prohibited Dresses

Body hugs, spaghetti tops, tubes, bandless jeans, mono straps, face caps, flat caps (panama), bowler hats, transparent apparels, and dresses that exposes sensitive parts of the body.

Following are the indecent dressing and posture with their appropriate sanctions:

S/NO	INDECENT DRESSING/POSTURE	SANCTION
1.	Multi coloured braid for female	One (1) semester suspension
2.	Coloured Hair styles	Two (2) semester suspension
3.	Hair Braiding for Male	Two (2) semester suspension
4.	Dread Locks	One (1) semester suspension
5.	Spangled Hair style for Male	Two (2) semester suspension
6.	Earing for Male/Cowries for Female	One (1) semester suspension
7.	Unconventional Wearing of Face Cap/Fez Cap	One (1) semester suspension
8.	Tattered Jeans	One (1) semester suspension
9.	Micro/Mini Dress	One (1) semester suspension
10.	Crop Tops/Jump Tops	One (1) semester suspension
11.	Off Shoulder Clothes	One (1) semester suspension
12.	Backless Clothes	One (1) semester suspension
13.	Transparent Wears	One (1) semester suspension
14.	Bum Shorts	One (1) semester suspension
15.	Nose, Mouth Eye Extra rings	One (1) semester suspension
16.	Sagging	One (1) semester suspension
17.	Tattoo	One (1) semester suspension

B. REGULATIONS GOVERNING THE ACTIVITIES OF STUDENTS' CLUBS AND ASSOCIATIONS

Students' union activities in this university is highly regulated by the provisions in the university laws and university academic regulations. All students' unions, associations, societies, clubs etc., must register with Students' Affairs Division before being allowed to operate in the university. The following are the misconduct and sanctions that relates the Clubs and Associations:

MISCONDUCT IN CLUBS AND ASSOCIATIONS	
OFFENCES	SANCTIONS
Illegal rallies and assembly	- Expulsion
Disturbance such as inter and intra clubs' and societies conflict	- Warning/De-registration of the Association or Expulsion
Embezzlement	- Refund/Rustiction for 1 semester or

	Expulsion
Organizing and/or taking part in a demonstration or a march by anyone other than the student Union Government	- Expulsion
Operating, Belonging to or participating in the activities of unregistered associations, including secret cults	- Warning/ Rustiction for 1 semester or Expulsion
Meeting/ congress without permission	- Warning/Rustication for 1 semester

C. TRAFFIC REGULATIONS

University environment is supposed to be serene and conducive for learning and research. In recent time, students are in the habit of reckless or dangerous driving that may be a threat to the peaceful university community. In most cases such kind of driving may constitute a nuisance. Breaking traffic regulations will attract the following sanctions:

S/NO	TRAFFIC MISCONDUCT	SANCTION
1.	Engaging in Reckless Driving	Rustication for 1 semester
2.	Driving of car with tinted glass	Impounding the car and rustication for 1 semester
3.	Driving/operating car with loud music	Rustication for 1 semester
4.	Driving of car without plate number	Impounding the car and rustication for 1 semester

D. REGULATIONS GOVERNING HOSTEL ACCOMMODATION

Only bonifide registered students of the university are eligible to live in the hall of residence. All students should note that accommodation is a privilege not a right. Currently the university provides accommodation only to the following categories:-

1. Foreign Students
2. Physically deformed students
3. Fresh Students(Undergraduates)
4. Final year (Undergraduates)
5. Students Union Executives
6. Outstanding sports men and women (not covered by categories specific above)

All students accommodated in the hostel should note that the University attaches great importance to cleanliness of the University premises. Occupants should keep their rooms clean and tidy all the time. All students must maintain high standard of sanitation and neatness in the hostels.

Spitting on wall, floor etc is not allowed. Taps should not left running and hard substance should not be used or thrown into the toilet. Only toilet paper on water should be used. Blockages of pipes, drainage, toilets, basin, baths, etc should be reported to the halls staff immediately. Washing of clothes, food pots and dishes in front of rooms or along the corridors is not allowed.

Students are not allowed to remain in residence during vacation. Permission to remain on campus during vacation is to be obtained from the Dean of Student Affairs on the recommendation of the appropriate department or unit. However, students should note that permission to remain in halls during vacation is a privilege, not a right. Below are some offences and their corresponding sanctions for the guidance of students:

S/NO	OFFENCE	SANCTIONS
1	Male entry in to the room of female	Expulsion
2	Male entry in to the female hostel	Expulsion
3	Female entry in to the room of male student after 10:00pm	Expulsion
4	Inter-changing rooms illegally	Warning/reversal/ expulsion from hall
5	Trading/Selling/leasing of bed spaces	Rustication for one(1) semester
6	Taking bath outside the bathroom/toilet	Rustication for one(1) semester
7	Misuse of toilet facility	Rustication for one(1) semester
8	Use of unauthorized electrical appliances that may cause damage to electrical facility	Repair/replacement of facility; rustication for two(2) semesters.
3	Changing door, key or lock without permission	Replacement and expulsion from hall
4	Failure to vacate room at the end of semester	Immediate vacation from hall and warning, payment of fees for period of stay
5	Failure to submit keys at the end of semester/session	Warning to expulsion from hall
6	Leaving behind personal property in the room during vacation	University not responsible for any loss or damage
7	Failure to lock doors during break/vacation	Replacement of any damaged university property
8	Public disturbance/nuisance	Warning or expulsion from hall
9	Nursing mothers/ pregnant student residing in the hostel	Restication for one(1) semester
10	Bringing babies to the hostel	Warning/ejection from hall
11	Failure to control one's guests and visitors	Responsible for all actions of guests/visitors; warning/expulsion from hall
12	Keeping of pets	Restication for one(1) semester
13	Defacing walls	Restication for one(1) semester/ Repairs
14	Squatting	Expulsion from hall
15	Absence from the University without exist	University not responsible for any consequence

16	Illegal occupation of rooms	Ejection; Restitution for one(1) semester
17	Causing damages through cooking in halls	Repairs/replacement of damages property Restitution for one(1) semester
18	Indecent and unhygienic conduct through cooking, washing, brushing, hair cutting, etc	Warning to expulsion from hall

E. SEXUAL HARASSMENT PROHIBITION POLICY

Sexual harassment, in the context of ATBU Bauchi is unwelcome sexual overture towards another person which could reasonably be expected to make that other person feel offended, humiliated or intimidated. The behaviour is intended to elicit unwanted, unsolicited and unreciprocated forceful sexual relation with another person of either same or opposite gender. It is, therefore, considered to be a prohibited conduct. Sexual harassment includes any inappropriate sexual overture, subtle and unsubtle persistent behaviours, assault and actual sexual abuse.

Sexual overture may take any form: physical, verbal or non verbal and may involve but not limited to assault, bullying, coercion, discrimination, favouritism (of a sexual nature), exploitation, intimidation, inappropriate or the unwelcome promise of rewards of any kind in exchange for sexual favours.

Where a student feels intimidated by any act of omission or commission by a fellow student, academic or non academic staff, such student should report to the following in writing:

- The Head of Department, if not satisfied, such student should report to the Dean of the faculty
- The Dean of Students and Students affairs Officer who should treat the case accordingly
- The Registrar of the university who shall handle all the grievances to the last resort.
- On issue between students, the aggrieved parties could liaise with the Hall Executive, Student's Union and/ or Hall Supervisors/ Hall wardens for amicable resolutions.

Sexual harassment offences and their respective sanctions as follows:

SEXUAL HARASSMENT OFFENCES AND SANCTIONS		
S/NO	OFFENCES	PENALTIES
1.	Pressure for a dating, romantic, or intimate relationship	Written warning for first offenders, Counseling. If it persists Rustication for 2 Semesters
2.	Unwelcome sexual advances	Written warning for first offenders, Counseling. If it persists Rustication for 2 Semester
3.	Unwelcome touching, kissing, hugging, massaging or sitting on	Rustication for 2 Semesters

	each others lap by opposite sex	
4.	Pressure for or forced sexual activity	Expulsion/ Report offenders to the Police
5.	Unnecessary reference to parts of the body	Written warning for first offenders, Counseling. If it persist /Rustication for 2 Semesters
6.	Remarks about a person's gender and nonconformity with gender stereotypes.	Verbal Warning
7.	Sexual innuendoes or humor	Written Warning
8.	Obscene gestures	Written Warning
9.	Asking about sexual fantasies, preferences or history	Written Warning
10.	Sexually suggestive signals	Verbal/ Written Warning
11.	Facial expressions, winking, throwing kisses or licking lips	Rustication for 2 Semesters
12.	Sexual graffiti, pictures, or poster	Rustication for 2 Semesters
13.	Sexual explicit profanity	Rustication for 2 Semesters
14.	Stalking or cyber bullying that is based on gender or sex	Rustication for 2 Semesters
15.	Touching or rubbing oneself sexually around another person	Counseling /Rustication for (1) semester if it persist
16.	E-mail, texting (" sexting") and Internet use that violates this policy	Rustication for 2 Semesters
17.	Unwelcome letter, telephone calls, to materials of a sexual nature	Rustication for (2) Semesters for anonymity; if anonymity is uncovered Expulsion
18.	Aiding and abetting another person to commit an act of Sexual Harassment.	Expulsion
19.	Deceiving any person to consume any substance that may induce another to arouse sexual urge.	Expulsion

F. REGULATIONS GOVERNING THE CONDUCT OF EXAMINATIONS

GENERAL

1. .In these regulations

"**Examination**" means any examination required by the Senate in a Programme of studies to which these Regulations apply.

"**Session**" means an academic year as determined by the University Senate.

"Semester" means a period of 18 weeks including 15 clear weeks of teaching or as may be determined by the University Senate.

"Paper" means the smallest unit of teaching examined as a single unit in any of the forms provided for in paragraph 5 of these Regulations.

"One course unit" is defined as equivalent to 15 hours of lectures or tutorials or 45 hours of practical or another equivalent assignment.

"Compulsory course unit" "Option course unit" or "elective course unit" means any course unit so designed by a Department or Faculty Board of Studies with the approval of the Senate.

"Programme of Studies" means the total aggregate of courses undertaken by a student which together form the requirement for the first degree.

2. (a) There shall be maximum of five (5) levels of courses numbered 100, 200,300,400, and 500.
(b) A student who is not matriculated is reckoned as a remedial student irrespective of his level of study
3. These Regulations are made by the Senate and shall apply to all Programmes of Studies for first degrees. These regulations shall not apply to Programme of Studies for higher degrees or diplomas.
4. Examinations may take the form of written papers, oral examinations, practical, the submission of projects, any combination of these, or any other form approved by the Senate. The continuous assessment of course work shall also be included in determining examination results.
5. Except as may be approved by the Senate, examinations shall be held at the end of each semester for all courses offered during that semester.
6. Notwithstanding any provisions contrary to these regulations the Senate shall reserve to itself the power to decide any case on the basis of what is fair and just in all the circumstances and the approve examinations results inspire of any breach of these regulations if the Senate is satisfied that the said breach has not substantially affected the examination results.

ELIGIBILITY TO SIT FOR EXAMINATIONS

1. In order to be admitted to any examination a student must have been registered for the course to be examined and must have fulfilled any University requirements concerning residence. Fees or other matters. He must also have faculty fulfilled faculty requirements regarding attendance at or satisfactory completion of any course-work, practical,

assignments, projects or other matters. The standard necessary to satisfy these faculty requirements shall be determined from time to time by a faculty Board of Studies on the recommendation of the appropriate Department, and any changes shall be made known to the students by the start of the relevant teaching period.

- (a) The Registrar shall provide each faculty with a list of students in the faculty showing the courses registered. This shall be done immediately after the closure registration for each semester.
- (b) The University Examinations Preparation Committee shall prepare examination cards for distribution to students at least two weeks before the semester examinations begin. These cards will be prepared on the basis of lists of students submitted by each School Examinations Officer who shall certify that the students have been registered for the Department of studies shown and have not infringed any faculty requirements or as far as the faculty Examinations Officer has information, any University requirement for admission to Examinations.
- (c) Before issuing an examination card to any student the Head of Department shall confirm that the student has not infringed any University requirements for admission to examination.
- (d) It shall be the responsibility of each student to make sure that he sits for the examinations in the course for which he is duly registered, and that he knows the dates, times, and places of the Examinations. No student shall be credited with marks of the examinations for which he is not duly registered.
- (e) Misreading the examination timetable will not be condoned. Students should consult the examination timetable displayed on notice boards before each semester examinations.

EXAMINATIONS GUIDELINES

- (a) A student shall be at the examination room at least ten minutes before the advertised time of the examination. A student is required to supply his own pens, pencils, rulers, calculators etc. No one shall be permitted to borrow any material from another student during the course of the examination.
- (b) A student may be admitted up to forty-five minutes after the start of examination but he shall not be allowed extra time. If a student arrives later than the forty-five minutes after the start of the examination, the Invigilator may at his discretion admit him if he is satisfied that the student has good reasons for his lateness. The Invigilator shall report the circumstances to the faculty

Examinations Officer who shall advise the Board of Examiners, which shall decide whether to accept the student's paper.

- (c) A student may be permitted by an Invigilator to leave the examination room in the course of an examination provided that:
 - (i) He does not leave during the first hour or the last fifteen minutes of the examination.
 - (ii) He hands over his script to the Invigilator before leaving if he does not intend to return.
 - (iii) If he hands over his scrip to the Invigilator or any other person as directed by the Invigilator throughout the period of his absence.
- (d) A student must bring his examination card to each examination and display it in a prominent position on his desk.
- (e) Each student shall complete the attendance register and slip which shall be collected by the invigilator of each examination.
- (f) During an examination no student shall speak to any other student or, except as essential, to the Invigilator, or make any noise or any form of disturbance
- (g) Any student caught making noise or causing disturbance during examination shall be disqualified from the whole of the semester examinations.
- (h) No book, printed-paper, written document or unauthorized aid may be taken into examination room by students, except as may be stated in the rubrics of any examination paper.
- (i) Students are required to deposit any hand-bag, briefcase etc outside the examination room or any other space provided for this purpose 10 minutes before the start of an examination.
- (j) A student must not, during examination, directly or indirectly, give assistance to any other student or permit any other student to copy from or use of his papers. Similarly, a student must not directly accept assistance from any other student or use any other student's papers. Receiving and giving assistance during examination carry equal punishment.
- (k) If any student is found to be, or is suspected of, infringing any of the provisions of paragraphs 39 to 42 in any way, cheating or disturbing the conduct of the examination, a report shall be made as soon as possible on the circumstances to be investigated and reported to the Board of Examiners provided he causes no disturbance but the Board may subsequently recommend to the faculty Board and Senate whether his paper should be accepted and as to any other action that should be taken in the case.
- (i) A student shall write his registration number, not his name, distinctly at the top of the cover of every answer book or separate sheet of paper.
- (m) The use of scrap paper is not permitted. All rough work must be done in the answer books which must be submitted to the Invigilator. Apart from the printed question paper, a student may not remove from the examination room or mutilate any paper or other materials supplied.

- (n) At the end of the time allotted, each student shall stop writing when instructed to do so and shall gather his scripts together ready for collection by the Invigilator.

NOTE:

Some specific examination misconduct and penalties applied when they are committed as approved by senate are given below:

Other acts of examination misconduct not mentioned here would be determined by the committee. Final decision would be taken by senate.

Examination Misconduct (Offences And Penalties) Regulations

These are before the examination, during the examination and after the examination. The relevant modifications made to the University regulation are shown below:

A. BEFORE EXAMINATION		
S/NO	OFFENCES	PENALTIES
1.	Writing before the official commencement of the examination	a. If it is relevant to the examination: (i) The student should be delayed for 15 minutes. (ii) Warning letter to be issued for the first time. (iii) The affected answer booklet page should be removed by the invigilator. b. If it is not relevant to the examination: (i) The student should be delayed for 15 minutes.
2	Forging any document (e.g Examination Card, Registration slip, Identity Card e.t.c)	Expulsion from the University.
3	Student who refuse to be searched during entrance into the examination hall.	Should not be allowed to write that particular examination.
4	Late coming into the examination.	Should not be allowed to enter the examination 45 minutes after the

		commencement of the examination.
B. DURING THE EXAMINATION		
S/NO	OFFENCES	PENALTIES
1.	a) Causing Commotion, Rudeness, Disobedience of instructions by the student in the examination hall. b) Verbal or physical assault on the examination officer, invigilator or fellow student(s)	(i) Letter of warning to be issued to the student. ii) An apology letter from the student to the offended officer and fellow students. iii) Allocation of zero marks to the affected course.
2.	Disturbance and talking during examination.	i) Warning letter for the first time ii) Forfeit that particular examination
3.	Writing rough work on a question paper or any other material other than the examination answer script during the examination.	Cancellation of the paper
4.	Taking into and /or using foreign materials (writing on Skirt, Hijab, Veil, Trouser or any part of the body) in the examination hall.	a) Expulsion from the University; if the document is relevant and the student caught using it. b) i) Rustication for two(2) semesters; if the document is relevant and the student caught was not using it. ii) Rustication for one (1)semester; if the document is not relevant and the student caught was not using it.
5.	Helping each other during examination.	Cancellation of the paper and rustication for two(2) semesters.
6.	Verbal or Physical assault on the examination officer , invigilator or fellow student(s)	Expulsion from the University.
7.	Unauthorized use of programmable calculators, bluetooth devices, digital watch, glasses etc, and exchange of such devices.	Expulsion from the University.
8.	Leaving the examination hall with answer booklet.	Cancellation of the paper
9.	Refusal to surrender	Expulsion from the University

	incriminating evidence, destruction or chewing incriminating exhibits.	
9.	Entrance into the examination hall with GSM handset.	Rustication for one(1) semester
10.	Use of GSM handset in the examination hall.	Expulsion from the University
11.	Stealing of examination materials such as question paper, answer booklet, etc.	Expulsion from the University and handing over of the affected student to the Security unit.
12.	Impersonation	ATBU Student; Expulsion of impersonator and impersonated. Non- ATBU Student; Expulsion of impersonated and handing over of the impersonator to the Security Unit.
C. AFTER THE EXAMINATION		
S/NO	OFFENCES	PENALTIES
1.	Going outside the examination hall with answer booklet.	If it is deliberate; Expulsion from the university. If it is not deliberate; Allocation of zero marks to the student for the affected course.
2.	Refusal to give evidence before the examination misconduct Committee.	Expulsion from the University.
3.	Decline to appear before the examination misconduct Committee.	Expulsion from the University
4.	Smoking, eating, chewing and drinking (other than water) when the examination is in progress	Verbal caution or warning by the invigilator or written warning for persistent violation
5.	Non Submission of answer script without signing out of the attendance.	Cancellation of the paper
6.	Submission of answer script without signing out of the attendance.	Deduction of 10 marks, chief invilator should sign on the answer booklet
7.	Un-collaborated copying (Giraffing)	Caution and change of seat
8.	Collaborated copying;	Suspension for one academic session and

	including assisting by writing on question paper and passing it to another student.	cancellation of the paper for both candidates.
9.	Involvement in two previous examination misconduct/malpractice with penalties less than suspension.	Suspension for two academic sessions
10.	Involvement in two previous examination misconduct/malpractice cases of any kind with penalties of suspension	Expulsion from the University
11.	Exchanging answer scripts or question papers containing relevant jottings and materials during the examination.	Suspension for two academic sessions for both candidates and cancellation of paper for both candidates.
12.	Smuggling of used answer booklets or part thereof in or out of examination hall	Expulsion from the university
13.	Smuggling of unused answer booklet or part of it, in or out of examination hall	Rustication for two(2) semesters.
14.	Sitting for an examination not eligible for and course not registered for	Cancellation of the paper
15.	Any attempt, successful or not to replace submitted examination script or material	Expulsion from the University
16.	Any attempt, successful or not, to replaced submitted examination script with extraneous ones after the examination, either in part or in whole	Expulsion from the University
17	Any attempt, successful or not, to alter, add or delete any written materials in the submitted answer scripts after examination;	Expulsion from the University
18	Any attempt, successful or not to destroy submitted	Expulsion from the University

	examination script or material by any method	
19	Involvement in the examination leakage	Expulsion from the University
21.	Forging any document relevant to the examination, including I.D Card	Expulsion from the University
22.	Refusal to complete examination misconduct/malpractice form First Information Report when required to do so without prejudice to the outcome of the investigation	Suspension for two Academic sessions
22.	Refusal to complete examination misconduct/malpractice form First Information Report when required to do so without prejudice to the outcome of the investigation	Suspension for two Academic sessions

EXAMINATION RESULTS

The performance of a fresh student in the first semester will not be counted. He will be on probation I in the second semester if his CGPA falls below 1.00. He will be placed on probation II if his CGPA falls below 1.00 in the third semester of residence. He finally withdraws in the fourth semester if his CGPA still falls below 1.00.

For an old student who has spent at least one academic session in residence, he will be put on probation I if his CGPA falls below 1.00 in a particular semester and will proceed to probation II if his CGPA is still below 1.00 in the following semester. He finally withdraws if his CGPA falls below 1.00 in the following semester. In any case no student will be allowed to spend more than the maximum number of years (see 58(a) in residence before graduation.

(a) No student shall be allowed to take more than the minimum credit units (15) of academic load while on probation except with the approval of the Department concerned.

(b) Subject to the conditions for withdrawal and probation, a candidate shall be allowed to repeat the failed course unit(s) at the next available opportunity, provided that the total number of credit units carried during the semester does not exceed 24, and the Grade Points earned at all attempts shall count towards the CGPA. To graduate, all courses taken in the University must be passed.

(c) A student who wishes that his paper(s) be remarked shall pay a non-refundable fee of N10,000 per paper.

PROCEDURE FOR SEEKING REDRESS ON EXAMINATION

Student who feels that proving against any of his courses do not reflect his performance can seek redress as follows:

- a. The student shall report his/her observation through the Department Examination Officer for verification and/or explanation.
- b. If such student is not satisfied with the verification explanation given by both the Head of Department and Department Examination Officer, he/she can apply for remarking after paying fee.
- c. The fee for remarking which is subject to change as approved by Senate from to time is paid at the University Bursary Department.

Where a student is not satisfied or his request for remarking is not attended to, such student shall report his case to the Dean of Faculty who will handle it or process same to the Faculty Board or the Senate as the case may be.

DURATION OF DEGREE PROGRAMMES

- a. The minimum number of years of **residency** required for the award of first degree shall be five years for candidates with U.T.M.E. results while it shall be four years for direct entry students. For students running the B.Arch. Programme, the corresponding minimum residency periods shall be 6 years for JU.T.M.E. 5 years for direct entry students. An additional period of 50% of the minimum duration of the programme shall be allowed if a student fails to graduate within the minimum number of years. A student who has spent the maximum number of years of residency and who has still not satisfied the conditions for graduation shall be asked to withdraw.
- b. Senate reserves the right to take any decision on the admission status and withdrawal on academic performance of a student. In such cases, the decision of Senate shall be final.
- c. Subject to the approval of the Senate, a faculty Board of Studies may, under such conditions as it considers appropriate, grant exemption from any examination to a course other than an examination in any course at the final year of studies to a student who has already passed an examination which in the opinion of the faculty Board is of an equivalent standard.
- d. A student who is absent from any examination shall be deemed to have failed the paper or papers missed, unless allowed as below to sit for a supplementary examination. The relevant faculty Board may allow the student to sit the missed paper or papers later, if the absence is explained on medical grounds (including for a female student, being more than 36 weeks pregnant) certified by the University Medical Officer In-Charge.
- e. A student who absents himself from all examinations in a semester without an acceptable written document to support his absence shall be deemed to have voluntarily withdraw from the University.

- f. In case of inter-school transfer of candidates, the Board of Examiners with the approval of Senate, may condone failure in courses which are deemed irrelevant to the student's programme of studies.
- g. The Senate on the recommendation of the faculty Board of Studies, may grant approval to a student's application for a waiver of pre-requisites.
- h. A student who is admitted to a programme of study for first degree without having initially fulfilled the University General Requirements in Mathematics or English Language shall fulfill it before proceeding to the third year of residency.
- i. The number and titles of the compulsory, optional, elective courses and their pre-requisite course to be examined in any programme of study shall be specified in the syllabus approved by Senate.
- j. The performance in a course shall be measured in terms of continuous assessment and end of course examination. The continuous assessment consist of class tests, practical exercises and reports etc prescribed for each course. A field/laboratory/practical course shall be evaluated by continuous assessment as determined by faculty Board of Studies and approved by Senate. k. the Senate may direct from time to time, on the recommendation of the Faculty of Board of Studies concerned, and shall make any change known to the affected students by the start of the relevant teaching period:

Academic Performance

- i. A candidate shall be recorded as having scored in a course graded level as follows:

A	-	Excellent	-	70%	-	100%
B	-	Very Good	-	60%	-	69%
C	-	Good	-	50%	-	59%
D	-	Fair	-	45%	-	49%
F	-	Fail	-	0%	-	44%

- ii. The overall performance of each candidate during an entire semester shall be determined by means of a weighted grade point average. Obtained by awarding credit points in respect of each course multiplied by numerical value of the grade obtained such that:

A	=	5	Credit points per unit
B	=	4	Credit points per unit
C	=	3	Credit points per unit
D	=	2	Credit points per unit
F	=	0	Credit points per unit

CALCULATION OF GPA & CGPA

GRA and CGPA computation
Example 201 3/2014 session

1st Semester

Registered courses

	Unit	Grade	Point
MTH III	3	C	9
GNS101	2	F	0
GNS 201	2	E	2
MTH 112	3	F	0
CHM 101	4	C	12
PHY 183	2	E	3
PHY 184	3	D	6
PHY 171	2	C	3

CU2I Points scored = 35

GPA 35=1.67

2ND SEMESTER

Registered courses

	Unit	Grade	Points
MTH 133	4	C	9
CHM I44	3	C	9
PHY 182	3	E	3
PHY 184	3	D	6
PHY 172	2	F	0
EDU II2	4	C	12
GNS2OI	3	B	12

CU22 Points scored 51

GPA 51=2.31

To find the CGPA for I and 2nd semester, you add the first and second semester GPA

Thus

$$35 + \underline{51} = 86 = 2.00$$

$$21 + 22 = 43$$

Therefore, the CGPA. 2.00

The weight grade point (or course point) obtained by a student in a particular course is the student's grade point multiplied by the units attached to the course.

I. The overall performance of a student during an entire semester shall be determined by mean by means of weighted grade average obtained as a sum of the weighted grade points of the student (from the set of courses) divided by the total number of unit.

CHAPTER 10

LIVING AS ONE FAMILY

A university is a world of its own that brings different ethnic groups with different customs, values and beliefs to live together as a family in pursuit of their academic goals. An extra ordinary freedom to think and to speak as you wish, face with his openness, for the first time, it is natural for students' to feel confuse?

The first necessary step for student to have smooth academic pursuit is to be able to accept their differences in terms of culture, religion and individual differences and be ready to tolerate one another. Students must cultivate love, tolerance and peace for co-existence. They should be their own brothers' keepers, shun all acts of irresponsibility and live together as one unified family, and avoid anything capable of causing conflict and confusion within the university. Students as law abiding citizens should forward their problems and complaints to the appropriate channels for amicable solution.

Students should know at higher level of academic, they are more accountable to their progress, unlike primary and secondary schools where teachers shouldered most of the responsibilities. At this level, you must work extra- hard to compliment teachers' effort.

The following question would help guide students on their academic work:

1. What is the purpose of my being in school
2. What do I want to achieve from my studies
3. How much of my time am I prepared to invest in my studies
4. Where do my studies stand in relation to other priorities of my life
5. How can I achieve what I want to achieve in my studies

Remember also you did not come here to enjoy sleeping in your bed in the hostel while lectures are going on, or go partying instead of reading your books. If you do that, you are doing great injustice to yourself, your parents and Nigeria generally.

Remember that your parents sent you here for a purpose and you must take back what they sent you for. At this time of security challenges, avoid unusual and random movement, always be security conscious, be alert and watchful. Be a good and decent citizen, the country has hope in you.

The time management is very crucial in the life of any individual people who manage their time well always achieve success. Remember that one minutes gone or lost can never be regained thus, manage time prudently. Separate your academic and leisure time so that you know how to place your tasks and priorities accordingly.

Be focused and determined in whatever you do and believing you are an achiever aim at the highest targets and work toward achieving them. As a student, always work towards getting an A grade so that if you cannot get the A grade, you can at least fall back to B or C grade. Be optimistic and avoid pessimism, if you try and failed, do not be discouraged, rather wakeup strongly, learn and work on your mistakes. Face challenging task with confidence and zeal and believing that you win. Remember, great achievers of our time had to overcome a lot of obstacles to get to where they are

today; you too can overcome just like them. Always build confidence in your mind, because without confidence, you are twice defeated in the race of life, but with confidence you have won even before you have started.

MISCONDUCT		
S/No	OFFENCE	SANCTION
1	Physical (fight) or assault causing bodily injury on any other person whether a student or not	- Expulsion
2	Engaging in immoral act or antisocial behavior	- Expulsion
3	Religious fanaticism and intolerance	- Expulsion
4	Impersonation/using fake document	- Expulsion

5	Defrauding student/staff/university	- Expulsion
6	Theft/ robbery	- Expulsion / Referred to the Police
7	Rape	- Expulsion/ Referred to the Police
8	Possession of fire arms and/or any dangerous weapons	- Expulsion and handing over student to appropriate security agency.
9		-
10	Organizing and/or taking part in a demonstration or a processsion by anyone other than the student Union Government	- Expulsion
11	Operating, Belonging to or participating in the activities of unregistered Club/associations, including secret cults	- Warning to expulsion
12	Sourcing, possession and/or distribution of illegal handbills, any provocative material	- Expulsion
13	Fighting Fellow Students	- Warning, Rustication (2) semesters
14	Fighting staff in pursuit of his or her legitimate duties	- Rustication for two(2) semesters or Expulsion. Staff to be Referred to the Registrar
15	Vandalization or willful damage to University property	- Replacement of Damaged property at current value in cash or kind, rustication for two (2) semesters
16	Appearing before University Committees to give false evidence that may mislead the University Authority	- Rustication for two (2) Semesters if proved against him/her
17	Embezzlement	- Refund, Rustication for two (2) semesters
18	Drug abuse and use or possession of intoxicating substance	- Expulsion and handing over to appropriate security agency
19	Possession of or drinking of alcohol on campus	- Warning to expulsion

20	Misappropriation and unauthorized use of University premises/buildings and other properties	- Warning / rustication for one (1) Semester
21	Failure to return/release University property	- Withholding of results and certificate
22	Harboring or accommodating persons without permission/approval	- Expulsion for hall; warning to Expulsion
23	Male entry into female hostel at any time	- Expulsion
24	Female entry into male rooms after 10:00pm	- Warning to Expulsion
25	Persistent rowdy and/or antisocial behaviour	- Warning to Expulsion
26	Unauthorized transfer of bed spaces	- Expulsion from hall and banning from being accommodated on campus in future