



**UNIVERSITY OF LAGOS
EXAMINATION DOCKET**



REGISTRATION NO. : 211002330

DEPARTMENT: Business Administration

PROGRAMME: Bachelor of Science in Business Administration

LAST NAME: Ojo **OTHER NAMES:** Taiwo John

SESSION: 2023/2024 **SEMESTER:** First

S/N	COURSE CODE	COURSE TITLE	CREDIT UNITS
1	BUS213	Management Theory	3
2	BUS244	Introduction to Entrepreneurship	3
3	BUS315	Introduction to Behavioural Science	2
4	BUS328	International Management	2
5	CIL318	Business Law	3
6	FBA231	Mathematics for Business I	2
7	FBA310	STATISTICS II	3
8	FBA311	Business Information Technology	2
9	FIN220	INTRODUCTION TO MONEY AND BANKING	3
10	FIN314	Business Finance I	2
11	BUS254	Principles of Marketing	2
TOTAL			27

STUDENT'S SIGNATURE: _____

COURSE ADVISER'S SIGNATURE: _____

INSTRUCTIONS TO STUDENTS

1. Candidates must attend a minimum of 65% of the lectures for the course. Examiners have the right to prevent defaulters from sitting for the examinations.
2. Candidates must be ready to enter the examination hall ten minutes before the commencement of examination. Candidates who arrive more than half an hour after the commencement of an examination shall be admitted only at the discretion of the invigilator(s).
3. Candidates may not leave the hall during the examination.
4. Candidates must come with their own writing materials to the examination hall.
5. All rough work must be done in the answer booklets and crossed neatly throughout.
6. Communication between candidates is strictly forbidden.
7. The only permissible way of attracting attention of the invigilator is by raising of hand.
8. Candidates are to write legibly. Names are not to be written on answer booklets. The answers to each question must be started on a separate page.
9. Attendance register is to be signed at the commencement of the examination and as each candidate hands in the script to the invigilator.
10. Candidates must ensure that they have inserted at the appropriate places on the front of their booklets, their examination numbers and the questions they answered.
11. Mobile phones are not allowed in the examination hall.

HARMONIZED PENALTIES/SANCTIONS FOR EXAMINATION MISCONDUCT

SNo	Misconduct	Penalty
1	Impersonation	Expulsion
2	Smuggling and Possession of Answer Script	Expulsion
3	Destruction of Unauthorized Materials	Expulsion
4	Attacking or threatening Invigilators	Expulsion
5	Tendering unauthentic document	Expulsion
6	Failure to submit answer script	Rustication (2 semesters)
7	Recidivism	Expulsion. Except cases listed in 15-19 below
8	Copying from unauthorized materials	Rustication (2 semesters)
9	Possession of writing materials	1st Timer Rustication (2 semesters) Recidivism : Expulsion
10	Aiding and Abetting others to copy	Rustication (2 semesters)
11	Refusal to submit offending materials	Rustication (2 semesters)
12	Collaborative copying	Rustication (2 semesters)
13	Refusal to complete examination misconduct forms	Rustication (2 semesters)
14	Unauthorized communication	1st Timer warning 2nd Timer Rustication (1 semester)
15	Disruptive behaviour	1st Timer warning 2nd Timer Rustication (1 semester)
16	Influencing examination official	1st Timer warning 2nd Timer Rustication (1 semester)
17	Unauthorised changing of sitting position	1st Timer warning 2nd Timer Rustication (1 semester)
18	Disobeying examination instructions	1st Timer warning 2nd Timer Rustication (1 semester)
19	Possession of telephone(s) in the examination hall either in use or not	Rustication (1 semester)
20	Failure to appear before the Misconduct Panel	*Suspension for 2 semesters after which non appearance leads to Expulsion
21	Other related act of Examination Misconduct not specifically stated:	* Penalty shall be determined based on the recommendation of the Misconduct Panel.

PENALTIES/SANCTIONS FOR ONLINE EXAMINATION MISCONDUCT

SNo	Misconduct	Penalty
1	Screen sharing /Mirroring to other devices / Projectors of friends/classmates/family/experts to cheat	Rustication (two semester)
2	Cheating with Technological Devices/High-Tech Equipment e.g. micro Bluetooth powered devices- ear buds, augmented reality glasses, invisible smart watches, hard drives, USB	Rustication (two semester)
3	Smartphones/Smart devices and use of Mobile Education apps to retrieve automated recommended answers.	Rustication (two semesters)
4	Impersonation or Faking of Identities	Expulsion
5	Auto Coding Software and use of Team Viewer software to take control of students Computer remotely.	Expulsion
6	Plagiarism of Content.	Expulsion
7	Hacking of question bank/system resulting to content Leakage of questions.	Expulsion.
8	Deliberate obstruction of Proctoring Device.	Rustication (2 semesters)
9	Presence of Family/Friends/Examination Room.	Rustication (two semesters) Recidivism : Expulsion
10	Traditional jottings of relevant materials on body parts/ devices	Rustication (two semesters)
11	Other related act of Examination Misconduct not specifically stated	* Penalty shall be determined based on the recommendation of the Misconduct Panel.