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CARITAS UNIVERSITY, STUDENT HANDBOOK

Background Information Name, Identity and year of Foundation

Caritas University is a private Catholic University, the second of its kind in our West African Region, after Madonna University Okija, which by the grace of God was the second Private Catholic University to be approved by the Federal government of Nigeria and opened in 2005.

Coming at the threshold of the Third Millennium, Caritas can be correctly described and regarded as God's Special Millennium gift to the Church in Nigeria and to our people. Caritas is the property of the Sisters of Jesus the Saviour, a Religious Congregation of Sisters founded by Very Rev. Fr. Prof. Emmanuel M.P. Edeh CSSp.

Inspiration and Spirit of foundation

Caritas University was brought into being by the admirable efforts of the afore-said Fr. Emmanuel Edeh of the Holy Ghost Congregation, Nigeria Province. Greatly distressed at the miserable state of Education and Morals in Nigeria Society especially in Schools; Fr. Edeh prayed and sought any laudable means of doing something about it no matter how small. In this he sought to rescue some of our wandering teeming youth population from further slide into academic and moral decay.

This desire was to find its concrete realization in the establishment of many primary and secondary schools and four Tertiary Institutions, the OSISATECH POLYTECHNIC Enugu, OSISATECH COLLEGE OF EDUCATION Enugu, MADONNA UNIVERSITY Okija, and finally, the present **Caritas University** at Amorji-Nike Enugu, Enugu State. In all these Institutions Fr. Edeh sought to combine provision of Holistic Education at affordable cost to the benefit of all, rich and poor, with sound moral formation and character building without which any form of education can be turned into a formidable instrument of destruction of the human person.

Patroness of the University

The Patroness of the University as well as its greatest advocate before God is no other than *Mary the Mother of Jesus the Saviour*, the divine Caritas herself. It is under her Patronage that the University hopes to achieve its purpose of promoting Love for Education and Morals in our society by molding the youth after the pattern of her Son, Jesus the Saviour Himself.

The University Motto

The University Motto is *Love for Education and Morals*. This 'dictum' is not meant to be a mere paper proclamation of good intentions but a guiding philosophy of its entire University life. Its practical implications are to be built into the

University Academic, Morals, Spiritual Socio-Economic and Political life. Every aspect of the University life must breathe this flavor.

And it is the responsibility of everyone in the University Staff and Students to embrace respect and promote it. All Senior and Junior officials and functionaries of the University have the duty to see that its practical implications are translated into actions in the daily life of the University.

In accord with Catholic Philosophy of Education

This motto is in accord with the Catholic philosophy of Education, which sees education as a preparation of one for life. The goal of Caritas University Education is therefore to prepare the students for life; to prepare them to graduate from the University to life, not only for a professional fruitful and fulfilled life in this world but also for a better life after this life. Hence, the equal emphasis on Academics and Morals. The two must go hand in hand for man to be fully formed, fully alive in God.

“Education is to the Soul what food is to the Body.” Paul VI

“The soul of the illiterate, 'says Paul VI, “is a starved spirit”. And if ignorance is a disease which enslaves before it kills then the soul of the illiterate is not only a starved but also an enslaved

spirit. He is subject to all sorts of manipulation by the evil one. No wonder why Plato says that if man lacks education, he is most savage of beasts. Godless education breeds immorality and leads the way to hell. And the godless pursue it with all speed. Such education without morality is like a weapon in the hands of a criminal; a bomb in the hands of a suicide bomber. He will inevitably use it to kill himself and kill others. Again Plato's wisdom is most apt here. According to him, "Education determines whether man becomes the tamest or wildest of animals on earth. Education acquired and the ability to utilize it for the benefit of humanity makes the difference between man and other animals".

Catholic education points the way to life, yes, to eternal life with God. And the godly embraces it with delight and sound morality. They take that road and walk under God's light into life.

The Ultimate goal of Caritas University Education

To give efficacy to its Motto and to its philosophy of education Caritas embraces not only sound education for professional skills and competencies in various fields but also maintains strict discipline. By discipline we mean the training of the mind, body, soul and spirit to obedience and self control. The students must not only be intellectually and professionally prepared for different task and roles in the world, they must

also be morally equipped to face the world itself with all its tensions, conflicts challenges and contradictions. They must be prepared well for healthy competitions in the labour market and come out victorious. They must also be adequately prepared to face the attractions of evil in all its forms and come out winners.

Without discipline proper education and development is not possible

Without solid morality, development in any field e.g. Science and Technology can be abused and made not only to enslave but also to annihilate man himself. Hence the world needs men and women who can combine sound education with solid morality. Men and women of wisdom and character able to say 'no' to mediocrity, dishonesty, selfishness and greed. It needs men and women of wits and guts able to say 'no' to cultism, immorality, bribery and corruption for purposes of lucrative gain. Educated and morally decent men and women who, with their learning and integrity will be able to rise above the hedonistic attractions of the day. Such are the men and women who can rise above their peers and say 'no' to lies, to callous abuse of power, to oppression and exploitation of the poor and the weak. Such rise up and say 'yes' to truth, dedication, commitment to duty, to patriotism and justice. The society is safe in their hands. Such are the men and women Caritas is seeking to produce with the help of God.

CHAPTER ONE

PART I

RULES OF RESIDENCE, DISCIPLINE AND MORALITY

Introduction:

The Basic regulations governing the application of these rules.

1. Discipline is a priority in our entire University life. Without it no decent academic, moral, spiritual and social life in the University is possible. And the realization of the University Motto would be doomed to fail. Therefore these rules are to be promoted by the entire Academic, Administrative and Executive Organs of the University.

Its most potent agents of enforcement are the Security, the University Disciplinary Committee, Students' Deans, the Registry, Bursary and any other Organs of management. The School functionaries and the students' hall representatives assist the above organs in realization of these objectives. They are applied through the University Disciplinary Committee.

2. Every student or staff alleged to have violated any of these Rules shall appear

before the University Disciplinary Committee for proper fair hearing, to defend him/herself. This is however without prejudice to the overriding prerogative of authority to discontinue the services of any staff whose services are no longer in the interest of the University or to expel any student whose continued stay is found to be in serious conflict with the stated aims and objectives of the University.

3. These rules shall be used as materials for weekly orientations and as subject for Quiz Examinations for the students at the beginning of each semester or on return from breaks.
4. The same University Disciplinary Committee established to handle disciplinary offences contained in this code of conduct shall handle all Examination misconduct.
5. Every Student shall purchase two copies of this Handbook; one for self and the other to be sent to parents or guardian. Copies of the handbook shall be on sale not only at the Bookshop but also in the Admissions' Office.
Every successful candidate at the interview shall buy two copies, take one home to parents or guardian and keep one

home to parents or guardian and keep one for self. He/she should start reading it even from home before coming finally to reside on the Campus as a student.

POLICY STATEMENT AND FUNDAMENTAL NORMS OF DISCIPLINE IN THE UNIVERSITY.

1. Any student or staff who is guilty of a gross violation of any of the 10 precepts of the Decalogue (the 10 commandments) whether expressly forbidden here or not and which offence constitutes a public scandal and an embarrassment to the University shall be **Expelled** from the Institution.

(E.g. of such offences include -Being nabbed by the police for any Criminal offences such as Robbery, Rape, Involvement in Secret Cultism, Arson, Organisation of rioting, Looting, Involvement in 419 activities , Fraud, Economic crimes, Political crimes etc.)

2. Caritas University is an institution solidly built on two pillars of solid Academics and sound Morals. Hence, it has as its motto: "Decency in Education and Morals". Therefore, any student who by his/her life and actions shows himself/herself grossly allergic to either **Academics or Morals** shall be **Expelled**.

3. **Year of Study-not a Defence for a gross misconduct:**

At no period in his/her life is a criminal totally immune from criminal prosecution for his/her crimes. In the same way, at no period in his/her student life or level of study in the University is a student immune from disciplinary measures for his/her misconduct in the University.

Every student is expected to behave better as his/her years progress and to be **at his/her best (not his worst)** in his/her **final Year**. But if a crook or delinquent student goes ahead with his unwholesome behaviours over the years and continues to cover his/her tracks **until luck runs out of him/her in his/her final year or even after his/her degree exams** that period of his/her study will not be a defence. He/she will still have to face the school disciplinary sanctions for his/her misconducts in the University.

4. **ON EMBARRASSMENT OF THE UNIVERSITY BY THE STUDENTS/GRADUATES**

The motto of Caritas University remains Love for Education and Morals. These guiding principles should follow all Madonna students and

graduates wherever they are living and working. Therefore;

- a. If any employed Caritas graduate in his/her place of work manifests gross irresponsibility and incompetence in the job which reveals **total ignorance of his/her subject of study in the University to the embarrassment of the institution**, the University reserves the right to revoke his/her degree and withdraw his/her certificate.
- b. Should any graduate of Caritas University wherever he/she is living/working demonstrates by gross misconduct or criminal behaviour that he/she **did not welcome and imbibe the sound moral training imparted in the University**, to the embarrassment of the institution, the University reserves the right to revoke his/her degree and withdraw his/her certificate.
- c. If any graduate of Caritas University gets him/herself involved in any criminal activity such as armed robbery, 419 scam, violent demonstration, terrorist attack, riot, mob action, etc, with the intent to cause panic and destabilize/discredit the institution, the University reserves the right to revoke his/her degree and withdraw his/her certificate.

- withdraw his/her certificate.
- d. Any Caritas University graduate who in later life takes the university to court over an administrative or disciplinary action taken in the past while as an undergraduate in the university, without adequate and appropriate recourse to the university in the first instance, the degree already awarded shall be withdrawn irrevocably by the university.
- e. Whenever a student sues the university in the law court for whatever reason and at any stage of his/her course of study in the university without adequate and appropriate recourse to the internal administrative dispute resolution process in the university in the first instance, such a student shall automatically lose the right to continue to be a student of the university and as such, can not graduate from Caritas University.
5. No candidate is considered a student of the University until he/she has completed the process of Registration and is **duly registered.** Cfr. Academic Regulation, Part II. Chapter 3 of this Hand Book.
6. No student will be allowed to move into the final Year of his/her academic programme until he/she has passed all the exams of the previous Years, i.e. he/she will not have a single carryover going into his final Year class.
7. Every student must have all his/her courses registered and each course signed by the lecturer(s) who teach(s) them.
8. To graduate, every student **must pass all the courses** he/she registered for.

9. No remarking of scripts after exams. If a student fails his/her exams or **fails to find his/her alleged missing scripts, he/she shall re-sit for the exam the following session.** This is because crooked students, after writing trash and then convinced of their ignorance of the paper **abandon their scripts or refuse to write their correct Reg. nos.** in order to evade detection only to turn round and make bogus pleas of “**missing scripts**” in order to put the blame for their failure on the University. However, should there exist a genuine and real case of victimization of a student by a lecturer, the student in question should report immediately to the Vice Chancellor.

10. **Obligatory Common Exercises in the University**

Attendance and active participation in the following Events or Celebrations are compulsory for students (and staff where applicable).

- a. Official inauguration of the Academic year celebrations.
- b. Lent and End of year Retreats/Recollections.
- c. Weekly Holy Hour Adoration of Jesus the Saviour in the Blessed Eucharist.
- d. Celebrations of the Feast of Christ the

- King.
- e. Founder's Day Celebration.
 - f. Annual Feast of the College
 - g. Reception of any Visiting State/Church Dignitaries.
 - h. Annual Harvest and Bazaar Thanksgiving events.
 - i. Annual Pilgrimage to our Mother House-Elele-for Bazaar Thanksgiving.
 - j. School Inter House Sports.
 - k. Weekly Jogging and Orientation exercises.
 - l. Matriculation and Convocation ceremonies.
 - m. Special Convocation Ceremonies.
And any other Feast or Celebration that might be established by the Administration in future.

Any student who deliberately skips any of the above exercises (and any staff where applicable) shall be liable to appropriate **Punishment which might include Expulsion or suspension.**

Except in extraordinary circumstances, the University will be organizing annually the convocation of its graduates. To this effect, every graduating student is expected to be physically present for convocation. **The University does not award or confer its degrees by PROXY.**

1. STUDENT RULES OF RESIDENCE.

COMPULSORY RESIDENCE IN THE CAMPUS.

Full residence in the Campus is compulsory. Therefore:

- a. No dual habitation:** - One in the campus and another off campus.
No occasional sneaking out of campus to stay out overnight without due permission from the school authorities (the Students' Dean or the DVC).
- b. No attendance at lectures from outside.**
- c. No coming from outside to write carry-overs.**
Punishment for violation of these rules is either **Expulsion** or **Suspension**.
- d. All past and present final year students who have carry-overs to clear must come back to live on campus during the Semester when their carry-over lectures are offered. They must register them, attend lectures for them and do all the assignments related to them.**
- e. No Pairing of students in one bed**
No two students are allowed to sleep on the same bed even for a few minutes.

Those caught in this act shall be deemed to be prostitutes, homosexuals or lesbians and shall be duly punished even up to Suspension or Expulsion depending on the frequency of the occurrence.

2. On responsible co-habitation by room mates/hall mates.

- i. Room-mates shall be jointly responsible for the cleanliness of their rooms. They shall also have their eyes on the security of their luggage boxes or bags. Therefore, they must be very careful of their fellow student visitors to their room.
- ii. Room mates shall be careful to ensure that no visitors sleep in their room without authorization from the appropriate school authorities. They shall ensure that new arrivals are properly registered with the Hall Rep. and with the Students' Dean.
- iii. Room mates have the obligation to report to their Hall Rep any student assigned to their room but who very rarely sleeps in the room with them. Or any student who though assigned to their rooms has no property enough to prove that they are actually resident with them. This will absolve the room mates of the suspicion of complicity in the offence of dual accommodation.

3. Unauthorized migration from hostel to hostel or room to room.

- i. No changing of one's hostel or room without authorization from the Dean of Students Affairs.
- ii. No temporary transfer of oneself to sleep on a friend's bed, even for a day, in the friend's absence; without the consent of the hall rep.

Punishment for violation of these rules: **Suspension for One Semester** and the room reps-**Suspension for One Year**.

4. On Holiday accommodation in Campus

No staying back in the hostel during breaks or holidays without a written authorization from the Students' Dean in agreement with the security.

Punishment for violation: **Suspension for One Semester or a fine.**

5. On dangerous concealment of self in a room.

- i. Any student who locks himself/herself inside a room in order to dodge (evade) a common exercise of the School shall be appropriately punished and the **Punishment** may include **Suspension for a Semester**.

ii. Worse still, any student who gets himself/herself locked in from outside thus making it impossible for him/her to get out in case of emergency (e.g. fire outbreak) puts himself/herself into a dangerous risk which might also grossly embarrass the University. Such a student shall face the **Punishment of Expulsion** or minimum of **One Year Suspension** for deliberately constituting himself/herself a security risk.

6. **ON VISITORS.**

INTERNAL VISITORS TO THE HOSTELS.

a. **Student visitors of the opposite sex.**
It is absolutely forbidden for male students to erode into female students' quarters. It is equally forbidden for female students to erode into male students' quarters.

Any male student who penetrates a female students' hostel shall be **Expelled**. In the same way, any female student who penetrates a male students' hostel shall also be **Expelled**.

Those intruders who merely straggled into the opposite sex's quarters **without entering** their hostel will face **Suspension for One Semester**.

b EXTERNAL VISITORS TO THE HOSTELS.

- i. Students' parents, guardians, relations, friends or well wishers **are not allowed into the School hostels.** They are **courteously and warmly received in the** appropriate places for visitors outside the hostel.
- ii. Hence any student who introduces a stranger (parent, relation or friend) into the hostel shall be **suspended for One Semester**.
- iii. Any student who **conceals or harbors any visitors, interview candidates or other strangers in the hostels even for a single day without due permission from the students' dean or any administrative authority above him with information sent to the security** shall follow the visitor home and remain **Suspended for One Year.**
- iv. Any student who fraternizes with and harbours **Expelled students** of the University in the hostel without authorization of the School Authority shall be **Expelled.** The room rep of the room where such **Expelled** student is harboured will be **Suspended for One Year.**

BOOKING AND FOLLOWING VISITORS TO TRAVEL OUTSIDE THE SCHOOL.

It is forbidden to students to book for visitors with their phones and ask them to come and pick them up at the school gate. Any student who makes such appointment and goes to the gate to disturb the security men claiming that the visitor had called them on phone shall be punished appropriately.

- v. It is also forbidden to students to leave the school and travel outside the school with their visitors without obtaining valid “**Exeat**” as required by the Travel Regulation. Cfr. Section 2 below. Violation of this rule may attract **Expulsion** or minimum-**Suspension** for **One Year**.

7. TRAVEL REGULATIONS

a. “Exeat”

No student shall travel outside the University to any town or city without:

- i. A valid “exeat” and;
- ii. Signing his name at the Travel Register at the gate.

Transgression of this regulation attracts **Suspension** of the student depending on

the duration of the absence or frequency of the infringement. Should he be absent for a month and above, the **Punishment** is **Expulsion**.

- b. “Exeat” obtained by Fraud or Forgery.
 - i. Any student who enters **a false name or reason** for exeat shall on return be liable to **Suspension** for a minimum of **One Semester**.
 - ii. Any student who **colludes with an outsider (male or female)** to deceive the School authorities and obtain a fraudulent exeat shall be liable to **Expulsion**.
Any student who on application **for exeat to go home** proceeds to **and spends days or weeks some where else without the prior consent of his / her parents/Guardian COMMUNICATED** to the University shall on conviction be liable to **Expulsion**- depending on where he/she went to or **Suspension for One Year**.

Collusion with the security

Any student who bribes a security man and through this corruption is smuggled out by the security man shall on his/her return be liable to **Expulsion** or at least **Suspension for One Year**. His partner-in-crime (the

c. **On stealing travel documents.**

i. Any student who steals another student's valid travel document and makes use of it shall on conviction be liable to **Expulsion** or a minimum-**Suspension** for **One Year** and on his return **pay damages** to the correct owner of the documents.

ii. **Collusion.** It is forbidden for students to give their Exeat Permit to another person to travel with it. This offence attracts appropriate sanction including **Suspension for One Year.**

d. **Re-unauthorized long absence from the school.**

i. No bolting away from the school for days or weeks without a written authorization from the relevant school authorities (DVC, Students' Dean). Violation of this regulation attracts **Suspension for One Year.**

ii. Unauthorized absence for one month and above will attract **Expulsion or One Year Suspension** at the minimum.

Any student who is genuinely impeded from returning to School on the day of Resumption or on the day of expiration of the Exeat given to him/her **MUST** either personally or through parents-**CONTACT** any of the following School

CONTACT any of the following School authorities to explain his/her plight and **obtain extension of his/her stay.** (The relevant school authorities are: Officer in Charge of exeat, Dean of Students Affairs, School Clearance Officer and the school C.S.O.) The relevant official contacted will then inform the security of the extension.

Take note: **CONTACT** does not include information sent by SMS to the official's phone without actually speaking with him or her and obtaining a new date. If personal phone contact fails, send a physical person to the school. Unreported hospitalization and belated doctor's Certificate is not acceptable.

e. **Exeat for particular functions outside the school**

No 'group exeats' to enable some students travel outside the school to attend such functions as weddings, parties, funerals, special prayer meetings, vigils, crusades, visit miracle centers, go for special deliverance sessions, etc. Exceptions to these are only such exeats as officially permitted or organized by the school. **Punishment** for violation of this regulation- **Expulsion** for the organizers and **Suspension** of all the members for **One Semester.**

f. Individual exeats for family deliverance/prayers, weddings, funerals and baby sittings

Students are not allowed to leave the school during school sessions to attend weddings of relatives, friends and well-wishers or to attend funerals of uncles, aunties, cousins, in-laws, grandpas and grandmas. Along the same vein, students are not allowed to go for family deliverance prayers organized in their homes or for covenant oaths while they are in school.

In addition, students are not allowed to be withdrawn from school to go and baby sit or look after their little siblings until **their parents** make proper arrangements for these.

Any students sneaking out of school to attend any of the above functions or who attends them on a fraudulent Exeat' shall on their return be faced with either expulsion (depending on where he or she went to) or suspension for one year or one semester.

g. 419 Exeat Scam.

It is absolutely forbidden to any student to forge or scan any staff's signature and use

it to dupe other students by obtaining fraudulent favours or permission for them. **Punishment** for this scam-**Expulsion** of the culprits. Cfr. Regulation on Forgeries, Impersonation, etc.

And any student who makes use of such forged instrument to go on unauthorized 'exeat' shall be **Suspended** for **One Year** or **One Semester**.

h a. ABANDONMENT OF DOCUMENTS WITH THE SECURITY.

Any student who in order to evade punishment for his/her late return **abandons** his/her documents (Receipts or Clearance Card etc) with the securities, goes off to tell lies and obtains a new **Card or Receipt** feigning loss of the old one-shall on conviction be liable to **Expulsion** if the period of lateness is up to one month or **Suspension** for **One Year** or **one Semester** if below it.

hb ON ITEMS SEIZED FROM STUDENTS

Any items seized from students (e.g. Cameras, Camera phones, iPods, Mp3, Mp4. Books, etc. must have the **Names, Reg. nos. and Phone nos.** Of their owners pasted on them and recorded with the owner's Receipts/clearance cards.

Such seized items with the Receipts

and/or Clearance Cards shall be registered as follows:

On the Register of seized items there shall be three (3) columns.

First Column: Description of the item seized.

Second Column: The owner's Name, Reg. no. Phone no. Signature and date.

Third Column: The name of the official who seized it, his Phone no. Signature and date.

There shall be a Register of Seized items both at the Security gate and in the CSO's office. All entries made at the gate must be transcribed into the Register in the CSO's office.

All seized items must be submitted to the CSO's office or the Student Dean's office or the DVC's office within 24 hrs. of the seizure and the Register given to him to sign for collection.

Failure to fill the Register and submit same to the appropriate authorities shall be construed as an attempt by the official to steal the item or to collect bribe for it and release it.

Punishment for this can be *Expulsion or Suspension of the official for one Year or One semester* - depending on the circumstances of the case and the item seized.

On insult to the school by impudent parents/guardians for an offence committed by their delinquent children/ward in the school

If a student of this University commits an offence punishable by suspension and the University punishes him accordingly, if the parents/guardians of such a student come to the school and instead of pleading for mercy and clemency begin to pick holes and rain insults and abuses on the Administration, their insult and impudence will aggravate their child's offence and the punishment for this impudence is immediate expulsion of the student for thus embarrassing the University.

If any student travels out of school with or without exeat and fails to return when he should and fails to inform the school of his where-about, *and is feared missing and this fear is brought to the knowledge of the school authorities*, the most the school is expected to do is to report to the police and inform the parents. It is not the job of the school to go about chasing and looking for every student who travels out of the school to know when everybody's return date is due or not.

If the parents/guardians of the delinquent student traveler comes to the school and

- b. '**Morocatting'** and other delinquent behaviours during lectures
- i. Any two students picked up carrying on their own frivolous conversations, appointments and plans during lectures instead of paying attention to the lecture shall be appropriately punished-which **Punishment** may include **Suspension** for the **Semester** if they fail to heed any warning.
 - ii. Any student in the lecture hall found with and enjoying his/her iPod, iTouch, mp3 or any listening device or listening to music during lectures shall have the appliance seized and he/she will be sent to the University Disciplinary Committee for more appropriate sanctions.
 - iii. Any student caught reading his/her newspaper, magazine or novel etc or any material instead of paying attention to lectures shall have the material seized and sent to the disciplinary committee.
 - Iv. Any student caught making or answering phone calls during lectures shall forfeit the phone and receive other additional Punishment from the school panel.

9. ON CLEARANCE FOR EXAMINATIONS.

- a. **ON SCHOOL FEES:**
Every student except the one on

scholarship programme is expected to pay within the first one month of resumption his or her school fees. School fees once paid are not refundable. After half the semester the school fees cannot be transferred to another semester or another programme. Receipt for all the school fees paid will be demanded during clearance for examination.

- b. The following unruly behaviours of students during clearance exercises are punishable by Expulsion or minimum-Suspension for One Year:
 - i. Stealing another person's receipt/clearance card and coming to the clearance desk with it (theft and impersonation).
 - ii. Coming to clear with a friend's receipt or clearance card on agreement with the friend (collusion) or giving your fellow student your school receipts/clearance card to enable him/her clear without paying his/her due fees (theft and impersonation).
 - iii. Coming to the clearance desk with forged receipt(s) or forged clearance card(s) or cards/ receipt having alterations of figures, dates or signatures on them (fraud).
 - iv. Coming to clear for another person while

hiding the person's identity and replacing his/her passport photograph with your own (fraud and impersonation)

Late Clearance for Examination

Students should endeavour to clear when his/her department is clearing , failure to do that is an offence and punishment will be as determined by the school authority

10. ON EXAMINATIONS DRESS CODE

Coming into the exam hall students must be properly searched and should avoid having the following:

- I. Wears with special pockets
- ii. Stockings
- iii. Caps
- iv. Coat of any kind
- v. Calculators with cover
- vi. Wallets
- vii. Phones etc.

Any student flaunting any of these rules shall not be allowed to sit for the exam until he/she corrects himself/herself.

B. FORBIDDEN CONDUCT IN THE EXAMINATION HALL.

Any student who defies all the warnings and insists on being guilty of any of the following acts of misconduct in the exam hall shall be sent out and thus miss his/her paper:

- I. Changing ones seats at will on ones own authority.

- ii. Collecting two or more answer scripts at a sitting for two or more different courses.
- iii. Failure to write one's Reg. No. or deliberately writing the wrong Reg. No. at the beginning of the exam which misconduct is geared to facilitate hiding of one's identity (impersonation) or abandonment of the paper in the hall when one is convinced of one's ignorance and had actually written trash instead of the answers.
- iv. Coming late to the exam hall.
- v. Masticating one's 'chewing gum'
- vi. Unruly behaviour to the invigilator or any other exam officer.
- vii. Making noise thus disturbing the silent atmosphere of the exam.

**C. EXAMINATION MALPRACTICE
and Grave Misconduct in the hall.
(Cfr. Also Academic regulations for
more details.)**

**The following offences attract
EXPULSION from the School:**

- i. Sneaking into the examination hall unscreened or without a clearance card.
- ii. Writing exams for another person

(Impersonation). Both the **impersonator** and the **impersonated** will be Expelled.

- iii. Bringing into the hall unauthorized answer scripts or written material.
 - iv. Refusal to hand over suspected offending material(s).
 - v. Destruction of suspected offending materials.
 - vi. Assaulting or fighting an invigilator or any other exam officer
- d. **The following acts of misconduct attracts the sanction of REPEAT THE YEAR**
- i. Failure to return an answer script after the examination.
 - ii. Collaborative copying.
 - iii. Exchanging answer scripts or written materials in the examination hall.
 - iv. Tendering any unauthentic document relating to exam.
 - v. Refusal to sign the examination misconduct form.
 - vi. Smuggling of question papers out of the exam hall.

- e. The following attracts a loss of 10% from the student's score in the paper being written.
 - i. Giraffing.
 - ii. Talking to another student during exam.
 - iii. Writing before the start of exam.
 - iv. Writing after the call for the stop of examination.

11. ON CULTISM AND RELATED EVILS

- i. No involvement in cultism or association with cultists.
- ii. No possession of cultist materials such as rings, charms, amulets, masks, wears, designs or symbols either in pictures, carvings, drawings or paintings.
- iii. No possession of cultist weapons like guns, pistols, axes, cutlasses, daggers, razor blades, broken bottles etc.
- iv. No intimidation, threat or fine of anybody with so-called 'cultist powers' or boasts. No silent consent to the diabolic persuasion and promises of 'protection' by cultists because of fear.

Report all cult related threats, intimidations, fines or purported protection to the authorities.

Punishment for cultism and all cult related offences: **Expulsion** of all members involved and accomplices including the so-called 'protected'.

12. ON CALUMNY, SLANDER, RUMOUR MONGERING AND CHARACTER ASSASSINATION.

1. Any student/s involved in Slander, calumny, or rumour peddling even when told as a joke in the course of gist or gossip against any Principal Officer and other High Officials of the University which **lies** are capable of smearing the image and causing damage to the high integrity and reputation of any of these University officials is guilty of a grievous offence punishable by **Expulsion**.
2. Any Slander, calumny, or rumour being peddled around even when told as a joke in the course of gist or gossip against the Clergy (Bishops, Priests and Deacons) and Religious (Rev. Sisters, Brothers and Monks) through whom God is caring for the Institution and blessing the world which **lies** are capable of causing damage to their reputation is a grievous offence punishable only by **Expulsion**.
3. Any slander or lies against any other staff

of the University which act is capable of causing damage to their reputation is punishable by **Suspension for One Year**. Slander against fellow students is punishable by **Suspension for One Semester**.

13. EMBARRASSMENT OF THE UNIVERSITY BEFORE AUGUST VISITORS TO THE INSTITUTION.

Any student or group of students who through their unruly behaviours or unguarded utterance embarrass the University before any august visitor(s) shall be expelled or given a minimum of a **One Year Suspension**.

14. ON DRUGS AND NARCOTICS

No possession, smoking, eating or peddling of drugs e.g. Heroine, Indian Hemp, 'Igbo', Marijuana, Cigars and any other dangerous narcotics of the drug family.

Punishment when caught is **Expulsion or Suspension for One Year**.

15. ON DRINKS AND DRUNKS

It is forbidden to students to get drunk either in the school or to come back to school drunk. Such alcoholics or

drunkards shall be Expelled or suspended for One Year.

16. NO SCHOOL FATHERS OR SCHOOL MOTHERS IN THE UNIVERSITY

No student is allowed to adopt a fellow student as a school son or school daughter. And so, no student is allowed to have a SCHOOL FATHER or SCHOOL MOTHER.

This ugly practice effectively converts the weak or timid students especially new comers into domestic servitude. The so-called sons or daughters are clandestinely given the burden of *domestic servants or house maids* to the so-called fathers or mothers.

Punishment for such clandestine Fathers and Mothers is **Expulsion** and for the willing sons and daughters-**Suspension** for **One Semester** if they defy this ban unless they can prove that they were forced into such service.

Report all approaches for such domestic slave labour to the appropriate authorities.

17. ON FIGHTING AND STUDENT TERRORISM.

- a. Fighting and possession of dangerous weapons

No fighting or possession of dangerous weapons like cultists or terrorists.

Punishment for this offence is **Expulsion** for the Architect of the fight (the one who provoked it) and **Suspension for One Year** for the cooperator (the one who fought).

b. **Student terrorism.**

No student functionary is allowed to bully or physically brutalize a fellow student BY REASON OF FUNCTION no matter the DEGREE of provocation.

Functionaries should report all stubborn or impossible students to the Security or the school disciplinary committee for appropriate measures.

Any student functionary physically brutalizing a fellow student despite this prohibition shall be liable to pay all the hospital expenses for the treatment of his or her victim and in addition proceed on suspension for one year.

18. DECEPTIVE USE OF THE NAMES OF UNIVERSITY OFFICIALS

No student is allowed to use the name of any Principal Officer or High Official of the University to intimidate or deceive fellow students into doing **something wrong** which in effect makes the official the guarantor of the act.

Any such evil use of the names of any

High Official of the University to deceive or intimidate students shall be visited by appropriate sanctions which may include **Expulsion of the culprit** depending on the gravity of the evil committed or **Suspension for One Year.**

19. EXTORTION

No Student functionary is allowed to use the name of any Principal Officer or High Official of the University to extort money from any body.

This amounts to robbery-using the name of the Official to endorse it.

Punishment for this fraud is immediate **Expulsion.**

20. ON SEXUAL IMMORALITY AND ITS SISTER EVILS

- i. No campus or off campus prostitution be it by male or female students.
- ii. No Casual Sex (sex smuggling). No sexual **harassment, threats or rape;**
- iii. No sexual celebrations of Valentine's Day.

"Valentine is not the Patron Saint of prostitutes or sex maniacs". Punishment for sex, prostitution and sex smuggling is Suspension for One Year. Rape, Sexual harassment and threats are punishable by Expulsion.

Criminal prosecution could in addition

be invoked for **rape**.

Suspension for One Year for other sexual exploits.

(Report all sexual harassment, threats and attempted rapes and solicitations to the authorities).

21. ON PROMOTION OF SEXUAL IMMORALITY

No importation (bringing into the school) either for sale or distribution of any pornographic materials and literature, invitation cards to night clubs, hotels or parties, blue films, artificial sex organs, condoms, sexually provocative audio tapes or anything for that matter which promotes promiscuity in society.

Punishment for this obscene merchandise is **Expulsion** of all involved.

22. ON IMMORAL ADVICE AND DIRTY PATRONAGE

- i. No persuasion, advice or pressure of innocent girls to get campus or off campus boy friends or 'sugar daddies' and 'sugar mummies'. Any kind of friendship that has sexual relationship as its goal is demonic and should be abjured without delay.
- ii. No scouting for a 'boy friend' or 'girl friend' for any one.
- iii. No booking of appointments or arranging

of 'black meetings' between boys and girls in order to link them up for immoral purposes.

Report all such immoral advisers or satanic patrons to the authorities.

Punishment for the promoters of this obscenity is as follows, Expulsion of king-pin. Suspension of the linked pairs for one semester

23. ON PROMOTION OF SAME SEX RELATIONSHIP.

No formation of same sex groups, (gays or lesbians), no recruitment or linkage of students of the same sex for purposes of establishment of homosexual or lesbian relationship. This is ethical abomination.

Punishment for this immoral service is Expulsion of the agent and Suspension of the members for One Semester.

24. ON IMMORAL APPOINTMENTS OR 'BLACK MEETINGS'

No lurking around or hiding away with an opposite sex in dark corners or lonely rooms anywhere in the compound for **discussion in darkness. Only the children of darkness prefer darkness to light.**

Punishment for such black meetings: Suspension of both for One Year or

Expulsion if they are caught making love.

25. ON MAKING LOVE IN PUBLIC.

No public mating or engaging in sexually provocative postures with an opposite sex either along our streets or anywhere else in our compound.

Punishment: **Expulsion** of the culprits or at the minimum-**Suspension** for **One Year**.

26. ON PUBLIC ADVERTISEMENT OF LUST

No publicly carrying of a girl on ones laps as a wonderful show of love in the campus.

No publicly sitting on a guy's laps like a prostitute who has lost all sense of shame.
No romancing, carousing or drinking either in the café or anywhere else.

Punishment for this public display of lust.
Suspension for both for **One Year** or a Semester.

27. ON IMMORAL TRIPS TO HOTELS, RESTAURANTS, BEER PALOURS AND BROTHELS

No weekend trips or weekday visits to Hotels, Restaurants, Beer Parlours, Eateries, Brothels for 'parties', dances, swimming or celebrations of any kind.

Punishment for such dangerous patronage. **Suspension** for **One Year** or **Expulsion** depending on the case.

28. ABORTION:

On wicked appointments with doctors or quarks to procure abortion.

i. No murderous appointments with doctors or quarks to procure abortion. Abortion is murder. Whenever the news of the crime reaches the authorities, the **Punishment** is **Expulsion** of the culprit, her lover whether student or worker and her accomplices in the act.

ii. Any student who takes in (whether married or not) **must carry the baby to term**. Any student who gets pregnant in school will defer her admission for 18 months. The deferment paper will be obtained from the Registry. This is to enable her have her baby and wean him or her strong enough to be left with a caretaker. Then the student can resume and finish her studies in the University **before the next pregnancy**. Any student who has deferred her studies and on return takes in again will again defer it for another 18 months.

Any student who takes in and terminates her pregnancy at any time shall be **Expelled**.

29. ON IMMORAL (INDECENT)

DRESSING

Students should dress according to their taste but must avoid immoral/indecent dressing. **Punishment** for indecent dressing is seizure of the provocative dress.

30. ON PUBLIC SHOW OF SHAME

No taking of one's bath in the open in broad day light or in the early hours of the morning or evening when it is still bright enough for any one to recognize you. This is an ethical abomination.

Punishment for this disgusting obscenity-suspension or expulsion depending on the gravity and frequency.

31 ON SATANIC OATHS AND BLOOD COVENANTS.

No student is allowed to enter into any blood oath whatsoever or seal any blood covenant with any one in which the members mutually cut their fingers or any part of their body to draw blood and leak each other's blood with the commitment to stick to each other at all cost, never to reveal their secrets even at the point of death and never again to tell the truth no matter the degree of **Punishment** they take. This is nothing short of a diabolical

secret cultism.

Punishment for all the members of such a satanic covenant or blood oath is **Expulsion**.

32. ON THEFT.

No theft, robberies or attempted stealing. **Punishment** for thieves and their accomplices as well as attempts at theft is **Expulsion** or minimum-**Suspension** for One Year.

33. ON MONEY LENDING AND BORROWING BY STUDENTS.

Students are not allowed to give out (lend) their **school fees or large amount of** their **feeding/pocket money** to their so-called friends without the consent of both parents and **approved** by the School Authority.

This is to shield generous students from being ripped off by dupes and hoodlums masquerading as beggars.

Any violation of this regulation may result in the loss of the money lent and additional punishment to the lender.

The defaulting debtor shall be compelled to pay his/her debt.

34. ON PAYMENTS TO 'TOUTS' OR

'DUPES'

No payment of monies to 'touts', 'dupes' or 'thieves' who front themselves as financial middlemen for the school. *The University has no such financial middle men for authorized levies or dues.* All fees and authorized levies are paid through the bank and receipted by the bursar.

Punishment for touting, i.e. collecting monies unauthorized.

Repayment of all the monies collected.

Expulsion of the 'tout' and accomplices.

Criminal prosecution where necessary.

Punishment for payments to touts or dupes:

- a. Possible loss of money
- b. Repayment to the school of the money paid to the tout
- c. And if collusion with the tout is proved-
Expulsion of the accomplice.

35. ON GAMBLING AND POOLS.

No gambling or playing of pools of any sort in the campus.

Punishment for gamblers-Suspension for One Year.

36. ON PHYSICAL ASSAULT OR INSULT TO A STAFF OR STUDENT FUNCTIONARY ON DUTY.

No physical assault or insult to a staff or a student functionary on duty no matter the

degree of provocation of the student or **physically obstructing a staff or student functionary on duty** in order to frustrate the execution of his/her work. This amounts to obstruction of justice which is a serious matter.

Examples:

- i An academic staff delivering his/her lectures in class; invigilating exams or conducting a quiz;
- ii. A junior or domestic staff carrying out his/her duties: cooking, selling or serving food or drinks, sweeping the compound.
- iii. A worker or artisan constructing, building or effecting some repairs.
- iv. A security man or a hall rep carrying out an investigation, chasing a suspect or effecting an arrest etc.
- v. A church warden carrying out his/her duties during worship etc. A staff or a functionary on duty is entitled to maximum respect and cooperation.
Punishment for physically assaulting any staff or functionary on duty- **Expulsion** of the student. For insulting a staff, **Suspension** for **One semester**. Insulting a junior staff or a school functionary on duty attracts its own proper punishment to be determined by the Panel.

Any student aggrieved over the way he/she

is ill-treated by any staff or school functionary should lodge a complaint with the authorities via the Senate Disciplinary Committee.

37. ON BRIBERY AND CORRUPTION.

No bribery, no corruption, either of workers or lecturers in order to elicit their collusion with some mischief. **Punishment** for bribery and corruption is **Expulsion** for both giver and taker.

38. ON FORGERIES AND IMPERSONATION

No impersonation, no forgeries, e. g. Of Certificates, Receipts, ID Cards, Letter heads, Stamps, Signature etc. This is a criminal offence that can land one in prison.

Punishment for this crime is **Expulsion**.

No giving of a friend your exam clearance card to enable him/her get cleared for exams; this is fraud.

39. ON FORMATION OF CLIQUES AND GANGS.

No formation of any secret clubs, societies, cliques or Unions to pursue activities inimical to the University policy.

Punishment for all such clubs or unions-
Expulsion of all club or union members.

**40. ON GANGS MASQUERADING AS
'CHURCH'**

No dubious gathering of crooks under the cloak of 'church' to use its purported 'worship' as a cover for their sinister motives which are to promote cultism, idolatry, obscenity or some other forbidden acts. Any new religious association, not new sect must be approved by the Chaplain before it begins to operate in Madonna University.

Punishment for such masquerades -
Expulsion of all its leadership and
Suspension of members.

(Report all organizers and patrons of such associations, clubs or union to the University Authorities).

**41. ON ILLEGAL NOCTURNAL
MEETINGS IN THE NAME OF
CHURCH.**

No religious group or sects in the University is allowed to have clandestine nocturnal meetings and call it 'worship', prayer sessions or vigils.

If found, the organizers (pastors, elders or canons, etc,) of the group will be **Expelled** and members **Suspended** for a semester or a year.

42. ON CONTROL OF POSTERS AND ADVERTISEMENTS

There should be no pasting of any poster without a written permission. No one is allowed to write, import, paste, sell or distribute any sensitive materials capable of causing disaffection, riot or breach of peace in the compound. Such posters should never be found anywhere in the school compound (be it in the hostels, lecture halls, on the walls, boards, pillars, doors or windows, trees, etc.

Punishment for violation of this rule - **Expulsion** of all involved in the offending posters.

43. ON VIOLENCE, RIOT AND DEMONSTRATIONS.

No violence, demonstration or mob action of whatever kind to press any demand. Students have legitimate avenues to make their requests or air their views- but not by hooliganism and destruction of property.

Punishment for all such misguided zeal - **Expulsion** of all the Organizers and **Suspension** of other active members.

44. ON RELIGIOUS MATTERS.

All permission in matters of religion shall

be obtained from the University Chaplain.

a. **On Religious Freedom and its abuse.**

There is ample room for religious freedom in Caritas University but none for fanaticism or Religious madness.

Hence, no one in the University has the freedom to found new Religions or 'new Churches'; or to develop into a new prophet, a new pastor, a new visionary or fortune teller.

Punishment for all such self-appointed disillusioned 'apostles' of the 'kingdom'- **Expulsion** of its leadership and **Suspension** of the members for **One Year**.

b. **On pernicious Proselytism and Sectarian rivalries**

Caritas University has ample respect for free exercise of religion but none for noisome religious proselytism or sectarian rivalries.

Therefore, no student or religious group is allowed to organize within the campus any sectarian crusade or import any noisome religious publication, e.g. posters, leaflets, tracts or booklets and calls for such Crusade, Revivals, Renewals, Repentance, Awakes or Prophesies among the University community **without a written permission from the University Chaplain. That permission must be produced on demand.**

c. No student or group of students are

allowed an uncontrolled invasion of the campus with its sectarian views by importation, free distribution or sale among the students or staff of any sectarian literature and religious items such as booklets, leaflets, tracts, cassettes or films without a written permission from the University Chaplain. This permission must be produced on demand. **Punishment** for violation of this very sensitive issue: immediate **Expulsion** of all who involved him in the importation, distribution or sale of the prohibited items.

d. No religious zealot or group of zealots are allowed to write, import and paste, distribute or sell any religious tracts, leaflets, booklets, films, cassettes, etc. whether clandestinely or publicly to students or staff of this University without the due authorization from the Fr. Chancellor himself or the University Chaplain. **That written authorization must be produced on demand.**

Punishment for violation of this regulation - **Expulsion** of all the zealots or fanatics.

45.

ON DISTURBING A WORSHIPPING RELIGIOUS COMMUNITY.

Disturbing a lawfully gathered community during their worship is a criminal offence in Nigeria which can earn

the bigots some years in jail.

Therefore, no student or group of students is allowed either through their unruly actions or foolish utterances to disturb their own worshipping religious community.

Similarly, no student or religious bigots of another denomination are allowed to disturb a lawfully gathered religious group of another denomination lawfully doing their worship or having their prayer meetings.

Punishment for such misguided zealots- **Expulsion** of all the architects of the disturbance and **Suspension** of the accomplices for **One Semester**.

46. ON PERMISSION FOR NON-CATHOLIC WORSHIP

Caritas University has a place where non-Catholics worship on Sundays and a period of time allotted to them.

Outside that place and time, no unauthorized use by any religious group of any of the University hostels, class rooms, halls, corridors or grounds for any religious purposes.

Punishment for this abuse of privilege is **Expulsion** of its leadership and **Suspension** of all the members for **One Year**.

47. ON EXCESSIVE NOISE DURING WORSHIP

No religious group is allowed to use excessive noise characterized by drumming, dancing and jumping up like drunkards during its worship to make life distasteful to the rest of the community or in defiance of the legitimate objections of the University Authorities.

Punishment for this insensitivity to others and defiance is **Expulsion** of the leaders of the group and possible **Suspension** of the followers for **One Semester**.

48. ON ARSON AND ITS CAUSES

No dangerous lighting of naked flames in the hostel during lights-out or PHCN black outs. This can cause arson and burn down the room or the hostel. E.g. lighting a candle and sticking it at the end of one's bed or near the window. This is a reckless and dangerous playing with fire. **Punishment** for this dangerous game is **Expulsion** or **Suspension** of the culprit for **One Year**. Should arson result, he/she will be liable in addition to pay all the damages. In fact candles should not be used in the hostel at all.

49. ON COOKING IN ROOMS

No cooking in the hostel rooms.

This is hazardous and can cause arson as above.

Punishment for this dangerous game-
Expulsion or Suspension of the culprit
for **One Year**. Should arson result, he will
be liable in addition to pay all the damages.

50. ON DANGEROUS CONNECTIONS AND USE OF FORBIDDEN ELECTRICAL APPLIANCES IN HOSTEL ROOMS

No dangerous connections and use of forbidden electrical appliances in hostel rooms. Such forbidden appliances include:-irons, boilers, cookers, electric kettles, chargers. These appliances can only be used in places provided for them (in the kitchens and charging centers).

Any one who flouts this shall face the disciplinary action of the School which may include: Having the appliances seized in addition to proceeding on **One Semester or One Year Suspension**. And should arson result from their deliberate disobedience; they shall be liable for all the damages. Gas cooker should not be used at all.

51. CALM AND PEACEFUL ATMOSPHERE IN THE ROOMS AND HOSTELS.

Students' rooms are supposed to be places of rest where peace and serenity reigns. They are not recreation grounds or sporting arenas where noise and exuberant emotions take control. Therefore, any group of students picked up in a room making noise, loudly chatting, shouting, jumping, dancing and worse still fighting etc, thus disturbing everybody and sometimes the entire hostel shall be duly punished; which sanction can include **Suspension** of the actors and characters for **One Semester**.

52. THE GREAT SILENCE

The period from 12 O' Clock to 5.00 am is the period of Great Silence everywhere in the compound.

Every student must be either quietly reading his books in the lecture halls or somewhere else or sleeping/resting.

No gathering in rooms to chat, or watch films; no engagement in any sort of group discussions or conversations (which disturb other people's sleep or study), no mid night calls in the hostels, no loitering or sneaking about in the compound either to borrow or return any books or any other

thing to anybody:

Punishment: if any group of students are picked up in any room watching films or making noise from this hour, they shall be duly punished (which may include **Suspension** for a **Semester**) and the laptop or any device through which they are watching the film will be forfeited.

53. ON USE OF RADIOS, CASSETTES, ETC AND CONTROL OF NOISE

No use of any audio appliance (iPods, Mp3s and mp4s) to disturb in the hostels, etc. These must be used with an ear-piece.

Punishment for this insensitivity to other's comfort- **seizure** of the appliance with additional punishment to be determined by the school authorities.

54. PROHIBITION OF THE USE OF CAMERA PHONES AND ANY OTHER ELECTRONIC AUDIO/VIDEO APPLIANCE WHICH COULD BE USED FOR SPY PURPOSES

- i. Students are forbidden to use smart or camera phones, radios and any other electronic device which could be used for spy work of any description in the campus. E.g. to tap telephone conversation or take unauthorized pictures.

- ii. No use of bugging machines to break into any ones' privacy or computer to steal information.
- iii. No use of binoculars or any other zooming machine like telescope to carry out any spy work on any body. These clandestine activities are offences in the University.
Punishment for violation of the above is:
 - a. **Seizure** of the appliance
 - b. **Expulsion or Suspension** of the culprit for **One year** if the appliance has been used to do an illegal spy work.

55. RESPONSIBLE USE OF LIGHT

Students must switch off all lights and appliances when leaving their rooms to avoid unnecessary bills and fire outbreak. If student occupants of any room ignore this regulation they shall be liable for any damages resulting from arson as a result of their negligence and proceed on **Suspension for One Semester**.

56. ON BEING A NUISANCE OR A NOISY NEIGHBOUR

No constituting of oneself a hoisy fellow or nuisance in the hostel.
Punishment for such noisy person is **Suspension for One Semester** after three (3) warnings.

57. ON THE RULES OF HYGIENE IN THE COMPOUND

- i. No littering, fouling or messing up of the school environment (hostels, classrooms, corridors, toilets, etc.) with pieces of paper, bottles, cans, empty cellophane papers, sachet water, etc. Such dirty students shall wash the toilet for two weeks.
- ii. **Washing one's dirty clothes inside the room or in the corridor is absolutely forbidden** and shall after some warnings attract **Suspension for One Semester**. This is because such a student is a health risk to his/her fellow room and hostel mates.

58. ON STUDENT HEALTH CARE AND RELATIONSHIP WITH HOSPITAL STAFF.

- a. Each student is to pay N5000 per session for his or her health care. This covers consultation only - which is free - and not more than N5000 worth of drugs only for the year. If any student exhausts his/her N5000 on drugs he/she will be required to pay for his/her drugs and other services each time he/she attends the clinic.
At the end of the session the unused N5000 of those who did not make use of it expires.

- b. In the event of sickness, students are advised to avoid self medication. This is to avoid complications. *Every sick student shall consult the University Hospital or Medical Centre for proper treatment.*
- c. Any student diagnosed of any communicable disease shall be sent home and shall stay at home until **fully cured**.
- d. No student is allowed to go to the University Hospital/Clinic/Medical Centre and from there *put an SOS phone call to the parents/guardians claiming that he is dying and neglected and helpless.*
Punishment for this vicious lie against the University Medicare can be **Suspension for a semester**.
- e. In the event of emergency while doctors or nurses are doing their best to arrest the situation so-called *concerned - students are not allowed to make irresponsible phone calls to the parents or guardians of the sick to create panic at home.* Such apostles of bad news often exaggerate and describe the health condition of their sick colleagues as hopeless and invite their parents/guardians to rush for rescue.
Any student caught *taking to this apostolate of bad news*, will be duly punished as follows:
His phone will be seized.

He will proceed on Suspension for One Year or minimum of One Semester.

f. **Rejection of University Medication:**

Except for proven cases of bad prescription or known expired drug no student in the University Hospital/Clinic/Medical Centre is free to reject any treatment or throw away drugs prescribed for him by the University doctors and-worst still, refuse to be referred (taken) to another hospital on the plea that only his private doctor at home can cure him or her. Therefore he or she must be sent home. Students who feign one sickness or another have used this as means of going home for other businesses other than medication. They claim to be dying and yet are physically strong enough to shout at, insult, abuse and even fight the doctors or nurses and other medical staff on duty.

Any student who thus refuses all medication in the University health Institutions and refuse referral to another hospital shall be Expelled before he puts himself and the University into a serious embarrassment. Any student who is arrogant enough to shout at, insult or abuse the University hospital or clinical staff doctors or nurse shall go on One Year Suspension.

59.a Using the University Hospital/Clinic/Medical Centre as a shelter to avoid common exercises. Any students who escape into the University Hospital/Clinic/Medical Centre *feigning illness in order to evade a common exercise of the University* (like Sunday worship, Wednesday Adorations, Joggings and Orientations) must not be discharged after the exercise.

Rather they need help. They shall be admitted and looked after for seven (7) days either receiving 'proper' treatment or receiving 'rehabilitation'. But should they feel well enough to be discharged before the 7th day they will proceed on *Suspension for One Semester* for a more comprehensive observation at home.

59b. Using the University Clinic /Medical Centre/Hospital as a chat room for lovers. *Similarly, students who use the University Hospital/Clinic/Medical Centre as their habitual meeting point with their lovers for long chat shall both be admitted into the Medical Institution for a period of one week of uninterrupted chatting.*

Should they opt to finish before the expiration of their **chat-week**, they shall proceed on **Suspension for One**

Semester.
60. On Medical Certificate

No completion of first **Semester** of every academic year in the University without doing your Medical test and obtaining your Health Certificate in the University Medical Laboratory. You will not be admitted into any examination hall without it. This medical test shall be done and the Health Certificate obtained by every student in the University Teaching Hospital or the University Medical Center.

61. On Students' Relationship with Lecturers and with Exams and Records' Staff.

Lecturers

a. Immoral appointments

For girls, no appointment with unscrupulous lecturers either in their private houses, offices or anywhere else for purported 'academic' help or assignments. Many such places have been turned into dens of vice either for sexual exploitation of defenseless student girls or for the continued corruption of prostitutes and their teacher clients. **Punishment** for such a callous abuse of office. **Expulsion** of both lecturer and student.

Students have the obligation to:

- I. Report to the authorities all such

- appointments with lecturers.
- ii. Report also any threats, pressures or victimization by any lecturer of any girl who fails to keep such appointments.
- b. **On dubious private lessons or tutorials**
No lecturer is allowed to organize and no student is allowed to attend any private lessons or tutorials for the students of this University either inside the campus or anywhere else. Lecturers should deliver their best in class and not to private cronies for extra pay. These are avenues of ripping off unsuspecting students or lulling girls into unofficial prostitution. The Registrar at the instance of the VC officially arranges any remedial lessons or exams needed by any student of any department.
Penalty for violation-Expulsion of all involved-teacher(s) and student(s).
- c. **Sorting.**
No student is allowed to entice lecturers with bribes either in cash or kind to upgrade their examination marks. No student is permitted to offer such dangerous gift to any lecturer requesting it.
No student is allowed to hire a lecturer either to write his exams for him or to go to exams and records to enter the student's Reg. No. in the script which have already been submitted to the Exams and Records.
Punishment for sorting and the corrupt

practices described above is **Repeat the Year**- for the student and demotion of the lecturer. A repeat performance will be visited with the **Expulsion** of both.

d. **Clandestine sale of books or handouts for lecturers.**

Caritas University absolutely forbids lecturers from forcing their books or handouts on students.

Therefore, no student is allowed to secretly sell any books/ publications or handouts for any lecturer. *Course reps and Hall reps in particular are asked to take a warning.*

Punishment for violation of this rule:

For the student: Suspension for one semester.

For the lecturer: Loss of 3months salary or demotion or both.

d(2) **on passing assignments together with lecturers' text books forced on students**

No student is allowed to buy a text book forced on them by lecturers *and pass same with the lecturer's assignment or the equivalent in cash buried in the book or paid into his account without reporting the matter to the appropriate University authorities viz. The Chancellor, The Vice-Chancellor, the Deputy Vice-Chancellor, the Registrar and the Clearance Officer. It is in a special way the duty of the course*

Rep. where this is demanded by the lecturer to alert the school authorities before the fraud begins to take place. Sanctions. For the course Reps who keep quiet over this shady deal. Suspension for one year. For the students who cooperate in it. Repeat the course.

For the lecturer who is thus milking the student despite this prohibition. Loss of one Month's salary and seizure of all the books.

- e. No student is either on his/her own or on invitation of a lecturer is allowed to meet the lecturer in the conference marking hall while conference marking is going on. Any one found making this dubious trip is deemed to be on a sinister trip and shall be sent home on **Suspension** for **One Semester**.

62. Relationship with the Staff of Exams and Records.

No student either directly or by proxy is authorized to offer any inducements (bribe) to any staff of the Exams and Records to upgrade or change his scores in any way. **Punishment is Expulsion** of both student and staff.

No student is allowed to go either to exams and records or to the archives with the intention of writing his Reg. no on his answer script already submitted to Exams and Records. **Punishment-Suspension for One Semester.**

63. ON SUSPENSION AND RETURNEES FROM SUSPENSION.

Every student given **Suspension** as punishment for an offence is given a time to leave the school and the date to come back to school.

Any student caught still lurking around in the school for a day or two after the expiration of the stipulated time for his/her departure or any suspended student stealing back into 'the school before the authorized date of his/her return shall be immediately **Expelled**.

- ii. Students coming back to school after **Suspension** must report to the Office of the DVC with their letter of **Suspension**. If every thing is alright, the DVC will instruct the Registrar who will issue them a letter of re-absorption after the **Suspension**. The student concerned will then make copies of the letter of re-absorption and deposit a copy each with these offices:

His/her HOD.

His/her Students' Dean's Office.

The DVC's (D.S) Office, CSO Office.

This is for proper re-integration of the student into the normal University life. **Punishment** for ignoring this procedure: **Another Suspension**

64. ON FEEDING

- i. The fee paid for hostel accommodation does not cover feeding. Each student is responsible for his/her feeding.
- ii. The University has canteens where students can help themselves on pay-as you-eat basis.

65. CLOSING OF THE DOOR/GATES

- 1 The main gates of the University shall remain closed from 9.00 pm to 5.00 am the next day.
- 2 Any student who arrives after the gates have been shut must give satisfactory explanation to the security men on duty before he/she can be allowed into the hostel.
- 3 Students are always free to continue their studies in the classrooms, library or any other place within the campus. On no condition however should a student who returns late to the hostel break the “Great Silence”.
- 4 Entry and exit in and out of the University are through the main gate only.

On School functionaries (Students' Hall Representatives)

Every hostel unit shall have a Student's Hall Representative,

To be made a hall rep. is a sign of trust, a vote of confidence on the person. It carries with it serious obligations. In a nutshell, a hall rep is a servant of the people, a servant of the Students and the School Authorities, the Administration. It is an invitation to help the administration run the University with less tears. The Hall Reps. are called to work in closest co-operation with the school authorities in the interest of both the Students and the Institution. Being a Hall Rep. is not an invitation to pride, or an indication that they are 'super-students' but simply a call to service in justice, honesty, truth and charity.

It is an opportunity given to some selected persons to acquire and develop the art of leadership with friendship without collusion in evil; thus training the future leaders on the art of leadership. The Hall Reps. are invited to correct their fellow students without bitterness, rancor and intimidation. They are to correct the students and yet remain their friends. This is hard to achieve but it is a great gateway to distinction, the key to genuine success in life.

Functions of the Students' Hall Representatives.

The general functions of the students' Hall Reps. are no other than guides of the University Rules of Residence. They help to maintain discipline and

morality in the hostels. It is their official duty of to correct students who are breaking the rules to let them see what possible harm they are doing to themselves and to the University Community.

Some students will not take kindly to this correction. Some will even call it harassment by the Hall Reps. However whether the students take kindly to it or not, the Hall Reps. are expected to do their duty, politely, courteously, sympathetically and yet firmly. In doing this they must not take laws into their hands but report to appropriate quarters.

Briefly stated, the Hall Reps. duties are to help the Management:

- i. Keep a record of their student population in the hostels carefully noting down absentees authorized and unauthorized. This is with a view to helping the students keep to the rule of not having dual habitation.
- ii. Keep a record of students' returnees and new arrivals to the hostels. This is to help moderate students who may be tempted to stay off campus.
- iii. Keep a record of visitors to the hostels and their student hosts and how long they are quartered.
- iv. Keep a regular record of Students Exits from the campus especially on weekends

- V. Ensure that the following dangerous activities do not take place in the Campus:
- Cultism and its related evils.
 - Importation or use of dangerous weapons.
 - Fighting and quarreling.
 - Unauthorized harboring of strangers.
 - Immorality, e.g. casual sex. Etc
 - Promotion of immorality through free distribution or sale of obscene literature, films contraceptives or condoms.
 - Smoking and use of drugs.
 - Clandestine meetings, cliquing and formation of illegal associations and clubs.
 - Fouling or messing up of the hostel and environs by uncultured students.
- Hall Reps. no doubt are closer to students than the school authorities. They should therefore report any of the vices mentioned above to the appropriate authorities. Report all sellers' distributors or authors of all unauthorized materials to the school authorities. Tear down any unauthorized posters or advertisements and bring them their authors, if known to the school authorities.*

Some Detailed Specific Functions of Hall Reps.
Specifically however the Hall Reps. are charged with the following duties:

1. (i) To keep a Register of the students assigned to their hostels according to their departments and year of study, and indicate the number actually resident.

- (ii). To carry out a periodic check of the student population in the hostel Room by Room and record all:
- a. Unauthorized absentees.
 - b. Unregistered arrivals - may be squatters or new comers.
 - c. Nominal members of the hostel i.e. such as those who never sleep in the campus or do so far in between.
 - d. Those who have no basic property in the hostel enough to prove that they actually live in the campus and in that very hostel where they claim to live.
 - e. Students who bring strangers into the hostels.

(Report all such students and the presence of the strangers to the security).

- 2. i. Keep a record of student returnees from suspension in their hostel and
- ii. Keep a careful record of Students' Exits from the campus especially on weekends.
- 3. Keep a record of students most frequently absent from the hostel at nights. Those who, though registered and assigned sleep there occasionally.
- 4. Keep an eye on and record of students who possess or import cultist's materials and symbols e.g. knives, axes, cowries, wears, rings etc.

(Report any such student and those who hold meetings behind closed doors at nights to the school authorities)

5. Ensure that no acts of immorality take place in the hostels, no promotion of obscene materials e.g. pornographic literature, blue films, etc.

(Report all promoters or importers of such materials to the authorities).

6. See that there is no smoking of drugs, hemps cocaine, cigars etc in the hostels.
7. See that (lone rangers) lonely students do not hide in the hostel when others are doing the weekly orientations or community exercises.
8. See that cliques, gangs and similar illegal associations do not form in the hostels and environs under guise of 'churches'.
9. Keep an eye on students' use of the University property especially on those who destroy or damage them with impunity and hide or attempt to hide.
10. See that students do not wash, cook, iron, and eliminate waste in unauthorized places or throw water through the windows.
11. See that religious fanatics or misguided zealot do not cover the University walls, doors and windows, notice boards, trees etc. with posters and no free distribution or sale of leaflets, booklets, tracts or bad films

without a written authorization from the Fr. Chancellor himself or School Chaplain.

6.2 On Physical Attack or Insult to a Hall Rep. on Duty

Any student who physically attacks or takes to threatening or abusing a hall rep. for doing his/her legitimate duty shall face the same sanction as student attacking or insulting a staff on duty. It is highly prohibited to attack a fellow student physically no matter the offence committed. The Hall Reps themselves are not exempted from this law.

The Hall Reps. Special Code of Conduct

For a better discharge of their duties as outlined above the Hall Reps. are to observe the following code of conduct:

1. Since it is their special duty to correct erring students, the Hall Reps. are expected to keep the rules first and best. This is because Action speaks louder than Words.
2. The Hall Reps.' guiding principle in his/her duty shall be leadership with friendship without collusion or cooperation in evil to win friendship.
3. Hall Reps. have the duty to bring the students' genuine needs (not whims) to the knowledge of the authorities and suggest where they can, and how they could be met.
4. Hall Reps. have the duty to constantly brief the administration on the climate in the

school i.e. the goings on in the hostels, the lecture halls and recreation grounds.

5. They should draw the attention of the school authorities to the difficulties and challenges that the students meet in their academic pursuit and general well-being.

To enable them do this well each hall rep. has direct access to the General Hall Rep; The Asst. Students' Deans, the Students' Deans, the DVC (d/s) and the Chief Security Officer.

6. Hall Reps. shall not be partial, or parochial in the discharge of their duties no nepotism, no sectionalism, no statism, no tribalism no bribery no corruption.
7. **No hall rep shall knowingly bring a false accusation or witness against any student.**

The punishment for some of these crimes is expulsion of the hall rep. If on investigation a group of hall reps. conspire to conceal the truth, all those involved receive the same penalty.

8. **No hall rep. has the authority to administer any physical punishment on any student.** But Hall Reps. can direct offending students to the dean of students whose function it is to assign them some manual work to atone for their misconduct.
9. A student who feels he/she is being victimized i.e. being unjustly punished by a

hall rep. should immediately report the hall rep. to the D.V.C.(d.s).

If on investigation the student is found guilty then he/she is properly punished for false accusation but if the hall rep. is found to be actually victimizing the student then the school authority will visit the hall rep with appropriate sanction which may lead to removal of the hall rep.

- 10. No hall rep. has the authority to admit or harbour any student in his hall rep room or in any room in the hostel.** Only the Students' Deans and Administrative Authorities above them can do this.
- 11. All the Hall Reps. are required to attend the mass celebrated for them on 4th Saturday.** Those that may not be present should clear with the Assistant Students' Dean who will communicate the authorities accordingly.

Hall Reps. Secret of Success.

Prayer.

1. The Hall Reps. both as individuals and as a group must pray fervently to God to give them light, wisdom, courage, charity and the firmness required to enable them work well.
2. They have to pray to the Lord to use them to do wonders in the University, to use them to renew the face of the University.

3. They shall pray to the Lord to use the University to train a new generation of future Nigerian Leaders who will be honest, dedicated and God - fearing leaders in various fields of human endeavour for our communities and the entire nation.
4. Yes, they will have to pray for all these because "Unless the Lord builds the house, the labourers toil in vain; unless the Lord watches over a city the watchmen are wasting their time. Ps. 127:1

To help out in this prayer **Mass** shall be celebrated for all the **Hall Reps.** every month (4th Sat) for the success of their work. After the mass they shall give situation report to the authorities on the state of discipline in the compound.

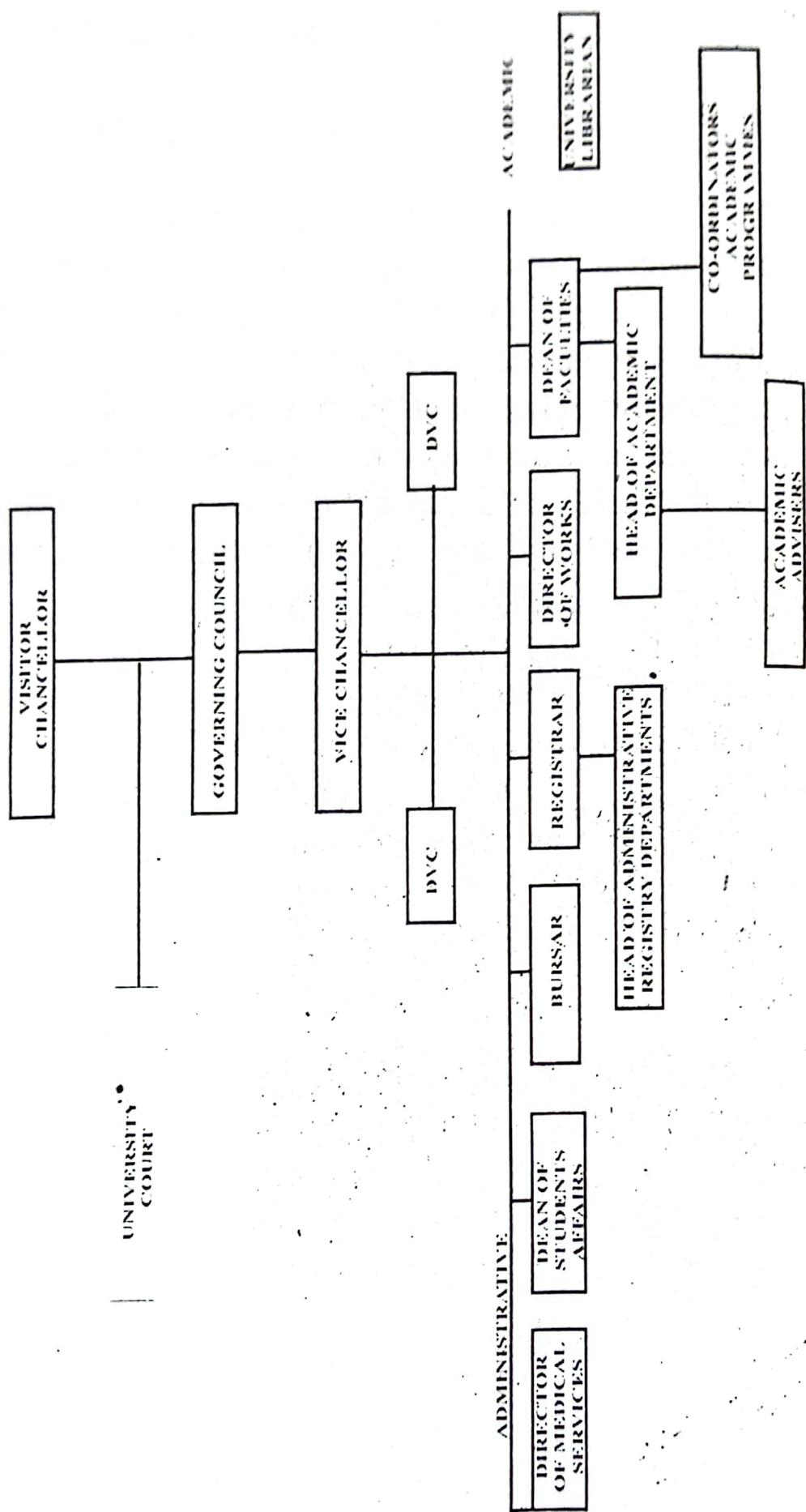
PART II

GENERAL ACADEMIC REGULATIONS.

1.1 Organization and Organizational Structure

The University's activities are carried out by its academic, administrative, professional and junior staff, working through the academic and administrative units as structured in the following programme. The functionaries use the physical facilities, and are guided by the laws, the statutes, and the rules and regulations as provided by Government and the relevant authorities of the University.

**CARITAS UNIVERSITY, AMORJI NIKE ENUGU
ACADEMIC AND ADMINISTRATIVE STRUCTURE**



1.1 STRUCTURE OF ACADEMIC PROGRAMMES

1.1.1 Minimum Academic Standards:

Every academic programme is designed:

- i. To meet the minimum standards stipulated by the National Universities Commission in terms of entry requirements, programme contents, organization, delivery and duration of courses;
- ii. To provide the students with broad-based education and computer literacy between 10% and 20% of the total credits shall be drawn from programmes in Liberal Arts and Humanities outside the student's Faculty;
- iii. To provide, in the technological disciplines, minimum of 40% practical content;
- iv. To expose the students to experience in industry and/or professional practice through the National Student's Industrial Work Experience Scheme (SIWES), supervised teaching practice, and excursions;
- v. To provide students with training in independent analytic and synthetic reasoning through individual final-year projects which aim at integrating the various facets of the students' programme.

The typical project which may be purely experimental, or a design or fabrication is assessed via a written report/thesis followed by an oral defence of the report/thesis;

- vi. Every part-time programme however delivered, shall last for 250% of the period of its full-time counterpart;
- vii. The time limit for the completion of any programme shall not be longer than 150% of the prescribed duration for the programme.

1.1.2 Academic Advising:

- i. Every new student shall, upon completion of registration, be assigned to an academic adviser who shall be a lecturer in his department and who shall provide the student with assistance on academic matters as well as with personal counseling.
- ii. A student shall normally have the same academic adviser for the duration of his programme (for the sake of continuity) except in compelling circumstances where a change may be necessary.
- iii. Students academic advising shall be complemented with student Counseling Service provided on a University-wide basis.

CHAPTER TWO

ADMISSION

2.1 Introduction:

All applicants for admission into Caritas University shall have attained the age of 16(sixteen) years.

2.2 Admission into Regular Undergraduate Programmes

2.2.1 Admission Through the Universities Matriculation Examination (UME):

Applicants who have sat for the Universities Matriculation Examination (UME) may be admitted into the first year degree programme if:

- i. They attain the approved UME minimum score which shall normally not be less than fifty percent of the maximum possible score;
- ii. They possess at least one of the following qualifications:
 - The Senior Secondary School Certificate (SSCE) or the General Certificate of Education (Ordinary Level) or equivalent certificate with credit level passes in at least five subjects, including English Language obtained in one or two sittings;
 - The Teachers Grade Two Certificate with credit or merit passes in at least five subjects, including English Language;

- iii. They satisfy the Faculty/Department entry requirements for the programme of their choice as approved by the Senate.
- iv. They pass in addition, the university's interview and screening exercise.
- v. They are successful in the university's one year pre-degree programme.

2.2.2 Admission By Direct Entry:

Applicants for admission by direct entry shall:

- i. Meet the requirement in 2.2.1 (ii), (iii) and (iv) above;
- ii. Possess one of the following qualifications:
 - At least 2 (two) subjects passes at the Advanced or Principal Level of GCE/HSC;
 - Passes at the credit/merit level in at least one major subject in the NCE;
 - A minimum of a lower credit pass at the ND in the relevant discipline;
 - A first University degree or HND or its equivalent;
 - Any other qualification acceptable to the Senate.

2.2.3 Admission through Pre-degree Programme:

Offer of admission shall be made to those candidates who have successfully completed the Caritas University Pre-degree programme and who

- i. Possess the Senior Secondary School Certificate, G.C.E Ordinary Level or equivalent certificate with passes at credit level in at least five subjects obtained in one or two sittings.
- ii. Pass the final examination in the Pre-degree programme with acceptable cut off mark to be determined by the senate each year.
- iii. Scored at least 50% in the subject(s) required to remedy any deficiency in the Faculty/Department entry requirements.
- iv. Have paid all the prescribed fees of the Pre-degree programme.

2.2.4 Admission by Inter-Departmental transfer:

- i. Any student of this University can seek transfer into another Department or programme after at least one academic year in the University.

Transfers into the Faculties of Law and Medicine shall only be allowed after two academic sessions.

- ii. No transfer shall, however, be allowed into the first or final year of any programme.
- iii. For all transfers, a candidate shall:

Have obtained a CGPA of not less than 0.60, otherwise the student shall be required to comply with regulations as in 4.8.2;

- Apply to the Registrar on the prescribed form enclosing photocopies of qualifying certificate(s), and certified statements of results for all semesters spent so far;
 - Meet the admission requirements applicable to the year of study of the programme into which he or she seeks transfer;
 - Satisfy the faculty/Departmental transfer requirements;
 - Earn waivers for only those relevant courses passed in his former department;
 - Collect from the Admission Office a transfer letter stating the new programme, the approved year of study, and the courses from which waivers had been granted.
- iv. All completed transfer forms shall be processed by the Faculty Boards and the Departmental Boards involved in the transfer, to determine appropriate programme of study, waivers, and years of study.
- v. All transfer cases shall be presented to the Senate for consideration and approval.

- vi. All transfer shall be completed before the registration week of each academic session.
- vii. On registration, the candidate shall be issued a new registration number by the Registrar.

2.2.5 Deferment of Admission:

- i. Candidates to be considered for deferment of admission shall be only those candidates admitted through UME or Direct Entry or any other mode of admission adopted by the University.
- ii. Application to JAMB for deferment of admission shall be copied to the Registrar Caritas University.

2.3 Admission into Part-Time Programmes:

Any candidate seeking admission into any of the part-time programmes of this University shall apply to the Registrar.

2.3.1 The Continuing Education Programme (CEP):

All applicants for admission into the CEP are expected to:

- i. Complete and return to this University an application form for admission
- ii. Satisfy either 2.2.1(ii) or 2.2.2 above.
- iii. Satisfy 2.3.2 below.
- iv. All application for admission into the Sandwich Programme shall:
 - a. Complete and return to this University an application form for admission specifying the programme into which admission is sought.
 - b. Possess the same qualifications as for the regular programme.

Admissions into the Remedial Programmes:

2.3.2 The Pre-degree Programme:

Caritas University operates a Pre-degree programme for all the Faculties. All applicants for admission into the Pre-degree programme must:

- i. Complete and submit to the Pre-degree Unit an application for admission on the prescribed form obtainable from that Unit or the Registry.

- ii. Possess the Senior Secondary School Certificate or the General Certificate of Education (Ordinary Level) or equivalent certificate with passes at credit level in at least four subjects obtained in one or two sittings and including at least two relevant subjects chosen from the appropriate programme of study acceptable to the Senate.

CHAPTER THREE

REGISTRATION OF STUDENTS

3.1 General:

- i. A candidate shall only be regarded as a bonafide student of (Caritas University) from the point in time when the student would have undergone the full process of registration and matriculation.
- ii. A full-time student of the University shall not attend to a full-time job at the same time.
- iii. To maintain his student status, every student shall complete the registration exercise at the beginning of the first semester of each session.
- iv. Registration exercise for each academic session shall commence in the first week of the first semester of that session.
- v. Registration shall be done by each student personally.
- vi. The Registrar with the Faculty Registration and Matriculation Committee shall be responsible for the registration exercise.

- vii. Statement of results shall be presented by all fresh students at registration. However, all fresh students who qualified more than 4 (four) years earlier must present original certificates.
- viii. Only a bonafide student of the University shall be issued with a student identity card.

3.2 Composition of Registration Bodies:

3.2.1 University Admission Office:

Is as set up in the office of the Registrar (Admissions).

3.2.2 Faculty Registration and Matriculation Committee

- i. Dean of Faculty is Chairman
- ii. Heads of Department in the Faculty members.
- iii. All Departmental Academic Advisers Members.
- iv. Registrar's Representative is Secretary.

3.3 Functions of the Registration Bodies:

3.3.1 University Admissions' Office:

- i. To ensure that each prospective student meets the University admission requirements by checking the originals of his qualifying document(s) as presented.
- ii. To endorse true and clear photocopies of original documents presented for registration. The required documents shall be as listed in the Registration Guidelines published by the Registrar before the start of each registration exercise.
- iii. To issue to each qualifying student a clearance paper.
- iv. To keep up-to-date records on all prospective students issued with clearance paper.
- v. To produce and publish within 1 (one) month of the end of the registration exercise, complete and up-to-date nominal roll of all students of the University.
- vi. To obtain each student's signature on the identity card form, witnessed by an officer not below the rank of Principal Assistant Registrar.
- vii. To maintain up-to-date records on students' identity cards for both the original issues and replacements.

- viii. To produce and issue to each Faculty within 1 (one) month from the end of registration exercise the students' identity cards.

3.3.2 Faculty Registration and Matriculation Committee

a. The Committee:

It shall be the responsibility of this committee to:

- i. Organise the registration, in a central place, of all the students in the Faculty;
- ii. Advises prospective students who fail to meet the Faculty/Departments' requirements on alternative choices of Departments (if any) open to them;
- iii. Issue to each student or a prospective student who has paid his fees with registration materials and advise him on the course to register;
- iv. Receive and endorse all registration materials from students who had been issued with the clearance paper for registration;
- v. Maintain up-to-date records on:

- Students who have completed their registration.
 - Candidates on the waiting list especially those candidates referred from other faculties;
- vi. Organize and conduct the matriculation ceremony for new students in the Faculty;
- vii. Produce the nominal roll of all the students in their faculty within 2 (two) weeks after registration.

b. **The Academic Adviser:**

The Academic Adviser shall certify the courses registered by the student and ensure that his total credit does not fall below the minimum nor exceed the maximum allowed.

c. **The Head of Department:**

To complete registration, the Head of Department shall check and countersign the registration forms for each student.

d. **The Dean of Faculty:**

It is the responsibility of the Dean of Faculty to cross-check and sign the registration forms of each student in his Faculty.

c. **Faculty Officer:**

Faculty Officer shall:

- Distribute to the appropriate officers the completed registration files.
- Allow each student to sign and collect his/her identity card in person.

3.4 Instruction to Students

3.4.1 Instructions to All Students:

The registration of students for the two semesters in a session shall take place in the first week of the first semester of each academic year. Both full-time and part-time students shall complete registration within the designated period for registration.

- i. Every student must register at the beginning of each session to retain his studentship of the University. Only registered candidates shall be regarded as bonafide students of the University.
- ii. The school fees and other necessary financial requirements, for each semester must be paid in full except otherwise permitted by the Vice-Chancellor.
- iii. Registration shall be done by each student personally.

- iv. Only certificates (and not statement of results) for examinations written more than four years earlier shall normally be accepted for registration.
- v. Within the first month of registration, students shall collect their identity cards from their faculty.
- vi. A registered student of the University may apply for voluntary withdrawal from the University.
- vii. A registered student may make correction on the courses he/she registered for in a given semester with the ADD/DROP form which can be obtained from his/her Faculty. After the first 3 (three) weeks of the semester, no course may be dropped or added.
- viii. Part-time student shall provide one copy more (than the full-time students) of passport photographs, file and photocopies of all registration documents.
- ix. Every student shall verify from his Head of Department that his/her names appear correctly in the nominal roll of students for each session.

3.4.2 Instructions to New Students:

In order to undergo the registration process smoothly, each candidate is

advised to adhere to the following instructions strictly:

- i. Present at most 2 (two) certificates/statements of results required to qualify for admission, and a statement of result) from the pre-degree Unit (if applicable) and show:
 - Evidence of pass in UME.
 - Evidence of date of birth.
 - Evidence of change of name (if applicable)
 - Marriage certificate (for married women only).
- ii. Present the clearance paper, collect the bank teller, and proceed to the bank to pay fees.
- iii. Collect 3 (three) registration files from the Faculty Registration and Matriculation Committee, and arrange in each file the documents in (i) above including clear photocopies each of the clearance paper and the bank teller for the fees, as directed in the Registration Guide.
- iv. Report with the originals and filed photocopies of documents to the Faculty Registration and Matriculation Committee for final clearance and registration.
- v. If cleared, collect and complete 3 (three) copies of Initial Registration Forms,

otherwise follow the advice of the Faculty Registration and Matriculation.

- vi. Collect the student's Registration Number from the Head of Department or Registry and enter the number (without alteration) in the forms and at the head of each passport photograph.
- vii. Collect the identity Card Form from the Head of Department, sign and return it to him.
- viii. Complete and sign the Registration register.

3.4.3 LATE REGISTRATION

- i. After the Eight weeks of registration, two weeks shall be allowed for late registration.
- ii. Two graded late registration fees shall be payable; one for the first week of the late registration and another for the second week of the late registration depending on when the registration was completed. Senate may impose other fees.
- iii. All late registration shall be done in the office of the Head of Department and the Admission officer with the prescribed procedure for registration strictly adhered to.

- v. The late registration fee shall be paid even by those who started the registration process in time but could not complete it within the one week initial registration period, the late registration fee payable depends on when the registration was eventually completed.
- v. All registration shall end with the second week of late registration. Only on exceptionally strong reasons, as may be determined by the Vice Chancellor, can any student be registered after this time.
- vi. Upon the close of late registration, every prospective new student or old student of the University who had not formally withdrawn from the University or had not deferred his/her admission, shall be deemed to have forfeited his/her offer of admission or his/her studentship as the case may be for the session.

3.4.4 NOMINAL ROLL OF STUDENTS:

- i. Within 2 (two) weeks of the end of registration, the nominal rolls of students produced by each Faculty Registration and Matriculation Committee shall be forwarded to the admissions Office by the Faculty.
- ii. The Admissions Office shall collect the nominal rolls from the Faculties after

cross-checking them with their list of cleared students in 3.3.1 (iv) above.

iii. The nominal rolls of students shall be distributed within the first month of the semester as follows:

- To each Head of Department, the nominal roll of all the students who are to take course(s) from his Department.
- To each Dean of Faculty, the nominal roll of all students taking courses from any Department in his Faculty.
- To each Provost of College, the nominal roll of all students taking courses from any Faculty in his College.
- The comprehensive nominal roll of all students in the University to the following officers: the Vice-Chancellor, the University Librarian, the Bursar, the Registrar, the Dean of Student's Affairs, the Director of Medical Services, the Coordinator of General Studies, Registrar (Admissions), Registrar (Exams and Records), the Coordinator of Industrial Training.

iv. A special comprehensive nominal roll of all students, with the names arranged in alphabetical order and containing the

students' Registration Number, Sex, Department, Year of Study, State of Origin and Local Government Area shall be produced annually for the following officers: Vice-Chancellor, the Registrar, Dean of Student Affairs and the Chief Security Officer.

CHAPTER FOUR

GUIDELINE ON COURSE CREDIT SYSTEM:

4.1 INTRODUCTION:

Caritas University operates the course credit system in all the existing Faculties.

4.2 Course Credits

4.2.1 Course:

A course shall be defined as a collection of topics in given subject area(s) taught over a specific period of time at the end of which students are examined and on the basis of which they earn credits.

4.2.2 Credit/Credit unit

- i. Credit units are weights assigned to each course as a measure of the work done in that course. They are used as a measure of course weighting and also as an indicator of student's workload.
- ii. As a measure of course weighting, a credit unit is credit number earned by a student for satisfactorily completing the course.
- iii. As an indicator of student's workload, a credit unit consists of specified number of student-staff contact hour per semester.

iv. A credit unit as in (iii) above is defined in the following equivalents:

- One hour of lecture or tutorial
- Two hours of seminar
- Three hours of laboratory, field work, workshop, clinical/studio practice or stadium sporting activity.
- Six hours of teaching practice.
- One week of industrial attachment.

4.2.3 Semester:

The academic session comprises two semesters of 18 (eighteen) weeks each, made up as follows:

- Registration - 1 week (1st Semester only)
- Lectures/Revision - 15 weeks
- Examination - 2 weeks

4.3 Work Load:

To ensure that no programme falls short of the approved minimum academic standards of a given discipline, some ranges of work load are defined for staff and for students.

4.3.1 Work load for Full-Time Lecturers

The work load for each academic staff shall depend on his rank and his involvement in administrative duties.

- i. Full-time lecturers' work load distribution shall be:

POST/RANK OF STAFF M IN WORK LOAD

Vice-Chancellor	0
Dean/Director	6
HOD/Coordinator	8
Prof/Readers/Snr Lecturer	10
Others	12

- ii. A lecturer who cannot meet his minimum work load in his Department shall make up his load from other Department.

4.3.2 Work Load for Students:

- i. The total work load required for any given degree shall be the same for part-time as for full-time.
- ii. Every full-time student shall register for not less than 15 (fifteen) credit units and not more than 24 (twenty-four) credit units per semester except for students on field experience/industrial attachment or as provided in (iv) below.

- iii. Every part-time student shall register for not less than 10 (ten) credit units and not more than 16 (sixteen) credit units per semester.
- iv. Notwithstanding 4.3.2 (ii) and (iii) above, a final year student, who has exceeded the minimum number of years allowed for his/her programme (4.4), may register for less than the minimum credit units allowed for a semester but not more than the maximum.
- v. Attendance at all lectures, practical, clinics etc is required, but a minimum attendance of 75% is compulsory. Attendance shall be calculated by the Department from the Students' Class Attendance Register submitted by the course lecturer.
- vi. A student who registers without approval for more than his or her maximum approved credit units for a semester shall forfeit the grade(s) made in those course(s) listed beyond the approved credit unit (as listed in the course registration form) provided carryover courses are counted first.
- vii. Any grade(s) made for unregistered or unapproved course(s) is forfeited.

4.4 Duration of Academic Programmes:

The duration of academic programmes in the University is as stated in Table 1 below.

Table 1 Duration of Academic Programmes (in years)

PROGRAMMES	FULL-TIME		PART-TIME	
	Min	Max	Min	Max
1. Law	5	7.5	7.5	11.5
2. Medicine	7	9	not applicable	not applicable
3. Engineering	5	7.5	"	"
4. Others	4	6	6	9

4.5 Coding of Courses:

- i. All courses of this University are uniquely coded to show at a glance the Department or the Sub-Department offering the course, the level (i.e the year of study) within the approved full time programme, the semester in which the course is taught, and the subject area.
- ii. Each course code comprises two parts: a three-letter prefix and a three-digit number.
- iii. The pre-fix, which is approved by the Senate uniquely, describes the Department or the Sub-Department offering the course.

- iv. The first digit of the three-digit number indicates the year of study in which the course is taught. This ranges from 1 (one) to 6 (six).
- v. The second digit refers to the subject area within the course. This number ranges from (zero) 0 to 9 (nine).
- vi. The third digit is 1 (one) or 2 (two) for the first or second semester respectively.

4.6 Grading System:

- i. The mark obtained in each course is made up of continuous assessment of 30% and an end-of-semester examination of 70%.
- ii. Continuous assessment comprises any of:
 - At least three tests, quizzes or assignments or a combination of same or parts thereof.
 - Assessment in workshop/laboratory/studio/clinics or any combination as may be applicable to the discipline.
- iii. Marks from continuous assessment shall be submitted to the Head of the Department at least two weeks before the start of the semester examinations.

- iv. End-of-semester examinations shall be conducted for the courses registered in the semester except in the college of Medicine where the professional examinations are given whenever they fall due.

**SECTION 4.6.1 4.8.2. 4.9(A) vii AND 4.9(B)
SHALL NOT APPLY TO THE COLLEGE OF
MEDICINE AND HEALTH SCIENCES**

4.6.1 Grade Point (GP):

The mark scored in each course (continuous assessment score plus end-of-semester examination score) has an equivalent letter grade of F to A and each letter grade has a corresponding numerical value of 0.00 to 5.00 called a **GRADE POINT** as in Table 11. This does not yet apply to the College of Medicine.

**4.6.2 Grade Point average (GPA) (Not
Applicable to Medicine Yet):**

- i. The academic performance of a student in any semester shall be measured with the **Grade Point Average (GPA)**, = Sum of Quality Points divided by total units for all the courses registered in the semester
- ii. Quality Point (QP): The product of the Credit Unit and Grade Point of each course defines the Quality Point for that Course.

4.6.3. The Cumulative Grade Point Average (CGPA):

- i. The Cumulative Grade Point Average (CGPA) is the measure of the student's overall academic performance at any given point in his programme.
- ii. CGPA is normally computed at the end of each semester as an up-to-date weighted mean of the grade points, where the weights are the course credit units.
- iii. The Grade Points earned at all the end of semester examinations shall count towards the CGPA in (iv) below.
- iv. Cumulative Grade Point Average: (CGPA)
= Sum of all Quality Points divided by the Sum of all Credit Units for all courses registered/repeated so far in the programme.
- v. The Final Cumulative Grade Point Average (Final CGPA) calculated at the end of a student's academic programme shall determine the class of degree he/she shall be awarded.

TABLE II GRADING SYSTEM

I MARKS %	II LETTER GRADES	III GRADE POINTS	IV FINAL CGPA	V CLASS OF DEGREE
70-100	A	5.00	4.50-5.00	1 ST CLASS
60-69	B	4.00	3.50-4.49	2 ND CLASS UPPER
50-59	C	3.00	2.40-3.49	2 ND CLASS LOWER
45-49	D	2.00	1.50-2.39	3 RD CLASS
40-44	E	1.00	1.00-1.49	PASS
0-39	F	0.00	0.00-0.99	FAIL

4.7 Academic Standing:

There shall be only two classes of students: Students in good academic standing and students on academic probation.

4.7.1 Good Academic Standing:

A cumulative grade point average (CGPA) of at least 1.00 shall place a student in good academic standing.

4.7.2 Academic Probation:

- i. A student whose CGPA lies between 0.60 and 0.99 shall be placed on academic probation in the following session.
- ii. Such a student shall either:
 - Re-register and repeat the failed courses and any other course, subject to a maximum of 15 (fifteen) credits or

- Transfer to another programme (following the guideline in 2.2.5).

4.8 Withdrawals by Students:

4.8.1 Withdrawal from the Department/Faculty:

A student may transfer out of his present Department/Faculty on academic grounds if his CGPA falls between 0.60 and 0.99 while in good academic standing.

4.8.2 Withdrawal from the University on academic Grounds:

- i. A student shall be required to withdraw from the University on academic grounds at the end of each session if:
 - His/her CGPA is below 0.60
 - His/her CGPA is below 1.00 while on probation.
 - He/she has spent more than 150% of the minimum time required for his programme as in 4.4 for reasons other than ill-health.
- ii. A student who has withdrawn from the University on academic grounds shall apply for re-admission through JAMB.

4.8.3 Voluntary Withdrawal:

- i. A student of the University may withdraw voluntarily at any time on completion of a voluntary withdrawal form and on the approval of the Senate.
- ii. A student granted Voluntary withdrawal shall retain all the grades he/she made in the courses he/she has taken so far.
- iii. A student who has withdrawn voluntarily may be considered for re-admission on application to the Senate.

4.8.4 Withdrawal from the University on Health Grounds:

- i. A student shall be allowed to withdraw from the University on health grounds if the recommendation for such a withdrawal by a medical officer is authenticated by the University Medical Officer.
- ii. On production of a medical certificate of fitness, authenticated by the Medical Officer, such a candidate shall be considered for re-admission only by Senate.
- iii. A student who has withdrawn on health grounds shall retain all the grades in the courses he has taken before his/her withdrawal.

4.8.5 Expulsion or Withdrawal from the University for Disciplinary Reasons:

- i. This is governed by the University rules of Residence, Discipline and Morality in part I of the Handbook. In this case, the student accepts the decision of the University authorities as final and not subject to litigations.
- ii. A student required to withdraw from the University for Disciplinary Reasons shall not be considered for admission into any of the University's programmes, or for any job or contract with the University.

4.8.6 Unauthorized withdrawal from the University:

- i. A student of the University who fails to register without prior authorization from the University shall be deemed to have ceased to be a student of the University for that semester.
- ii. A student who leaves the University as in (i) above for more than 2 (two) sessions shall apply for re-admission.

4.8.7 Award of Degrees:

- a. For a candidate to qualify for an award of a degree of the Caritas University he/she must have:

- i. Been deemed to be of good behaviour;
- ii. Met the admission requirements of the University;
- iii. Submitted the original certificate(s) or certified statement(s) of result from the awarding body for all examinations that qualified him/her for admission to the University;
- iv. Spent a minimum period required for his/her programme;
- v. Registered for, and passed all the courses stipulated for his/her programmes, and passed all other courses duly registered.
- vi. Scored at least a minimum Final Cumulative Grade Point Average (Final CGPA) of 1.00
- vii. Cleared all his/her indebtedness to the University.
- viii. Met all Faculty/Departmental requirements for an award of the degree.
- ix. Complied with such other requirements prescribed by the Senate.

b. Notwithstanding 4.9(a) above:

- i. Only 1 (one) degree shall be awarded for each study period spent in the University.

- ii. The First Class degree shall be awarded only if the course of studies is completed within the minimum prescribed period for that programme (as in 4.4) except for an extension occasioned by ill health and certified as in 5.1.

CHAPTER FIVE

Examinations

5.1 Introduction:

- I. Caritas University operates the course credit system with an examination administered at the end of each course work which is usually at the end of each or the two semesters in an academic session.
- ii. No special degree examination shall be conducted for the award of degrees, hence each semester examination is important and every student is required to sit an examination in each course he/she registered for at the beginning of the session.
- iii. This University is first and foremost a teaching and research institution. By teaching here is meant **not only** imparting knowledge or information **but also** inculcating morals for character building.
- iv. All examinations are centrally organized but administered by individual Faculties.
- v. Any student who misses a chance to sit an examination on the published date and time but has a valid reason like illness, for missing it, shall submit a medical

certificate to the registrar, through his Head of Department, within five days from the date of the examination, or of discharge from the hospital whichever is later.

- vi. Only if the medical certificate is authenticated by the University Medical Officer shall the student be allowed to sit the examination without penalty in the examination in that course.
- vii. Such permission shall be given in writing by the Registrar, and copied to the dean of the Faculty and the Head of Department.
- viii. Students who do not appear in an examination for an inexplicable or invalid reason shall be deemed to have failed that course.
- ix. Any student who fails a course shall re-register for it the next time it is offered along side other courses of that semester provided he/she does not exceed his/her maximum credit load for one semester, else he/she may drop some new courses as directed by his academic adviser.
- x. Article (ix) above notwithstanding, second examination shall be allowed in professional programmes only.

5.2 Conduct of Examinations:

All examinations will be centrally organized and their administration will, involve the following committees and boards: University Senate Time table and Classroom Spaces Committee; University Senate Examination Committee; Faculty Board of Examiners.

5.3 COMPOSITION OF THE COMMITTEE AND BOARDS:

5.3.1 University Senate Time table and Spaces Committee:

- i. Chairman appointed by the Vice-Chancellor;
- ii. Two (2) representatives of Senate as Members;
- iii. One (1) representative of each Faculty as Members;
- iv. A co-ordinator appointed by the Vice-Chancellor;
- v. Registrar or his/her representative as Member/Secretary.

5.3.2 University Senate Examinations Committee

- i. Chairman appointed by the Vice-Chancellor
- ii. Any 6 (six) members of Senate as Members
- iii. Registrar or his/her representative as Member/Secretary

5.3.3 Faculty Board of Examiners:

- i. Dean of Faculty as Chairman;
- ii. All Heads of Departments of the Faculty as Members;
- iii. All senior lecturers and above as Members'
- iv. All course lecturers (in attendance);
- v. Registrar (Exams) Secretary.

5.3.4 Faculty Examinations Committee

- i. Chairman appointed by the Dean;
- ii. Head of Departments or their representatives as members;

- iii. Registrar (Exams.) or his/her representative as Secretary

5.3.5 Departmental Board of Examiners:

- i. Head of Department - Chairman
- ii. Not less than 2 (two) and not more than 6 (six) other members comprising the most senior academic members of the Department representing the different specialists in the Department.
- iii. Registrar (Exams) or his/her representative Secretary.

5.4 Functions of the Committee and Boards

5.4.1 University Senate Time table and Space Committee:

- i. To draw up general University lectures time tables on only the inter-Faculty courses. This shall be done early enough to enable the Faculties prepare the lecture timetable at least 1 (one) week before the beginning of any semester.
- ii. To deal with the allocation of classroom spaces in relation to the time tables for lectures for the inter-Faculty courses.
- iii. To allocate classroom spaces for lectures and also allocate halls to the University

Senate Examinations Committees for inter-Faculty Examinations.

- iv. To undertake such other matters as may be referred to it by Senate or the Vice-Chancellor.

5.4.2 University Senate Examinations Committee

- i. To draw up, for the consideration of senate, regulations governing the conduct of University Examinations.
- ii. To review from time to time, existing regulations for University Examinations and make recommendations to the Senate.
- iii. To meet regularly as it deems fit throughout the period of examinations and thereafter, in order to, under normal circumstances, deliberate upon and dispose of all cases of examination misconduct brought before it, before the start of the next semester.
- iv. To advise the Senate on regulations regarding examination misconduct.
- v. To draw up general University Examinations time tables with matching schedules of invigilators for the examinations. This should be done early enough to enable faculty Examination Committee to publish their time table at

least two weeks ahead of the Examinations. In doing this there shall be a minimum of 2 invigilators per examination hall and where possible a minimum of invigilator for 25 students.

- vi. To undertake such other matters as may be referred to it by the Senate or the Vice-Chancellor.
- vii. Any alterations to the examination time table and invigilation schedules for inter-faculty courses shall only be made with the consent of the chairman of the University Senate Examinations Committee on the approval of the Vice Chancellor/Registrar.

5.4.3 Faculty Board of Examiners

- i. To produce examination timetable and invigilation schedules for all the intra-Faculty and intra-Departmental courses at least 2 (two) weeks before the beginning of examinations.
- ii. In dealing with (1) above, to ensure that:
 - There shall be a minimum of 2 (two) invigilators per examination hall and a minimum of 1 (one) invigilator per 25 (twenty-five) students unless where either is impossible;

- No 2 (two) candidates writing the same examination are allowed to sit next to each other, unless it is impossible.
- iii. To make, in consultation with the Departmental Heads and the Dean, requisition for examination material(s) at least a month before the commencement of examinations.
- iv. To oversee the entire examination process in the Faculty for both the inter and intra-Faculty courses.
- v. To monitor the implementation of the invigilation schedules for both the inter and intra-Faculty examinations involving the Faculty.
- vi. To coordinate the conduct of all examinations in the Faculty
- vii. To prepare an end-of-examinations report for the Dean of the Faculty.
- viii. To undertake such other matters as may be referred to it by the Dean of Faculty.

5.4.4 Departmental Board of Examinations

- i. To moderate all question papers of the Department.

- ii. To approve the Departmental examination results (with the course lecturers in attendance).
- iii. To advise the Head of Department on the appointment of external examiners.
- iv. To undertake such other matters as may be referred to it by the Dean of Faculty.

5.5 Instructions to Academic Staff

5.5.1 Production of Question Papers

- i. Each course lecturer shall submit to his Head of Department at least 10 (ten) questions to cover the scheme in each course he teaches not later than 4 (four) weeks from the beginning of each semester.
- ii. Any special materials such as graph papers, drawing sheets, and table required for the examination shall be clearly indicated or attached.
- iii. The Head of department shall be responsible for the security and reproduction of all questions submitted to him, to the Departmental Board of Examiners for moderation at least 2 (two) weeks before the beginning of the examinations.

- iv. No written examination shall last for more than 3 (three) hours.
- v. The Head of Department shall be responsible for the security and reproduction of all question papers of the Department.

5.5.2 Handling of Answer Scripts and Examination Results

- i. Continuous assessment marks shall be submitted to the Head of Department at least 2 (two) weeks before the start of examinations.
- ii. The course lecturer/coordinator shall collect the packaged answer scripts from the chief invigilator at the end of the examination.
- iii. If the course lecturer/coordinator is not available at the end of the examination, the chief invigilator shall deliver the packaged answer scripts to the Head of the Department offering the course.
- iv. It is the responsibility of the course lecturer/coordinator to collect the answer scripts from the Chief invigilator at the examination hall within 1 (one) hour of the end of examination.

- v. The marks obtained for each course in an examination shall be recorded by the course lecturer (or the course coordinator) in his/her own handwriting in the prescribed Score Sheet obtainable from the Head of Department at a time.
- vi. Students' registration numbers only shall be entered serially in each score sheet made out for 1 (one) Department.
- vii. The course lecturer/co-ordinator shall prepare 4 (four) copies of the score sheets for Departmental course and 4 (four) copies for service courses.
- viii. The signed score sheets together with marked scripts and the marking scheme for the course shall be submitted by the course lecturer/co-ordinator to the End of Department not later than 4 (four) weeks from the end of examinations.
- ix. The Head of Department shall, within 2 (two) working days, countersign and distribute the approved result sheets of service courses as follows: the Head of the serviced Department, the course lecturer/coordinator, and Registrar (Exam).
- x. The Head of Department shall forward to the Dean of the Faculty all score sheets duly countersigned, the composite sheets

(made out for each class) and the minutes of the departmental Boards of examiners not later than 6 (six) weeks from the end of the examinations.

- xi. The faculty Board of Examiners shall meet not later than 7 (seven) weeks after the examinations to consider the examination results.
- xii. On the approval of the results by the Faculty Board of Examiners, the Dean of the Faculty shall within 2 (two) working days countersign the composite result sheet (5) forward a copy with the minutes of the Faculty Board of Examiners meeting and the score sheets to the Head of Department, the Registrar (Exam) and retain 1 (one) copy. The remaining copies of the score sheets shall be returned to the course lecturer/coordinator through the Head of Department.
- xiii. The Head of Department shall within 2 (two) working days of the Faculty Board approval, publish the provisional results on the approved composite result sheet.
- xiv. The Head of Department, and the course lecturers (or co-ordinators) are not authorized to discuss with or issue to students results not yet approved by the Faculty Board Examinations.

- xv. Senate shall meet to consider and approve semester examination result not later than 11 (eleven) weeks after the examinations.
- xvi. The Registrar shall send out to the students and their parents/guardians/sponsors the students' semester examination result not later than 2 (two) months after the Senate approval.
- xviii. The semester results shall be recorded by the Head of Department on the Departmental Student Record Card.
- xix. The answer scripts and the marking schemes shall be preserved for at least 3 (three) years by the Head of Department and a further 7 (seven) years by the University Record Center.

5.6 Instructions to Invigilators

5.6.1 The Invigilators shall:

- i. Arrive at least 30 (thirty) minutes before the start of any examination and sign the Invigilators' Attendance Register;
- ii. Ensure that all the seats are in order and that no pieces of paper are left on the floor;
- iii. Allow the students to enter the examination hall with only permissible writing materials which shall include

- current identity card, pens, pencils, calculators (not programmable), rulers, and erasers;
- iv. Allocate seats to the students;
 - v. Distribute answer booklets, and advise students to write their particulars strictly as required on those booklets and on additional sheets if used;
 - vi. Cause each student to sign the Student Examination Attendance Register at the start of examination, and after submitting his/her answer script;
 - vii. Distribute the question papers face down and placed under the answer booklet;
 - viii. Make all announcements at the start of the examination, and as much as possible do not disturb the candidates during examinations;
 - ix. Instruct the students to write only their registration numbers on the answer scripts and question papers.
 - x. Not allow any student either to leave the examination hall within the first 30 (thirty) minutes of the examination or to enter the hall 30 (thirty) minutes after the examination has started;

- Xi. Promptly document on the prescribed Examination Misconduct Form any case of suspected examination misconduct. The student(s) involved should complete the form before they can continue with the examination. Failure of the student to do so, shall be noted by the invigilator on the Examination Misconduct Report Form;
- xii. Not be engaged in any other work such as marking scripts, reading newspapers or other materials not relevant to the examination, or engage in any other activities that may distract attention from invigilation;
- xiii. Not leave the examination hall without prior permission from the Chief Invigilator;
- xiv. Not remove or use the answer booklet for personal work, Examination booklets are intended for no other purpose than the writing of examinations.

5.6.2 The Chief Invigilator shall:

- i. Warn the students not to tear off any piece of paper either from their question papers or from the answer booklets;
- ii. Note the time when all students must have received the answer booklets and the

question papers, and allow the students to start;

- iii. Authenticate the passport photograph of any student who has no current identity card, affix it on his answer booklet and complete the Examination Misconduct Report Form for such a student;
- iv. Package the completed Examination Misconduct Report Forms along with the relevant answer script (s) and any supporting material (s) in a separate envelope, the Student Examination Attendance Register (s) for the Chairman of the Faculty Examination Committee who shall within 1 (one) working day submit same to the Dean of Faculty;
- v. At the end of examination, make the Invigilators Attendance Register available for the invigilators to sign out;
- vi. Hand over the packaged answer scripts to the course lecturer/coordinator at the end of each examination;
- vii. Account fully for all examination materials supplied to him for each examination not later than 1 (one) working day after the examination;

5.7 Instructions To Students

5.7.1 Qualification to sit for Examinations

Candidates for each examination are only those students:

- i. Who were duly registered for the course as required by the University registration regulations;
- ii. Who have attained a minimum of 75% attendance at Lecture/Lab/Clinics;
- iii. Whose registration numbers appear on the official examination list for the course;
- iv. Who observe the rules of discipline stipulated in rules 36 and 37 of part I of the Handbook.
- v. Who have been cleared financially.

5.7.2 Conduct at Examination

Candidates for each examination are required to comply with the following regulations.

- i. All candidates shall arrive at the designated examination hall 30 (thirty) minutes before the scheduled time.

- ii. No candidate shall enter the hall unless asked to do so by the invigilator.
- iii. When asked, a candidate shall enter the examination hall with:
 - a. Current identity card,
 - b. Pen(s), Pencil(s),
 - c. Calculator (but not a programmable type)
 - d. Ruler and
 - e. Any other material (tables, graph paper, drawing sheet etc) that may be permitted by the chief invigilator.
- iv. If a candidate reports for an examination without his current identity card, he shall report to the Chief Invigilator with a recent passport photograph. The Chief Invigilator after authenticating the photograph shall affix it on the candidate's answer booklet. At the end of the examination the script shall be forwarded to the University Senate Examination Committee before whom the candidate reports for clearance within 2 (two) working days, with his current identity card. The passport shall be returned to the student and the script released for marking.
If it is discovered however, that the person who wrote the examination is not the

owner of the identity card, it becomes a case of impersonation.

- v. No candidate shall have any other material in his possession, even a private letter, while inside the examination hall.
- vi. The invigilators shall assign seats to candidates. A candidate shall neither choose a seat for himself nor refuse a seat assigned to him by the invigilator.
- vii. Where possible no two candidates writing the same examination paper shall sit next to each other in the examination hall.
- viii. Any invigilator reserves the right to inspect caps, head ties, underwear and sun-glasses of the candidates.
- ix. No candidate shall be allowed to either enter the examination hall 30 (thirty) minutes after the examination has started or leave the hall within the first 30 (thirty) minutes of the examination.
- x. No candidate shall be permitted to borrow or lend any material such as ruler, calculator, pen, pencil, eraser etc during an examination except with the express permission of the invigilator.
- xi. Candidates are not allowed to tear any paper from either the question papers or

answer booklets for any purpose including rough work. Any such work must be done on the answer booklets and then cancelled. No rough work is permitted on the question paper, on the desk, palm or anywhere else.

- xii. No candidate shall leave his seat during an examination unless authorized by the invigilator.
- xiii. Candidates wishing to draw the attention of the invigilators to any particular issue shall do so by raising their hands and not by rising from their seats, or by making sounds of any sort.
- xiv. All candidates, within the first 5(five) minutes of the examination, shall write their registration number on both the question papers and the answer booklets. Nothing else, shall be written on the question paper.
- xv. No alteration or cancellation is allowed in the student's registration number. If any mistake is made, the chief invigilator shall be notified before any correction is made.
- xvi. Candidates shall ensure that they enter the question number attempted in the appropriate columns on the front page of the answer scripts.

- Xvii. Every candidate shall sign the Students Examination Attendance Register at the start of each examination.
- xviii. On submission of the answer script after the examination, each candidate shall sign off on the Students Examination Attendance Register. For the avoidance of doubt, every student is responsible for the proper return of his examination script to the invigilator in the examination hall.
- xix. Smoking, eating or drinking is prohibited in the examination hall.

5.8 EXAMINATION MISCONDUCT

Any departure by either staff or student from the laid down examination regulations constitutes examination misconduct for staff as well as for students in and outside the Examination hall.

5.8.1 EXAMINATION MISCONDUCT COMMITTED IN THE HALL

- i. Every alleged case of examination misconduct arising during an examination shall be recorded on the prescribed Examination Misconduct Report Form filled in duplicate.

- ii. The Examination Misconduct Report Form shall be completed before the student involved is allowed to continue writing. The student's examination time shall not be extended.
- iii. An allegation of a case of examination misconduct shall not constitute enough grounds for a student not to be allowed to complete writing the examination except where his continued presence within the examination hall endangers peace and good order.
- iv. The chief invigilator shall package the completed Examination Misconduct Report Forms along with the relevant answer scripts and any supporting materials, in a separate envelope for the Chairman of the Faculty Examination Committee.
- v. The Chairman of the Faculty Examination Committee shall collect all cases of examination misconduct at the end of each examination, make a report of them and promptly submit them to the Chairman of the University Senate Examination Misconduct Committee through the Dean of the Faculty who may retain the duplicate copy (only) of each Examination Misconduct Report Form.

- vi. On no account shall a report on an alleged case of examination misconduct be delayed for more than 1 (one) working day in the custody of any forwarding officer.
- vii. The University Senate Disciplinary Committee handles also all Examination misconduct cases.

5.8.2 EXAMINATION MISCONDUCT OUTSIDE THE HALL

Any suspected case of examination misconduct detected outside the examination hall shall be promptly reported in writing through the Head of Department to the Dean of Faculty who shall forward the case to the Chairman of the University Senate Examination Misconduct Committee within 1 (one) working day of the receipt of the report. The reporting officer shall send a copy of the report to the Chairman of the Faculty Examination Committee.

5.8.3 PENALTIES FOR EXAMINATION MISCONDUCT BY STAFF

(A) DISMISSAL

OFFENSES

- i. Unauthorized handling of examination questions.

- ii. Assisting a student in answering examination question(s)
- iii. Alteration of approved examination result(s)
- iv. Victimization of student(s) through examination/quiz scripts.
- v. Award of marks for unmarked examination/quiz scripts.
- vi. Conviction in two offenses in No. (b) below,
- vii. Selling of grades to students.
- viii. Repeated selling of handouts to students

Other offenses that attract dismissal are: inciting or encouraging staff to embark on demonstration, riot, strike, secret cultism etc.

(B) DEMOTED BY ONE RANK

OFFENSES

- i. Failure to adhere to the relevant marking scheme.
- ii. Failure to return examination answer scripts along with the score sheets and the marking scheme.

- iii. Administering special/private examination
- iv. Failure to report suspected examination misconduct case.
- v. Partiality in handling examination misconduct case.
- vi. Conviction in two offenses in No (C) below.

(C). WITHHOLD ONE MONTH SALARY

OFFENSES

- i. Persistent absence from invigilation.
- ii. Failure to submit examination questions as required.
- iii. Late submission of examination results.
- iv. Non-compliance with examination timetable.
- v. Interference in the investigation of examination misconduct case.
- vi. Misuse of examination booklet.
- vii. Conviction in two offenses in No (D) below.

(C) WITHHOLD 50% MONTHLY SALARY

OFFENSES

- i. Consistent lateness to investigation.
- ii. Complete abandonment of invigilation.
- iii. Premature destruction/poor storage of examination answer scripts or marking schemes.
- iv. Conviction in two offenses in no (E) below

(D) WITHHOLD 10% OF MONTHLY SALARY

OFFENSES

- i. Dismissal or issuance of unapproved exam result.
- ii. Engaging in activities not relevant to examination during invigilation e.g. reading news papers etc.
- iii. Failure to convene a meeting of the Board of examiners.
- iv. Failure to publish approved provisional results.

- v. Failure to collect answer scripts immediately after the examination.

5.8.4 PENALTIES FOR EXAMINATION MISCONDUCT BY STUDENTS

Here are some misconduct with corresponding penalties as approved by Senate. The list is not exhaustive and Senate reserves the right to amend it from time to time.

(A) Expulsion from the University:

Misconduct

- i. Impersonation (for both the impersonator and the impersonated). However where the impersonator is not a student of Caritas University he/she shall be handed over to the Police. And if a student of the university impersonates anyone outside the University he/she shall be expelled from the University.
- ii. Found with unauthorized answer scripts or written material in the examination hall.
- iii. Refusal to hand over suspected offending material(s).
- iv. Destruction of suspected offending material(s).

- v. Assaulting or fighting an invigilator or any other examination officer.

(B) REPEAT THE YEAR

Misconduct:

- i. Failure to return an answer script after the examination.
- ii. Collaborative copying.
- iii. Exchanging answer scripts or written materials in the examination.
- iv. Tendering of any unauthentic document relating to exam.
- v. Refusal to sign the examination misconduct form.
- vi. Smuggling of question paper out of the exam hall.

(C) AWARD 'F'

Misconduct

- i. Unruly behaviour to the invigilator or any other examination officer.
- ii. Refusal to sign the Examination Misconduct Form when asked to do so.

- iii. Conviction in 2 (two) or more misconduct in (D) below.

(D) WARNING: MISCONDUCT

- i. Writing before the start of examination.
- ii. Writing after the call for stop of examination.
- iii. Writing things other than the registration number on the question paper provided none of the misconducts (a) (ii) above is committed.
- iv. Talking to another student during exam.
- v. Looking into another student's answer script.
- vii. Borrowing or lending any material in the examination hall.

5.8.5 PETITIONS ON EXAMINATION

Any student who feels victimized by a lecturer or an invigilator during examination should report immediately to the Vice Chancellor for proper investigation.

5.8.6 STAFF PETITION ON EXAMINATIONS

Every academic staff has the right to petition the Vice-Chancellor through the Head of Department and the Dean of his Faculty on any perceived unfair treatment/bad handling in connection with any aspect of the examinations in this University, and advance copy shall be dispatched to the Vice-Chancellor.

- i. The Head of Department shall within 2 (two) working days forward the petition to the Dean of Faculty.
- ii. The Dean of Faculty shall within 5 (five) working days of its receipt submit the petition to the Vice-Chancellor.
- iii. The Vice-Chancellor shall endeavour to dispose of the matter in the shortest possible time in order not to delay the publication of students' results.

5.9 EXTERNAL EXAMINERS

5.9.1 Introduction

The External Examiner performs a most important quality control function in the University's examination process.

- i. The External Examiner ensures that the University's avowed academic standards

are duly reflected in the quality of question papers, the marking schemes, and students' projects. He/she shall submit an independent report to the Vice-Chancellor at the end of each external examination exercise.

- ii. The External Examiner shall be a senior academic of a rank not below a senior lecturer and shall be external to the University. If in industry or in professional practice, he shall have attained such a senior academic rank prior to leaving university service. In any event, he/she shall possess evidence of academic currency in his field.
- iii. The External Examiner's term of appointment shall be year by year for a maximum of 3 (three) years, after which he/she shall not be eligible for appointment until a period of 3 (three) years has elapsed from the end of his/her last appointment unless otherwise authorized by senate.

CHAPTER SIX

LIBRARY RULES AND REGULATIONS

6.1 OPENING HOURS:

MONDAY - FRIDAY 8.30 AM TO 10.00 PM

SATURDAY: 8.00 AM TO 1.00 PM

VACATION TIME:

MONDAY - FRIDAY: 8.30 AM TO 3.30 PM

SUNDAY; CLOSED

NOTE:

**THE LIBRARY IS CLOSED ON SUNDAYS
AND ON PUBLIC HOLIDAYS**

6.2 MEMBERSHIP

The following groups of people are eligible to register and use the services of the library:

- a) All bonafide students of Caritas University;
- b) All the members of the staff of the University;
- c) Senior staff of industries in and around University who may, in the opinion of the Librarian be trusted with the loan of

books. Each student should show an evidence of his belonging to the University by providing his/her identity card.

6.3 REGISTRATION

a) STUDENTS:

All students are required to register at the circulation section of the Library with full proof of their correct identity.

Registration forms can be issued to each student at the lending desk. This is to be completed, signed by the Student's Head of Department, and returned to the same lending desk where three tickets are to be issued.

b) STAFF:

All the University staff both academic and administrative will register and receive their tickets at the same lending desk. Only one white registration form is to be completed. Senior staff will continue to have 4 ticket while the junior and intermediate staff will have 2 tickets at any one time.

6.4 USE AND CARE OF TICKETS

- a)** All the tickets issued to staff and students are valid for one academic year unless

previously surrendered, cancelled or withdrawn.

- b) Tickets are not transferable. Please take care of your tickets.
- c) Each reader is responsible for all the books borrowed on his/her ticket.
- d) There will be a charge of (N50) fifty naira for the replacement of a complete set of lost tickets, and proportional charge for one lost ticket.

6.5 ISSUE AND USE OF BOOKS

- a. A student may borrow a maximum of three books for a period of two weeks.
- b. Lecturers may borrow four books for a period of one month.
- c. Senior administrative staff may retain a maximum of four books for a period of one month.
- d. Intermediate and junior administrative staff can borrow 2 books for two weeks.

6.6 DEPARTMENTAL LOAN

By a special arrangement with the Librarian, the Head of an Academic Department may borrow many books in

his field for an extended period. The Head of Department is to be responsible for the care and security of the books. Any loss should be reported to the Librarian. All books should be returned to the library on or before the 30th of June each year.

6.7 MISUSE OF LIBRARY FACILITIES

Every reader should take care of the books borrowed on his/her tickets. Books are to be returned on or before the last day stamped on the books. The fines for overdue books:

- a. Fifty Naira (N50.00) per book per day, including Saturday.
- b. R E S E R V E D S H E L V E S O R REFERENCE COLLECTION is not to be borrowed out of the Library. But if for any reason, there is need for the books to be borrowed, hundred naira (N100.00) per book per day.

NB: If a reader retains a book for up to 30 days after the date due back, the privilege to borrow books from the library service will be withdrawn from him/her.

6.8 LOST BOOKS

All cases of lost library books should be reported to the librarian immediately. For each lost book, there will be a replacement charge which will be equal to the market cost price of the books, plus a service charge of 10% of that price.

6.9 RESERVATION OF BOOKS

If the book you want is not readily available, you can have it reserved at the circulation counter. A form is to be completed giving the details of your name, course and department. In other columns, please supply the details of the author, title, publisher, edition required, class and accession numbers, if known. When the book is ready, you will be informed.

6.10 OTHER LENDING SERVICES

If your request for books or periodical articles cannot be satisfied from the University library resources, we shall arrange to borrow them for you from other libraries in Nigeria.

6.11 ARRANGEMENT

Storage of books in a library necessitates some kind of order. Orderly arrangement, be it of ideas, scientific specimens, books

or documents is vital if one is to obtain the best use of one's collection. The scheme of arrangement most generally followed is to place the books on the shelves according to subject. The method is to group the whole field of knowledge into broad recognizable classes (philosophy, religion, language, literature, science, history, social sciences, and art) and then to divide and subdivide each class into its parts. It identifies each class and its constituent parts by means of shorthand, symbols known as notation or class marks.

6.12 CLASSIFICATION SCHEMES

Since it is important to keep all books on a subject together, libraries have classification schemes and devices that make such grouping possible. There are many such schemes: Dewey, Cutter, Library of Congress, University Decimal Classification, Colon, Bliss.

6.13 D E W E Y D E C I M A L CLASSIFICATION

The classification scheme in use in the Caritas University library is the Dewey Decimal Classification usually referred to as the D.D.C. The system groups books according to subject thereby bringing together on the shelves all books on a

given subject. It utilizes the Decimals with figures to classify library materials. The ten main classes are represented by 000-900 Division and sections are achieved by dividing them into hundred and thousands through decimalization.