



PAN-ATLANTIC
UNIVERSITY



STUDENT HANDBOOK

2024/2025



PAN-ATLANTIC UNIVERSITY
UNDERGRADUATE STUDENT
HANDBOOK

While every effort has been made in the compilation of this handbook, to be as accurate as possible with regards to the content, it is still possible that some modifications could occur as time goes on. Besides, in addition to these topics, others might be added. All changes/alterations will be announced subsequently through routine communication by the University.

Table of Contents

Academic Calendar – 2024/2025 Session	4
Academic Calendar – 2024/2025 Session (cont'd)	5
About Pan-Atlantic University (PAU)	6
Mission Statement	7
Statement of Principles	7
The University's Logo and Heads of Units	8
Opus Dei and Pan-Atlantic University	9
The Basis of Education at PAU	11
Mentoring	13
Academic Programmes	14
Registration	15
Tuition Fees Payment Policy	16
Mode of Student Assessment	18
Grading System	19
Academic Probation	19
The Chaplaincy	21
Medical Services	21
Student Organisations	22
Student Policies	23
Dress Code	23
Identification (ID) Cards	28
Student Code of Conduct and Discipline	28
Alcohol Policy	41
Smoking Policy	43
Drug Testing	44
Release of Image for Promotional Purposes	46

Academic Calendar

FIRST SEMESTER 2nd October 2024 – 22nd February 2025

New Students' Orientation (Undergraduate)	Wed 2nd—Fri 4th October 2024
Lectures Begin	Mon 7th October 2024
Convocation	Fri 6th— Sat 7th December 2024
Lectures Stop for the year	Thu 12th December 2024
Staff Christmas Party	Fri 13th December 2024
Christmas Break Starts	Mon 16th December 2024
Lectures Continue	Mon 6th January 2025
Matriculation Day	Sat 18th January 2025
Lectures End	Fri 31st January 2025
Revision Week	Mon 3rd—Fri 7th February 2025
Career Fair	Wed 5th February 2025
First Semester Examinations	Sat 8th – Sat 22nd February 2025
End of First Semester	Sat 22nd February 2025

Academic Calendar

SECOND SEMESTER Mon 10th March – 5th Jul 2025

Lectures Begin	Mon 10th March 2025
First Semester Examination results	Mon 17th March 2025
Lectures End	Fri 14th June 2025
Revision Week	Mon 16th–Fri 20th June 2025
Second Semester Examinations	Sat 21st June – Fri 4th July 2025
PAU Demo Day	Sat 5th July 2025
Students' Vacation Begins	Sat 5th July 2025
Internship begins (12 weeks for undergraduate students on compulsory internship)	Mon 7th July 2025
Second Semester Examination results	Mon 28th July 2025
Seminar for faculty & senior administrators, PAU (main campus)	Mon 15th & Tue 16th September 2025
University-wide orientation seminar (PAU, LBS, & EDC)	Mon 22nd– Fri 26th September 2025
Internship ends (for undergraduate students on compulsory internship)	Fri 26th September 2025

Public Holidays

National Day	Tuesday, 1st October 2024
Id el Fitr	Monday 31st March 2025
Id el Fitr holiday	Tuesday, 1st April 2025
Good Friday	Friday 18th April 2025
Easter Monday	Monday, 21st April 2025
Workers' Day	Thursday, 1st May 2025
Id el Kabir	Saturday, 7th June 2025
Id el Kabir additional holiday	Sunday, 8th June 2025
Democracy Day	Thursday, 12th June 2025
Id el Maulud holiday	Friday, 5th September 2025

NOTE:

The dates for Islamic holidays are based on the phases of the moon. Hence they are subject to change.

About Pan-Atlantic University

Formally established in 2002, the Pan-Atlantic University (PAU) is owned by the Pan-Atlantic University Foundation (PAUF), a Nigerian not-for-profit foundation registered under the Companies and Allied Matters Act of 1990.

The seeds of the University were sown in 1992 with the establishment of the Lagos Business School (LBS), which started offering executive education programmes in that year. The LBS thus became the first school of the University.

The promoters of the University were inspired by the teachings of Saint Josemaría Escrivá, Founder of the Roman Catholic organisation, Opus Dei, on the central role of work in the lives of individuals and communities, work as service, and the importance of educating people in responsible freedom. In accordance with these principles, the Pan-Atlantic University was established to be a centre of excellence in teaching and research with the mission of preparing competent and upright professionals who can make a positive contribution to the development of society.

Today, the University is made of the following units:

The School of Management and Social Sciences (SMSS) formerly known as the School of Business Administration (SBA)

The Lagos Business School (LBS)

The School of Media and Communication (SMC)

The School of Science and Technology (SST)

The Enterprise Development Centre (EDC), which is involved in capacity building for Small and Medium sized Enterprises (SMEs).

The Institute of Humanities (IOH), which serves the schools in providing the students with a strong foundation in the humanities and general education.

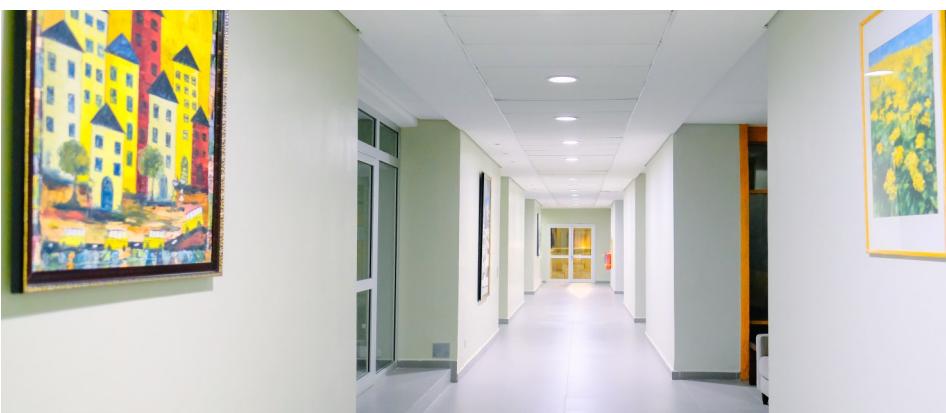
In November, 2014, Pan-Atlantic University welcomed its first set of undergraduate students, and this heralded the start of another chapter in the history of the University.

Mission Statement

The Mission Statement of the University is: “to form competent and committed professionals and encourage them to serve with personal initiative and social responsibility the community in which they work, thereby helping to build a better society in Nigeria and Africa at large.”

Statement of Principles

1. The University is founded on Christian principles and ideals.
2. The teachings of Saint Josemaría Escrivá, Founder of Opus Dei, on the central role of work in the lives of individuals and communities, work as service, the importance of educating people in responsible freedom, the brotherhood of all human beings, the unity of life, and the significance of what is apparently small, have been the main source of inspiration of the promoters of Pan-Atlantic University.
3. In order to faithfully adhere to the principles on which it is founded, the University counts on the spiritual assistance of the Prelature of Opus Dei, which also provides pastoral care to all those members of the University who freely desire to receive it.
4. The University is open to all people regardless of their nationality, race, sex, religion or ethnic group.
5. The University is non-residential. The University may, however, at its discretion provide accommodation for some members of staff and students.



University Logo and Heads of Units



PAN-ATLANTIC
UNIVERSITY

**Professor Enase Okonedo**

Vice-Chancellor
Pan-Atlantic University

**Dr. Peter Bamkole**

Deputy Vice-Chancellor (Administration)
Pan-Atlantic University

**Professor Chris Ogbechie**

Dean
Lagos Business School

**Dr. Ikechukwu Obiaya**

Dean
School of Media & Communication

**Dr. Olusola Oni**

Dean
School of Management & Social Sciences

**Dr. Darlington Agholor**

Dean
School of Science & Technology

**Dr. Nneka Okekearu**

Director
Enterprise Development Center

**Dr. Adaora Onaga**

Director
Institute of Humanities

Opus Dei and Pan-Atlantic University

Opus Dei and Its Mission

Opus Dei's purpose is to contribute to the Church's evangelizing mission. In particular, it aims to spread the Christian message that every single person is called to holiness. This teaching was at the heart of the Second Vatican Council, which was enormously influential in shaping the Catholic Church's understanding of what it means to be a follower of Christ in the modern world.

The Founder

Saint Josemaría Escrivá (1902-1975) founded Opus Dei in 1928. Even during his lifetime he had a reputation for holiness, which continued to grow around the world after his death. He was declared blessed in 1992 and a saint in 2002 by Pope John Paul II. The feast day of Saint Josemaría is June 26.

Membership

People of all kinds belong to Opus Dei: priests and lay people, men and women, young and old, married and single, persons of every occupation and social level. Men and women have the same status in Opus Dei. Most members are married and have families. Some members make a commitment to celibacy, and so generally have more time and availability to dedicate to the various activities promoted by Opus Dei.

Opus Dei & the University

The founders of Pan-Atlantic University were inspired to begin this educational project by the teachings of the founder of Opus Dei. Furthermore, the Prelature of Opus Dei provides the necessary spiritual and pastoral means in order that the University may maintain and develop its Christian identity. The Prelature of Opus Dei takes responsibility for guaranteeing that all teaching, publishing and research activities in PAU are inspired by the Christian view of the person, the world and society, and manifest a coherent union between faith, thought and life.

The Christian inspiration of the Pan-Atlantic University moves it to promote student participation in activities of solidarity and teaches them to dedicate part of their time to those most in need. In this way, they gain consciousness of their responsibility to serve society with their future work.

ACADEMIC LIFE



The Basis of Education at PAU

Education at the Pan-Atlantic University is based on the Christian concept of the human person. Within this conception, the human person is seen as an integral being made up of spiritual and material aspects. The education at PAU takes into consideration that the human person is destined for supernatural fulfilment, which is the ultimate end of the person. As a result, the University lays emphasis on providing an all-round education that aims to form human persons in accordance with their nature and destination.

The educational formation at PAU is therefore holistic and focuses on the integral or unified person as a being composed of body and soul. It is also personal and takes into account the uniqueness of each person. This last aspect is necessarily expressed in details of personal attention. Thus, a personalised education is central to learning at PAU, and emphasis is laid on educating each student as an individual. As such, priority is given to mentoring, and students are encouraged to form habits of independent thinking, not rote learning.

The non-material dimension of the person is given due consideration in this education. It is important to understand this non-material or spiritual aspect correctly. In this regard, attention is paid to the intellectual, psychological, socio-cultural, and supernatural aspects of formation.

Intellectual formation consists of a knowledge formation in depth and in life-long learning. It facilitates the development of skill-sets which will lead to workplace efficiency and effectiveness. It also equips the person with critical thinking skills.

Psychological formation is training towards emotional intelligence, emotional balance, attitudinal formation and freedom with responsibility.

Socio-cultural formation trains the person in humanistic values (including taste), ethical values (including character), etiquette and good manners as well as responsibility and service to society.

Supernatural formation takes place above all in the context of personal and religious freedom. PAU is rigorously respectful of the religious beliefs of all students.

The Basis of Education at PAU

The University never forces its religious principles or beliefs on anyone. Nevertheless, all persons are encouraged to pursue their ultimate end, i.e. their supernatural destination.

Some other important aspects of the education at PAU are the following: unity of life, freedom, appropriateness to the Nigerian environment.

Unity of life: we try to help our students develop unity of life such that their professional, family, social and religious lives constitute a harmonious whole, which facilitates the health and wellbeing of the entire person.

Freedom: this is the basis of the education given at PAU. Education is given in an atmosphere of mutual respect, which takes into consideration the ability of the recipients to make informed decisions. The University is not interested in a merely external conformity on the part of its students. Rather, right conduct as well as the observance of regulations and laid down procedure must be based on an understanding and acceptance of the underlying principles.

Thus, the freedom of each person is respected while at the same time the responsibility contingent to that freedom is demanded. It is hoped that everyone will learn to appreciate this freedom as a great gift.

Appropriateness to the Nigerian environment: A constant effort is made to ensure that the education offered at PAU remains relevant to the local context. In addition to being essential for the future professional life of our students, this is necessary if the University is to live up to its mission of helping to build a better society in Nigeria.

Accordingly, members of faculty make a constant effort to produce locally sourced cases and to carry out consultancy work, and all this experience enriches the classroom teaching.

Mentoring



Every student at Pan-Atlantic University is assigned a mentor. The mentor is usually a member of faculty or staff of the University who will provide you with guidance in making the right choices for your professional and personal growth.

Students are advised to make the best of this unique feature of the education we offer at PAU.

Academic Programmes

The following academic programmes are being offered for the 2024/2025 school year:

School of Management and Social Sciences (SMSS)

Bachelor of Science in Accounting (4 years)

Bachelor of Science in Business Administration (4 years)

Bachelor of Science in Economics (4 years)

Bachelor of Science in Finance (4 years)

School of Media and Communication (SMC)

Bachelor of Science in Information Science and Media Studies (4 years)

Bachelor of Science in Mass Communication (4 years)

Bachelor of Science in Film and Multimedia Studies (4 years)

School of Science and Technology (SST):

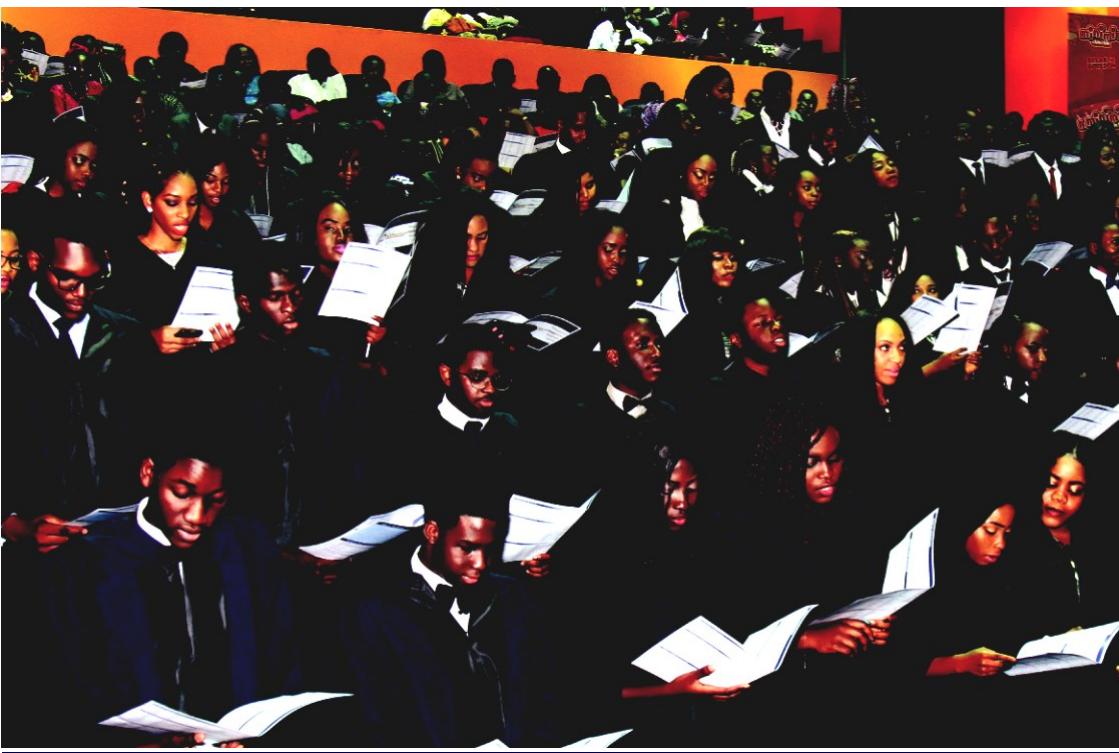
B.Sc. in Computer Science (4 years)

B.Eng. in Mechanical Engineering (5 years)

B.Eng. in Electrical/Electronic Engineering (5 years)

BSc. in Software Engineering (4 years)

B.Eng. in Mechatronics Engineering (5 years)



Registration

Registration for courses by students will be done via the Student Information Management System (SIMS). The site is available at portal.pau.edu.ng. All course registration must be completed exactly 3 weeks from the resumption of the semester. An additional 2 weeks will be granted for the amendment of the courses registered, where necessary.

All students are required to meet with their mentors for an academic advisory session before registering their courses. Course registrations will not be approved by the Deans for students who do not meet with their mentors.

Returning students who have to repeat any previous-year courses will need to meet with academic advisors in their respective schools to agree on the courses they can take within the limits of the credit units allowed for the semester.

Tuition Fees Payment Policy

1.0. INTRODUCTION

- 1.1. This policy outlines the tuition fees and payment procedures for both undergraduate and postgraduate programmes of study at Pan-Atlantic University.
- 1.2. The aim of this policy is to ensure a robust, non-discriminatory and fair approach to the method by which we deal with parents who have not paid their child's school fees on time.

2.0. LIABILITY FOR PAYMENT

2.1. Student Responsibility: All students are liable to pay the relevant tuition fees for their programme of study and are always responsible for any fees or amounts outstanding to the University.

2.2. Sponsorship: The University accepts student sponsorship. Students are always responsible for any fees or amounts outstanding to the University. Sponsors' failure to pay the applicable fees does not negate this liability.

2.3. Withdrawal and Exclusion: If the university requires a student to withdraw from their course of study due to disciplinary actions or excludes them from attending classes for non-payment of fees, the full tuition fee applicable to them will be determined on the following basis.

For voluntary withdrawals and exclusions:

- Up to 4 weeks from the official start date of the course – no fees payable
- Up to 8 weeks from the start of the Semester – 25% fees are payable
- Up to 12 weeks from the start of the Semester – 50% fees are payable
- Up to 14 weeks from the start of the Semester – 100% fees are payable

2.4. Completion of Studies: Each student must settle all outstanding fees in full before graduation.

Tuition Fees Payment Policy

3.0 ACCEPTANCE FEE

An acceptance fee of ₦250,000 is required for undergraduates to confirm their place in the programmes of study.

Acceptance fees are non-refundable but will be credited towards the semester's tuition.

4.0. PAYING TUITION FEES

Tuition fees for an academic session / semester are due on or before the session's / semester's start date.

Full payment of the fees before the start of the semester attracts a discount – see Section 4.1 below.

For those who desire to be on a School Fee Plan (SFP) – see Section 4.2 – they must indicate this desire formally through a letter addressed to the Bursar.

4.1 EARLY PAYMENT DISCOUNT

- Tuition fees which are paid in full by or before the first day of the session / semester qualify for an early payment discount as follows:
 - a. 100% payment of the tuition fees for the session (two semesters) before the start of the first semester. This will attract a discount of 2%.
 - b. 100% payment of the tuition fees for the semester before it starts. This will attract 0.5%.
 - c. This discount does not apply to parents paying through the School Fee Plan (SFP) scheme.

4.2 INSTALMENTAL ARRANGEMENTS (SCHOOL FEE PLAN) - UNDERGRADUATES

- a. 50% payment of the fees for the Semester MUST be made before the start of the semester:
- b. Balance on account can be paid in two instalments but MUST be completed one month before the start of exams.
- c. Non-compliance with clauses (a & b) above will result to the student being denied access to the class / library facilities.

4.3 DISCRETIONARY POWERS – TUITION PAYMENT

The discretionary powers to offer students any payment options outside those stated above lie with the Permanent Committee of the University Management Council (UMC/PC). All tuition fees must be paid on or before exams to be eligible to write the exams. All exceptions must be approved by the UMC/PC.

Where it is impractical for the UMC/PC to hold a meeting because of the nearness to the exam date, such approval could be obtained from the members through email.

Tuition Fees Payment Policy

5.0. SUMMER SEMESTER AND EXTRA-YEAR STUDENTS

5.1 SUMMER SEMESTER

Students eligible for summer schools will be charged tuition fees based on the number of credits they are taking for the summer program. Such fees must be paid before the start of the summer program.

5.2 EXTRA YEAR

The following requirements will apply for all extra year students.

- All students eligible for an extra year will be determined at the conclusion of the Senate Meeting where the results of students passing out of the University is determined.
- Invoices should be generated for all extra year students based on the number of credits that is outstanding for the completion of their program requirements.
- Such invoices should be generated and sent to the applicable students at the same time invoices are generated and sent to returning students.
- Applicable Tuition fees must be paid in full before such students are allowed to register the units applicable to the semester(s).

6.0. SCHOLARSHIPS AND DISCOUNTS

The University has various ways of providing financial aid to students.

6.1. Scholarship: The university offers scholarships of varying degrees in line with the Scholarship Policy. Scholarship decisions are sent to the Bursary for implementation.

6.2. Siblings Discount: Where multiple siblings are concurrently enrolled in the university, the following discounts will apply:

- 1st sibling to enter the University = no discount
- 2nd sibling to enter the University = 10% discount
- 3rd sibling to enter the University = 50% discount
- 4th sibling to enter the University = 98% discount

When any of the siblings leave the university, the fees for the remaining siblings will change based on the number concurrently enrolled.

6.3. Staff Discount: The university offers a 50% discount on applicable tuition fees to the children of staff members. This discount does not exclude this category of students from other scholarships or grants.

Tuition Fees Payment Policy

7.0. REFUNDS

Any refunds due to a student will only be made to the original payer using the same account as the original payment. The University will not be liable for any foreign exchange variations between when the payment is made and when the refund is processed.

8.0. INTRA-UNIVERSITY TRANSFER

If a student changes the course of study through the intra-university transfer policy, the student will pay the appropriate fees for the new programme. The original fee invoice for that academic year for the course the student is transferring from will be credited to the student.

9.0. DEFERMENT AND WITHDRAWAL

Newly admitted undergraduate students who wish to defer their admission in line with the university policy will pay a deferment fee of 10% of the tuition fee for the programme. When a student temporarily withdraws the tuition fee applicable to them will be handled in line with clause 2.3 above.

Mode of Student Assessment

Students are assessed through a combination of class attendance, continuous assessment and final examinations at the end of the semester.

a) Class attendance: students must attain a minimum of 80% class attendance in order to qualify to write examinations in any course for which they are registered. Students who do not make this requirement for attendance cannot write final examinations in the courses affected. The only exceptions to this general rule are when a student is absent due to proven health reasons, serving a suspension or other extenuating circumstances approved by Senate (currently, the only extenuating circumstance approved by Senate is the situation where students are kept out of class for default in payment of tuition fees). However, students who find themselves in this situation must have achieved at least 65% of attendance to be eligible for final examinations in the affected courses.

b) Continuous assessments: the assessment of students is continuous and takes place throughout the learning process and not only at the end. This continuous assessment makes it possible to evaluate and track the improvement or otherwise of the student over a period of time. Through this means, it is possible to provide greater support and guidance at the right moments. The methods of continuous assessment are class tests/quizzes, class presentations, projects and take home assignments. These various evaluations are spaced out over the course of each semester.

c) Examination: In addition to the continuous assessment, students will have a final assessment at the end of each course. This assessment will take place at the end of each semester through examinations.

Grading System

Grades will be awarded based on the scores of the students as follows:

Percent Score	Grade Point	Letter Grade
70 - 100	5.0	A
60 - 69.9	4.0	B
50 -59.9	3.0	C
45 - 49.9	2.0	D
0 - 44.9	0.0	F

For the purpose of description, a score below 2 grade points constitutes a failure.

The following qualifications shall be applied to grades:

A	Very Good
B	Good
C	Fair
D	Pass
F	Poor performance

To obtain the Cumulative Grade Point Average (CGPA) of the student, the grade point assigned to the mark obtained in each course is multiplied by the units of that course. The total from all the courses is added up to give the total weighted grade point. This total is then divided by the total number of units taken by the student to give the grade point average. For the purpose of calculating a student's CGPA, grades obtained in all the courses, whether compulsory or optional and whether passed or failed, must be included in the computation.

Academic Probation

To remain in the University, students will be required to ensure that their CGPA does not fall below a certain minimum standard. If a student's CGPA falls below 1.5 at the end of any semester, the student will be placed on probation. If the student fails to improve and, after one semester of probation, his/her CGPA remains below 1.5, that student will be asked to withdraw from the University.

STUDENT LIFE



The Chaplaincy

The spiritual and pastoral attention in the PAU is entrusted to the Catholic Prelature of Opus Dei, and the University Chaplaincy is looked after by priests of the Prelature. The PAU Chaplaincy organizes various activities and offers its service to every member of the University community that desires it.

The campus possesses a Catholic chapel, which is open to anyone who chooses to use it for the purpose of private prayer and reflection. Mass is celebrated in the chapel daily, and other acts of piety are also organized there.

The priests of the Chaplaincy are available for those who might wish to speak with them or to seek advice and orientation in their personal and spiritual lives. Anyone who chooses to do so can fix appointments with them for that purpose.

Medical Services

The PAU Clinic is located on the ground floor of the female Cooperative hall of residence but can only be accessed from its back gate.

Option A: If you are coming from the hostel area or main gate,

- walk towards the basketball/volleyball courts.
- take the first turn to your right onto the concrete slab pathway leading to the basketball/volleyball courts
- the entrance to the clinic is on your right.

Option B: If you are coming from the TYD/SST Buildings,

- from the entrance foyer of both buildings, walk towards the concrete slab pathway leading to the basketball/volleyball courts.
- the entrance to the clinic is on your right.

Serious medical cases are referred to a secondary healthcare facility. Students are required to sign up for health insurance. This is provided through Health Management Organisations (HMOs). The group health insurance is compulsory for all students.

Self-Medication

It is an unacceptable practice for anyone to take prescription drugs without prescription from medical personnel. Self-medication can lead to misuse and abuse of drugs when the drugs are either taken without medical diagnosis or taken above the prescribed limits.

Also, the use of over-the-counter drugs should be done with the guidance of medical personnel to avoid overdosing and possible drug abuse.

Please note that if any student fails a drug test; the use of medications without a prescription cannot be accepted as an excuse. Make use of the clinic at all times. Avoid self-medication.

Student Organisations



Student organisations consist of clubs set up and run by students to promote activities that form students intellectually, culturally and professionally. Clubs could be academically oriented, sports oriented, service oriented etc.

The following are requirements for starting a student organisation:

Application:

A letter of application to the Director of Student Affairs that includes a concise description of the organisation, its mission and vision.

Membership:

Proof of at least 10 members. This list must indicate the name, matriculation number, course of study, level and contact telephone number of each member.

A summary of the objectives and planned activities of the organisation for the current academic session.

A letter from a member of faculty or staff indicating their willingness to be the organisation's moderator and mentor.

Student Policies

The following are very important policies which students must read and understand.

Dress Code

The Pan-Atlantic University is well known for giving great importance to standards of professionalism and ethics. One important aspect of professionalism is care for one's appearance and dress. This Dress Code is designed to promote a general appearance of decency, simplicity, appropriateness and modesty which will also be consistent with the Christian identity of the University.

Policy

- Students are expected to be modestly dressed always. The guiding principles for a good dress sense in the hostels, on campus and everywhere else should be due care for one's professional image and respect for others who may be negatively affected by immodest dressing.
- For professional gatherings, where it is specified, and official university events such as graduation and convocation ceremonies, students are meant to appear in business or business casual attire.
- For lectures, students can wear smart casuals.
- For sports and other recreational activities, appropriate items of clothing should be worn with modesty in mind.
- Students dressed inappropriately will not be allowed to enter the University.
- Consistent violations will be subject to disciplinary action.



Dress Code

Guidelines

For women:

- No plunging necklines.
- Hemline on skirts and dresses must be knee length.
 - * Any front slit should not be above the knee and the back slit should not go more than 2 inches above the knee.
 - * Panty hose or tights do not suffice as appropriate cover when the skirt or dress is above the knee.
- All shirts and top gear must have sleeves (No Sleeveless).
- The fit of clothes should be loose.
 - * Shirts, blouses and top gear should be of loose fit and worn appropriately.
 - * Loose skirts/trousers must be worn with shirts, blouses or top gear that cover the waist area at all times.
 - * Fitted skirts must be worn with shirts, blouse or top gear that cover the hip area at all times.
- When wearing skinny or slim trousers/jeans, loose shirts, blouses or top gear must be worn and must cover the thigh area.
- When wearing leggings, loose shirts, blouses or top gear must be worn and must be knee length.
- Sportswear (including track suits) should be loose and of non-clinging materials and may be used only for sports within specified areas such as sports grounds or the sports complex.
- Fabric of clothing must not be sheer or flimsy.
- Design must not include foul language and/or graphics.
- No torn Jeans.
- All footwear excluding bathroom slippers may be allowed in the academic complex, Monday to Saturday after 6pm and all day on Sundays.
- Shorts, joggers and sweatpants are not allowed. The following is the only exception: loose Bermuda shorts, sweatpants, and joggers may be allowed in the academic complex, Monday to Saturday after 6pm and all day on Sundays.



Dress Code

For men:

- No plunging neckline
- Shirts/top gear must cover the torso at all times.
- Shirts must have sleeves (No Sleeveless)
- Fabric should not be sheer or flimsy.
- Design must not include foul language and/or graphics.
- Fit should be loose. This implies that all clothing has to be loose. Therefore, no skinny jeans or trousers are allowed. No tight-fitting shirts or tops should be worn.
- Sportswear (including track suits) should be loose and of non-clinging materials and may be used only for sports within specified areas such as sports grounds or the sports complex.
- No torn or skinny Jeans.
- Shorts, joggers and sweatpants are not allowed. The following is the only exception: loose Bermuda shorts, sweatpants, and joggers may be allowed in the academic complex, Monday to Saturday after 6pm and all day on Sundays.
- All footwear excluding bathroom slippers may be allowed in the academic complex, Monday to Saturday after 6pm and all day on Sundays.
- No sagging



Dress Code Definitions

Female:

Business attire

- Formal shirts/Tops (long sleeved or with three-quarter sleeves)
- Formal shirts/Tops (short sleeved) worn with a blazer or cardigan
- Skirts
- Full-length slacks, dress trousers or flannel trousers
- Dresses with sleeves
- Traditional attire (two-piece or three-piece worn with a headpiece)
- Closed or peep-toe shoes
- Oxfords, dress heels and slingbacks

Business Casual attire

- Short or long-sleeved tops with or without collars
- Formal shirts (blazers optional)
- Skirts
- Dresses with sleeves
- Slacks or trousers
- Traditional attire
- Closed or peep-toe shoes
- Oxfords or dress heels

Smart Casual attire

- Shirts or tops with sleeves
- Jackets, hoodies, windcheaters
- Clothing made of denim or khaki
- Jeans; Khaki or Chino trousers
- Cropped trousers
- A-line or slightly flared or paneled skirts and dresses
- Traditional attire
- Strapped sandals, closed flats
- Sneakers, athletic shoes, plastic or canvas-topped shoes/plimsolls

Dress Code Definitions

Male:

Business attire

- Long-sleeved shirts and tie with a matching suit jacket
- Full-length slacks or trousers; dress trousers
- Traditional attire (two-piece or three-piece worn with a cap)
- Dress shoes, oxfords, loafers with trouser socks

Business Casual attire

- Short or long-sleeved collared shirts worn with a blazer, jacket or sweater/ vest/cardigan (a tie is optional)
- Traditional attire
- Full-length slacks or trousers
- Dress shoes, oxfords, loafers, closed walking shoes with socks

Smart Casual attire

- Shirts or tops with sleeves
- Jackets, hoodies, windcheaters
- Jeans, Khaki or Chino trousers
- Traditional attire
- Sneakers, athletic shoes, canvas-topped shoes/plimsolls, sandals

Scope

This policy applies within all of the University's land including all areas reserved for external developers. This means that once you step out of your hostel room the dress code applies.

For avoidance of doubt the dress code applies in all the areas in and around the Student Centre, the Sports arena, the Campus proper, all the roads and open spaces within University land.

This policy applies to all students of the Pan-Atlantic University (PAU). This policy will serve as a guide to faculty and designated PAU staff (e.g. security) for enforcement.

Identification (ID) Cards

Students at Pan-Atlantic University are required to wear their ID cards at all times within the campus. It can be regarded as part of the dress code. They will be required to present their ID cards when it is requested by constituted authority. Failure to show the student ID card on request is a disciplinary offence.

Please note that no student will be given access to campus facilities without their ID cards. The security personnel will enforce this policy and we expect all students to cooperate and treat them with respect.

The Student Code of Conduct and Discipline

Preamble

The student code of conduct and discipline is anchored on the “Christian principles and ideals” of the Pan-Atlantic University and on the importance, it attaches to the education of people in “responsible freedom”. These principles guide the University in its dealings at all levels, and students are expected to support and comply with them.

The disciplinary procedure ensures the University community is conducive for study and life. We encourage students to achieve and maintain very high standards of human conduct which the University expects of all in the community.

Application of the Code

The provisions of this Code of Conduct on non-academic misconduct apply within the University campus. Except a provision explicitly provides otherwise, the provisions of this Code of Conduct shall also apply beyond the campus in the following instances:

- If a student tests positive in a drug test and cannot offer a reasonable explanation for this, the provisions of the code will still apply even if the drugs were taken outside the campus.
- When there are other cases of gross misconduct that bring the University to disrepute.
- The provisions of this code shall also apply beyond the University campus whenever six or more PAU students act together as a group. This applies also to online closed groups of PAU students. The term ‘closed group’ refers to any online community of only PAU students.

Classification of Misconduct

Category A: Academic misconduct

The following is a schedule of academic misconduct and their associated sanctions.

#	Misconduct	Sanctions
1	Possession of unauthorized material (physical or digital) brought into the examination venue by the candidate or by other persons.	Cancellation of the candidate's results in that examination. Candidate repeats the course.
2	Possession of unauthorized material (physical or digital) brought to a Continuous Assessment (CA) (tests, classwork, assignment, term paper and take home assessments) venue by the candidate or by other persons.	Cancellation of the candidate's result in that Continuous Assessment.
3	Copying from and circulation of unauthorized material (physical or digital) carried by the candidate or by other person(s) to the examination venue or copying from other candidates work during an examination	Cancellation of candidate's results for the examination in the course concerned. Suspension for one academic year.
4	Copying and circulation from unauthorized material (physical or digital) carried by the candidate or by other person(s) to the Continuous Assessment venue or copying from other candidates work during a Continuous Assessment	Community service for 40 hours is to be completed within a month from the date of receipt of the sanction letter; failure to complete it within the time frame will incur an additional cancellation of the course.
5	Communicating orally with other candidates during the examination.	Cancellation of examination results in the course for all parties involved.
6	Communicating orally with other candidates during a Continuous Assessment	Cancellation of results for that Continuous Assessment for all parties involved.
7	Marginal plagiarism: Less than two paragraphs or data of similar importance	Cancellation of the specific paper.
8	Significant plagiarism: More than two paragraphs, but less than 20% of the total work	Cancellation of the specific paper Suspension for two weeks
9	Substantial plagiarism (more than 20% of the total work) in Masters dissertation or doctoral thesis.	Expulsion

Classification of Misconduct

10	Substantial plagiarism (more than 20% of the total work) in any other work	Cancellation of the specific paper Suspension for one year
11	Continue writing after time allowed has elapsed	Deduct 5 marks from the candidate's examination score
12	Willful disruption of University examinations or continuous assessment	Cancellation of examination results in the course concerned for all parties involved. Suspension depending on the gravity of the misconduct.
13	Destruction of evidence for an examination or CA malpractice	Cancellation of candidate's result in that examination or CA Suspension depending on the gravity
14	Impersonating another candidate in an examination or CA	Expulsion from the University of the candidates/students involved in the conspiracy.
15	Presenting oneself for an examination in a course for which one has not duly registered or is not eligible to write	40 hours community service. to be completed within a month from the date of receipt of the sanction letter; failure to complete it within the time frame will incur an additional cancellation of the course
16	Commission of academic misconduct more than once.	A stiffer sanction will apply. NB: Any further violation of the code within the same category (academic or nonacademic), irrespective of whether they are the same as the previous misconduct or not, will attract a stiffer sanction.

Note

If a student had already received his/her degree and it is discovered that there is plagiarism in his/her project, thesis or dissertation, the student can still be sanctioned: the university has the power to revoke the student's certificate or degree. If a student had previously been found guilty and is again culpable and is to be punished for any type of plagiarism, the recommended sanction shall vary from suspension for two (2) years to expulsion from the university.

Classification of Misconduct

Category B: Non-academic misconduct

Type 1: Misconduct which attract expulsion

- Membership or patronage of a secret cult

(*A cult for the purpose of this code of conduct is defined as any organization, body, membership, group of persons etc. registered or not whose actions or activities or objectives preach, encourage, promote or instigate any immoral or illegal or violent activity or any other act or behaviour which is not in conformity with the rules and regulation of the institution as determined by the Management Council of the University*)

- The possession, use or trafficking of drugs prohibited by the laws of Nigeria, these include but are not limited to cocaine, marijuana, cannabis, LSD, etc.
 - The penalty for consumption and sale of marijuana and any other illicit drugs is expulsion. However, if the consumption of marijuana is for the first time it attracts only suspension for one academic year, inclusive of evidence of rehabilitation before reintegration back into the University
 - Drug abuse and illicit use of drugs such as anti-depressants and sedatives when not prescribed by a medical doctor for any known illness shall also warrant expulsion.
- The possession of firearms or other deadly weapons within the university premises
- Refusal, by a student, to take a drug test authorised in accordance with the Drug Testing Policy.

Type 2: Misconduct which attract community service, suspension or expulsion (depending on the gravity of the misconduct)

- Failure by a student to show up for a drug test
- Involvement in a physical fight
- Physical or verbal assault against any member of the university community
- Vandalism of university property
- Theft of personal or university property
- Providing forged documents to the University
- Disruption of lectures
- Production, possession or distribution of pornographic material of any sort
- Sexual misconduct, lewd behavior, sexual harassment or breach of Christian standards of decent behaviour. Where the misconduct involves sexual abuse of a minor or a vulnerable adult, it is considered very grave. (*Sexual abuse of a minor for the purpose of this code is defined as the engaging in*

Classification of Misconduct

sexual relations with a person under the age of 18 or exploiting persons under the age of 18 sexually in other ways including but not limited to the acquisition, possession or distribution of pornographic images, by whatever means or using whatever technology. Note that consent by the minor is no excuse. These also apply to vulnerable adults. The term "vulnerable adult" is understood as any person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offence.)

- Statements and publications which come across as offensive, derogatory and unfounded
- Bribery and undue inducement to staff.

Type 3: Misconduct which attract warning, community service or suspension (depending on the gravity of the misconduct)

- Threats to the person, property or reputation of any member of the university community
- Disrespect towards any member of university management, faculty or staff
- Violations of the alcohol policy. *Where there is reason to suspect that a student may have violated the alcohol policy, a confirmatory test will be carried out. Refusal to submit oneself for the test will be viewed as an infraction.*
- Illegal Gambling (Illegal gambling as defined by the Nigerian Lottery Commission)
- Providing false information in any form to the University.
- Wilful disregard or refusal to comply with disciplinary and other rules or procedures, or other directives, verbal or written, from the University
- Violation of disciplinary or administrative sanctions and restrictions
- Unauthorised use of the name of the university or of management, faculty and staff
- Misbehaviour in class, library or other areas of the university premises
- Violations of the dress code
- Other misdemeanours or conduct unbecoming of a member of the PAU community

Student Discipline

The Student Disciplinary Process

The disciplinary process will usually be anchored around four major steps:

- Incident reporting and investigation
- Hearing and resolution
- Implementation of sanction
- Appeal

Incident Reporting and Investigation

Once a report of misconduct is made by faculty, staff or students to any Head of Unit, Head of Department or the Student Affairs Department a record is made and a preliminary investigation carried out immediately. This preliminary investigation is to determine if there has been a disciplinary infraction and the appropriate next steps to take.

When the incident being reported borders on the suspicion of sexual abuse, a written record should be made of the report by the one who receives it. This report should not contain any details that identify the alleged victim. If the alleged victim or the reporting party (if not the victim) files this as a formal report, they are to sign the report as long as they have no objections. If they are not willing to, they should not be forced to sign the formal report. This can be stated as a note at the end of the report in place of the signature.

Once the University comes to the knowledge of misconduct that involves the sexual abuse of a minor, the Student Affairs Department must inform the parents of the minor. (*When the only source of information about an incident of this type comes from what the victim has mentioned to a person of the University they trust, it should not be transmitted to the parents without the permission of the victim. Kindly note that confidential information given under the seal of secrecy must be kept, save in exceptional cases where keeping the secret is bound to cause very grave harm to the one who confided it and where very grave harm can be avoided only by disclosing the truth.*).

The alleged victim will be offered spiritual and psychological assistance through the Student Support Services.

Student Discipline

Hearing and Resolution

If, after carrying out a preliminary investigation, it is believed that a student or group of students may have committed some grave misconduct the matter will be referred to the appropriate Disciplinary Committee who will determine the culpability or innocence of the students and decide on appropriate sanctions.

The student will be informed of all the allegations against him and informed of the evidence given in support of the allegations and the statements made. The student is then given a fair opportunity to correct and/or contradict the evidence in his response.

If the Disciplinary Committee decides that the appropriate sanction is to expel a student, the matter will be referred to Senate for a final decision. In other cases, the sanction decided by the Disciplinary Committee, barring any appeals, will take effect.

All breaches of discipline will go to a proper hearing of the Disciplinary Committee.

In accordance with the provisions of the PAU Constitution, the Vice-Chancellor may exclude any student from the University or any part thereof until the next meeting of Senate.

Student Discipline

Implementation

The decisions in a disciplinary hearing are communicated in writing to the student, his parents or guardian and University stakeholders such as the Dean of the student's school. Documentation of the entire process shall be kept in the disciplinary case files and copied to the student's file.

Appeal

Any student, on whom a sanction has been imposed, has a right to an appeal. The following are the bodies to which appeals can be made:

- Appeals Committee— All Appeals
- To the Senate— Sanctions of Expulsion
- To the Governing Council— Sanctions imposed by the Senate

Students who wish to appeal against penalties imposed on them must do so within two weeks of the date the sanction was communicated to them. Once a student files an appeal the application of the sanction is suspended until the appeal has been decided.

Generally, there is right to only one appeal. However, when the penalty imposed is expulsion from the University, or withdrawal of a degree, there is always a right of final appeal to the Governing Council.

Please note that an appeal can only be made to the appropriate higher body only if the appellant is contesting the outcome of a disciplinary panel.

Students sanctioned for the same misconduct should all be equally accorded an appeal hearing in a case where one of them appeals and the appeal is granted.

Student Grievance Mechanism

Any student of Pan-Atlantic University who feels aggrieved can seek redress through the student grievance mechanism. Issues for grievance resolution would

Student Discipline

be alleged violations by any member of the university community, any rules or policies of the student's school or of the University in general which directly affects the student.

The student grievance mechanism is aimed at providing a fair hearing to any aggrieved student. The opinions or concerns of students are never taken for granted in the University. Students should lodge their grievances with the Director of Student Affairs.

Usually the first step is to resolve the matter in an informal setting where the parties deliberate and try to resolve the issue. Where this fails the matter will be referred to appropriate officers. Where the matter involves an infraction of University policy the appropriate disciplinary process will be invoked.

Student Accommodation

It is not compulsory for students of Pan-Atlantic University to live in halls of residence on the University campus or in hostels, outside the campus, officially approved by the University. Students are free to live with their families or make their own living arrangements.

However, whenever three or more students of the University live together in the same place the rules regulating halls of residence of the University shall apply. Halls of residence in the University are exclusively occupied by either male or female students and no mixed accommodation is allowed.

Table of Minimum Sanctions

Misconduct	Minimum sanction applicable (in the absence of any clear extenuating circumstances)	
Type 1	Sanction	Duration
Membership or patronage of a cult	Expulsion	
The possession, use or trafficking of drugs prohibited by the laws of Nigeria	Expulsion	
The penalty for consumption and/or sale of marijuana and any other illicit drugs is expulsion	Expulsion	
Drug abuse and illicit use of drugs such as anti-depressants and sedatives when not prescribed by a medical doctor for any known illness shall also warrant expulsion	Expulsion	
The possession of firearms or other deadly weapons within the university	Expulsion	
The consumption of marijuana for the first time	Suspension	One session
Type 2	Sanction	Duration
Failure by a student to show up for a drug test	Suspension	One semester
Involvement in a physical fight	Community service	40 hours of community service to be completed within one month from receipt of the sanction letter. Failure to complete the community service within the time frame would result in an additional suspension for one semester.
Physical assault against any member of the university community	Suspension	One semester

Table of Minimum Sanctions (Cont'd)

Misconduct	Minimum sanction applicable (in the absence of any clear extenuating circumstances)	
Verbal assault against any member of the university community (first offence)	Community service	40hrs community service is to be completed within one month from receipt of the sanction letter. Failure to complete the community service within the time frame would result in an additional suspension for one semester.
Providing forged documents to the university e.g medical report, examination eligibility slip, manipulation of official documents and signatures, etc	Suspension	One semester
Vandalism of the university property	Suspension	One semester
Theft of personal or university property	Suspension	One semester, depending on the materiality of stolen property or object
Disruption of lectures	Community service	40hrs of community service to be completed within one month from receipt of the sanction letter. Failure to complete the community service within the time frame would result in an additional suspension for one semester.
Production, possession or distribution of pornographic material of any sort	Suspension	One semester-Expulsion depending on the gravity of the offence
Sexual misconduct, lewd behaviour, sexual harassment or breach of Christian standards of decent behaviour	Community service	40 hrs of community service, depending on how grave the offence is. The community service is to be completed within one month after receiving the sanction letter. Failure to complete the community service within the time frame would result in an additional suspension for one semester.

Table of Minimum Sanctions (Cont'd)

Misconduct	Minimum sanction applicable (in the absence of any clear extenuating circumstances)	
Statements and publications including digital content which come across as offensive, derogatory and unfounded against the university and any member of the university community	Suspension	One semester
Type 3	Sanction	Duration
Threats to the person, property or reputation of any member of the university community	Suspension	One semester
Disrespect towards any member of the university management, faculty or staff	Community service	40hrs community service to be completed within one month from receipt of the sanction letter. Failure to complete the community service within the time frame would result in an additional suspension for one semester.
Violations of the alcohol policy	Community service	40hrs community service to be completed within one month from receipt of the sanction letter. Failure to complete the community service within the time frame would result in an additional suspension for one semester.
Illegal gambling as defined by the Nigeria Lottery Commission	Suspension	One semester
Providing false information in any form to the university	Community service	40hrs of community service are to be completed within one month of receipt of the sanction letter. Failure to complete the community service within the time frame would result in an additional suspension for one semester.

Table of Minimum Sanctions (Cont'd)

Misconduct	Minimum sanction applicable (in the absence of any clear extenuating circumstances)	
Summary Hearings	Sanction	Duration
Willful disregard or refusal to comply with disciplinary and other rules or procedures, or other directives, verbal or written, from the university	Community service	40 hours of community service depending on the gravity; Community service is to be completed within one month from receipt of the sanction letter. Failure to complete the community service within the time frame would result in an additional suspension for one semester
Violation of disciplinary or administrative sanctions and restrictions	Additional sanction of the original sanctions	Repeat the sanction; This does not apply to non-completion of 40hrs community service sanction as the consequence for that is one semester suspension.
Unauthorised use of the name of the university or of management, faculty and staff	Warning or suspension depending on the gravity	Warning letter or suspension (40hrs community service; 40hrs community service to be completed within one month from receipt of the sanction letter. Failure to complete the community service within the time frame would result in an additional suspension (one semester) depending on the gravity.
Dress code violation	Warning	Verbal (first), Written (second)
Consistent violations of the dress code	Community service	20 hrs community service to be completed within two weeks of receipt of the sanction letter.
Consistent violations of the smoking policy	Community service	20 hrs of community service to be completed within two weeks of receipt of the sanction letter.
Misbehaviour in class, library or other areas of the university premises	Community service	20 hrs of community service to be completed within two weeks of receipt of the sanction letter.
Falsification of attendance	Community service	20 hrs of community service to be completed within 2 weeks of receipt of the sanction letter.
Immoral conduct (first offence)	Community service	20 hrs of community service to be completed within 2 weeks of receipt of the sanction letter.

Alcohol Policy

Note: In summary hearings, if the student fails to complete their community service within the stipulated time frame, they will be required to repeat the sanction until they get it right.

Furthermore, community service can be served within or outside the university, depending on the student's preference.

Alcohol Policy

Pan-Atlantic University abides by and expects members of its community to abide by the laws governing the sale, purchase and consumption of alcoholic beverages in Nigeria. To this end the use of alcoholic beverages all over the University will be in accordance to guidelines set by the University.

Rationale

The legal drinking age in Nigeria is 18 years and Pan-Atlantic University as a good corporate citizen upholds this law. It has adopted this law and will implement it for the health and well-being of the university community. This is done to protect the members of the community who are below the drinking age and also those who through abuse may constitute a danger to themselves and other members of the community.

The University does not ban the responsible use of alcoholic beverages by university community members above the legal drinking age. However the fact that there will always be members of the community who are below the legal drinking age places certain restrictions on all in the community.

Policy

- The only alcoholic beverages which may be sold, served and consumed in the University are beers and non-fortified wines.
- Sale and consumption of liqueurs and spirits are prohibited.
- Possession, sale and consumption of all alcoholic drinks are prohibited in the Halls of Residence.

Alcohol Policy

- Permitted alcoholic beverages may be purchased, served to and consumed by students of legal drinking age at places approved by the University. Places approved for consumption and sale of alcohol on campus include Meals Delight restaurant and the Minimart (Clare Ebere) at the Student Centre.
- Outside of these circumstances the purchase and consumption of alcohol is prohibited.
- Inappropriate behaviour of any kind directed towards or resulting from the use of alcohol is unacceptable.

Guidelines

Violations of the alcohol policy could, depending on the gravity, lead to suspension. The following though not exhaustive give an indication of things to avoid.

- Under no circumstance should a student under 18 years consume alcohol.
- Public intoxication
- Driving while intoxicated
- Causing a disturbance due to alcohol intoxication
- Possession of alcohol in public spaces
- Binge drinking

Scope

The scope of this policy covers the Main Campus of the University.

Appendix

1. As stipulated in the revised alcohol policy recently approved by Senate, any student under the age of 18 suspected of taking alcohol or any other student suspected to be tipsy, intoxicated or drunk shall upon request by a security officer, submit himself/herself to alcohol test approved by the University.
2. Security officers of the University shall use the non-contact type of Breathalyzer as the instrument for alcohol tests.
3. To administer the test, student takes a deep breath and blows into the breathalyzer.
4. An under-aged student shall be deemed to have failed the test if result of the test is a Blood Alcohol Concentration (BAC) equal to or greater than 0.01g/100mL.
5. A student above 18 fails the test if the BAC is equal to or greater than 0.05g/mL.

Smoking Policy

Smoking Policy

Overview

Pan-Atlantic University is adopting a smoking policy that is in keeping with the laws of the country. It also seeks to protect the rights of smokers and non-smokers alike. The document sets out in a general way the guidelines of maintaining a smoke-free university campus.

Rationale

The laws of Nigeria prohibit smoking in any institution of higher learning except where designated smoking areas are provided.

Access to tobacco is also restricted to those who are above 18 years of age.

There are also genuine health concerns about the effect of passive smoking.

Finally, we run the risk of smoking initiation especially by minors, and the improper disposal of cigarette butt causing tobacco litter on the campus.

Policy

- Smoking is prohibited in the University, except;
 - In designated smoking areas (the green area in front of the Student Centre, the area immediately behind the TY Danjuma Academic Complex), and
 - in private areas of University houses used as the primary residence of members of staff.
- Sale of tobacco product is also prohibited in the University.
- Students who are below 18 years of age are advised to stay away from tobacco products.
- Consistent violation will be subject to disciplinary actions.

Scope

This policy applies to all students and staff in the main campus of Pan-Atlantic University (PAU). It applies within all of the University's land including all areas reserved for external developers. For avoidance of doubt this policy applies in all the areas in and around the Student Centre, the Sports arena, the Campus proper, all the roads and open spaces within the University's land. This policy will serve as a guide to faculty and designated PAU staff (e.g security) for enforcement.

Drug Testing Policy

Drug Testing Policy

Overview

Pan-Atlantic University abides by and expects members of its community to abide by the laws of the State prohibiting the possession, use or trafficking of illegal drugs. To ensure that this is the case, the University will employ drug testing as an aid to providing a drug-free environment for life and learning.

Rationale

The problem of drug use is one which has infiltrated our higher institutions in Nigeria and this menace only leads to poor academic performance and engenders a culture of violence which makes serious academic work impossible in any institution.

Students who get involved with drugs endanger themselves and all the members of the university community.

To ensure that such a thing never occurs in Pan-Atlantic University we will test students for illicit drug use. These tests are meant to deter students from drug abuse.

Policy

- Pan-Atlantic University is taking a zero-tolerance stance on the issue of drug abuse.
- The University will occasionally conduct drug tests on its students in a bid to create a drug-free environment which is required for life and honest academic pursuit.
- All students of Pan-Atlantic University are subject to this drug testing regime.
- The students to be tested will be determined by the University by random selection; after an incident or where reasonable suspicion of drug use exists.
- Refusal, by a student, to show up for a drug test will be seen by the University as a failed drug.
- If a student is found to have tampered with test samples, it is considered that the student has failed the drug test.

Drug Testing Policy

- A failed drug test could amount to expulsion from the University.
- If a student is caught in possession of prohibited drugs, no test will be required to impose sanctions.
- Drug testing will be done in line with laid down procedure.
- The University will, in carrying out this policy, keep information confidential. Access to the information will be on a need to know basis.
- Information on drug test results will be kept separate from the student's academic records

Guidelines

See drug testing procedure document

Scope

This policy applies to all students of the Pan-Atlantic University (PAU)

Release of Image for Promotional Purposes

Pan-Atlantic University and associated organisations capture images of students on the school premises and during activities of Pan-Atlantic University. The resulting images are published and used for academic or promotional purposes in the communication and knowledge channels of Pan-Atlantic University and through any other medium that the institution may use or authorise for the diffusion of said content, unlimited by time or geography. Pan-Atlantic University may also put captions on the images in any language.

Students have a right to opt out of inclusion in images being used for academic or promotional purposes in the communication and knowledge channels of Pan-Atlantic University and through any other medium that the institution may use or authorise.

If you choose not to opt out, your image may be used by Pan-Atlantic University as indicated above.

Please fill out and submit the image release opt out form during the registration process.



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