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# **INTRODUCTION**

## **OBJECTIVE**

To establish:-

- a.) a University where youths will be educated and nurtured to play a positive role in the development of Nigeria.
- b.) a University where students will not only receive quality education, but are also taught sound morals founded on the fear of God: RUN graduates will go on to become God – fearing, useful and productive members of the society.

## **OUR VISION**

To produce a future generation of God-fearing, creative, innovative and inventive entrepreneurs, motivated to build and sustain a better Nigeria and a better world.

## **OUR MISSION**

Our mission is to raise graduates who will turn Nigeria into a country of trustworthy and upright youths, frank and candid academicians, truthful and honest technicians, reliable and scrupulous business men and women, caring and compassionate doctors, honourable and truthful politicians, open and sincere public servants, decent and law-abiding citizens, just and impartial judges, honest and immovable bankers and above all, a nation of men and women of distinction, dignity and decorum.

At RUN, we:

- are determined to raise a future generation of creative, innovative and inventive entrepreneurs;

- want to mould a generation of kind, thoughtful and gentle adolescents motivated to build and sustain a better Nigeria where peace, justice, fairness and Godliness reign;
- are looking forward with optimism and intense anticipation for a Nigeria we can all defend, protect and be proud of;
- have a desire and aspiration for a nation whose trust is in the Lord God Almighty.

## **ORGANIZATION OF THE UNIVERSITY AND THE VARIOUS ARMS OF THE UNIVERSITY ADMINISTRATION**

The University Law (July 2003) is the legal basis of the University. Under this law, the University consists of the following:

- a. A Board of Trustees;
- b. A Chancellor;
- c. A Pro-Chancellor and a Council;
- d. A Vice-Chancellor and a Senate;
- e. A body to be called Congregation;
- f. A body to be called Convocation;
- g. The Campuses and Colleges of the University, Schools, Institutes and other Teaching and Research Units of the University as required;
- h. Principal Officers;
- i. All Undergraduates and Post-graduates;
- j. All other persons who are members of the University in accordance with the provision made by statute on their behalf.

The General Overseer of the Redeemed Christian Church of God is the Visitor to the University.

### **COUNCIL**

The Council is the Governing Authority of the University. Council, under the Chairmanship of the Pro-Chancellor, is responsible for those decisions of policy

which have financial implications, the general management of the affairs of the University, and in particular, the control of the property and the expenditure of the University.

## **SENATE**

The Senate formulates academic policies including the organization and control of all academic activities of the University. It is the function of the Senate to organize and control teaching in the University and the admission and discipline of students and to promote research.

The Senate is advised on academic matters by the Colleges Boards of Studies. The Vice-Chancellor presides at Senate meetings while the Registrar is the Secretary.

The University operates by Committee system and much of the work of the Council and Senate is done through Committees. Some of the Committees of Council and Senate are listed below:

### **Council**

- i. Finance and General Purposes Committee
- ii. Appointments and Promotions Committee for Academic Staff.
- iii. Appointments and Promotions Committee for Administrative and Technical Staff.
- iv. Appointments and Promotions Committee for Junior Staff
- v. Tenders Board.

### **Senate**

- i. Appointments and Promotions Committee for Teaching Staff
- ii. Students' Welfare Board
- iii. Library Committee
- iv. Development Committee

## **THE CONGREGATION**

The Congregation is the assembly of all graduate members of the University staff (both teaching and non-teaching). The Vice-Chancellor presides at meetings of

Congregation, which serve as a forum for the discussion of any University problem or issue affecting the interest and welfare of the university and its meetings. Congregation can make recommendation direct to Senate and Council on which two bodies it is being represented. The Vice-Chancellor is the Chairman of Congregation while the Registrar serves as Secretary.

### **THE CONVOCATION**

The Convocation comprises all the graduate members of staff as well as graduate alumni of the University. The Chancellor is the Chairman of Convocation and the Registrar, Secretary. The Convocation can make recommendations direct to Council on any matter.

### **COLLEGE BOARD OF STUDIES**

The University has endorsed the concept of a College as a fully integrated unit of a group of related subjects or disciplines which have a common academic interest in teaching and research. The University has therefore adopted the College (as opposed to the Faculty or School) as the basic Unit.

The College Board of Studies is the governing body of the College, which broadly controls the academic programmes of the College, subject to the approval of Senate. The Dean of College is the Chairman at the College Board Meetings.

### **PRINCIPAL OFFICERS OF THE UNIVERSITY**

1.) **The Chancellor**

The Chancellor is the formal Head of the University. He attends the University only on special occasions such as the Convocation Ceremony for the conferment of degrees.

2.) **The Pro-Chancellor**

The Pro-Chancellor is the Chairman of Council. He shall in relation to the University, take precedence before all other members of the University except the Chancellor and except the Vice-Chancellor when acting as Chairman of Convocation.

3.) **The Vice-Chancellor**

The Vice-Chancellor is the Chief Executive Officer and the Academic Head of the University. He is the Chairman of Senate and Congregation.

4.) **The Deputy Vice-Chancellor**

The Deputy Vice-Chancellor assists the Vice Chancellor and acts for him in his absence. He is elected from among the Professors for a period of two years in the first instance.

5.) **The Registrar**

The Registrar is the Chief Administrative Officer of the University. He is responsible to the Vice-Chancellor for the day-to-day administration of the affairs of the University.

6.) **The Bursar**

The Bursar is the Chief Financial Officer of the University, responsible to the Vice-Chancellor for the day-to-day administration of the financial matters of the University.

7.) **The University Librarian**

The University Librarian is responsible to the Vice-Chancellor for the administration of the University Library. This includes the main Library, College and Departmental libraries.

### **ACADEMIC PATTERN**

During the first phase of its development, the University has three(3) Colleges, twelve(12) Departments and twenty(20) undergraduate programmes.

They are:

<b>S/NO</b>	<b>COLLEGES</b>	<b>DEPARTMENTS</b>	<b>PROGRAMMES</b>
1.	Humanities	i) English	B. A English
		ii.) History and Strategic Studies	B.A. History and Strategic Studies

2.	Management Sciences	i) Behavioural Studies	a) B.Sc. Sociology b) B.Sc. Psychology
		ii) Economics and Business Studies	a) B.Sc. Economics b) B. Sc. Business Admin. c) B. Sc. Marketing
		iii) Political Science and Public Administration	B.Sc. Political Science
		iv) Mass Communication	B.Sc. Mass Communication
		v) Accounting and Financial Studies	a) B.Sc. Accounting b) B.Sc. Banking and Finance c) B.Sc. Actuarial Sciences
		vi) Transport and Tourism Studies	B.Sc. Tourism and Travel Management
3.	Natural Sciences	i) Biological Sciences	B.Sc. Microbiology
		ii) Mathematical Sciences	a) B.Sc. Mathematics/ Statistics b) B.Sc. Computer Science
		iii) Physics	B.Sc. Physics with Electronics
		iv) Chemical Sciences	a) B.Sc. Industrial Chemistry b) B.Sc. Biochemistry

### **Duration of Programmes**

All first-degree programmes are of four(4) years duration. Direct admission at the 200 level, is normally less by one year.

### **General Admission Requirements for Undergraduate Programmes**

All candidates applying for admission into any course must possess a minimum of 5 Ordinary level credit passes at one sitting, or 6 Ordinary level credit passes at not more than two sittings. Two of the credit passes must be in English Language and Mathematics, plus one relevant science subject from the

following: Biology, Health/General Science, Agricultural Science, Physics and Chemistry.

### **Special Admission Requirements**

#### a) **College of Humanities**

In addition to the general requirements stated above, candidates seeking admission into any programme in the College must have obtained at least 5 (one sitting) or 6 (two sittings) credit passes in GCE/NECO/SSCE ordinary level. Candidates must also have credit passes in at least two other Arts or Social Science subjects.

#### b) **College of Management Sciences**

In addition to the general requirements stated above, candidates seeking admission into any programme in the College must have obtained at least 5 (one sitting) or 6 (two sittings) credit passes in GCE/NECO/SSCE ordinary level. Candidates must also have credit passes in at least two other Arts or Social Science subjects.

#### c) **College of Natural Sciences**

In addition to the general requirements stated above, candidates seeking admission into any programme in the College must have obtained at least 5 (one sitting) or 6 (two sittings) credit passes in GCE/NECO/SSCE ordinary level. Candidates must also have credit passes in at least two other related science subjects.

### **General Regulations Governing Admissions**

At the time of registration in this University, each candidate will be required to present the originals of the Certificates or any other acceptable evidence of the qualifications on the basis of which the offer of admission has been made.

If it is discovered at any time that a candidate does not possess any of the qualifications, which he claims to have obtained, he/she will be required to withdraw from the University. Students shall, on admission, pay to the University, the fees prescribed by regulations.

#### **Deferment of Admission**

Deferment of admission shall not be considered unless the candidate has fully satisfied College and departmental requirements for registration, and has very cogent reasons for the deferment of his admission.

Application for deferment of admission shall be forwarded to the Registrar, not later than the middle of the first semester.

### **Transfer Candidates**

Candidates wishing to transfer from other universities shall be required to hold the minimum qualifications for entry into the University.

Application forms for admission by transfer are obtainable from the Admission Unit of the office of the Registrar on payment of the prescribed fee.

### **Continuous Assessment**

Assessment of student achievement shall be continuous. The student shall be periodically informed of his standing in the course. The final examination for each course shall normally be at the end of the semester in which the course is offered.

### **Time-Table and Contact Hours**

The University operates the semester system, two semesters in a year. In a week, about 42 hours are normally devoted to lectures, tutorials/seminars or practical laboratory work. Teaching normally starts at 9:00 a.m. and ends at 5:00p.m.

### **Unit Course System**

In line with the recommendation of the National Universities Commission, the University operates the course credit system. One credit unit is attached to one hour of lecture or tutorial per week per semester. The equivalents of one hour of lectures per week are:

- two hours of seminar
- three hours of laboratory or field work or studio practice

### **Student Workload**

A first degree student undertaking his course on a full-time basis, is normally required to register for at least fifteen and a maximum of twenty four credit units per semester, except carry-over courses.

## **REGISTRATION AND ORIENTATION**

### **REGISTRATION**

Registration for courses takes place in the first week of a given Semester. Students who cannot meet this deadline are allowed to do late registration on the payment of N3,000.00 (Three thousand naira only). However, no registration will be allowed after four weeks from the beginning of a given semester.

Registration guidelines shall be distributed to students before registration begins.

### **ORIENTATION**

An orientation programme is normally arranged for new students by the Students' Affairs Division in co-operation with other related departments. The orientation programme is intended to enable new students to settle down and adjust to University life.

As part of the Orientation activities, freshmen are able to meet the Vice-Chancellor, other Principal Officers, Deans of Colleges, and other officials of the University. They are also introduced to the various facilities in the University and put through the use of the University Library.

## **MATRICULATION, MATRICULATION NUMBER AND IDENTITY CARD**

### **MATRICULATION AND MATRICULATION NUMBER**

Every student will be required to take part in the matriculation ceremony, which is the official acceptance of new students to the University system.

Each student is required to take an oath and sign a declaration to signify that he will observe the statutes, rules and regulations of the University. After the oath taking, students sign the Matriculation Register which contains the names of all the matriculants serially arranged, by department, in alphabetical order.

### **USE OF MATRICULATION NUMBER**

Each student is assigned a matriculation number upon registration. No official student paper or document may be regarded as complete or valid unless it carries the correct matriculation number. Students are therefore strongly advised

to know and to be always definite about their matriculation numbers, and to use these numbers on all official transactions, including payment of fees.

A student is expected to retain his matriculation number even if he changes college or course of study. Any student who attempts to obtain a second matriculation number will be disciplined.

### **IDENTITY CARD**

Every registered student is to collect an official student identity card from the Students' Affairs Office upon the payment of the prescribed fee. The identity card is renewable from session to session, at no additional cost.

Any person, while in University premises, may be required, for reasonable cause, to identify himself upon request by authorized officials acting in the performance of their duties. All registered students are expected to have their card on with the University larnyard at all times within the University premises. Some University facilities are open only to students who are able to show valid identity cards. Students are, therefore, strongly advised to carry their identity cards with them always and be ready to produce them at any time on demand.

### **ACADEMIC SUPPORT UNITS**

To enrich the curricula, the university has established some academic units apart from the academic departments in the direct teaching areas. Such units will help to develop the student in becoming a total man that is well equipped to face the challenges of the world outside the university environment. The units will also help to widen the horizon of the student beyond his area of specialization.

#### **General Studies Unit**

As part of the minimum academic standards, the National Universities Commission has made it mandatory for all undergraduate students in Nigerian Universities to study for and earn credit units in General Studies.

This requirement provides an opportunity for students to have some knowledge of other disciplines apart from their areas of specialization.

The University has therefore, set up a General Studies Unit to achieve the following objectives:

- a.) fostering the development of communication skills among students;
- b.) helping students to acquire the basic skills required for existence in a modern society.

The courses that must be passed by all undergraduate students before they graduate are:

- Use of English
- Introduction to Logic and Philosophy
- Nigerian Peoples and Cultures
- History and Philosophy of Science.
- Entrepreneurship (science students)
- Introduction to Computer (Students in the Colleges of Humanity and Management studies)

## **THE UNIVERSITY LIBRARY**

### **Introduction**

The University Library came into being when the parent institution received its license to operate. It is rich in the latest resources in the Natural sciences, Management sciences, Humanities and Education.

It has a collection of approximately 7,000 volumes and still growing fast. There are back issues of journals in most of the disciplines listed above. It also has a fair amount of non-print materials, videos, tapes, CDs, etc. The library collection is well catalogued and classified appropriately.

The Library is automated and materials can be accessed online from any location in the University through the Library Database.

### **Mission**

The mission of RUN Library is to serve as a gateway to the latest information resources needed by the University staff and students irrespective of location, to enhance learning, teaching and research in a prompt, cost-effective and painless manner.

### **Membership**

The Library is open to all registered bona-fide students and staff of the University who carry genuine staff or student ID Cards. The Library does not issue a separate ID card for use of its facilities and services.

Library users are expected to produce current ID Cards before they are allowed into the library. Students and staff of sister institutions are expected to produce guarantee of current registration with their respective libraries as well as letters of request to use the RUN Library from either their University or College Librarians. Admission to use library facilities is a privilege and not a right and there is a need for strict observance of rules and regulations governing such a use.

## **Resources**

Our library is organized along subject lines. Resources are collected at present in the subject areas offered for teaching and related areas needed to broaden learning and research ability of academic staff and students.

The subject areas extensively covered are grouped around the foundation colleges: Natural Sciences, Management Sciences and Humanities.

There are also resources in Education and Law. The law collection is limited to business and constitutional law materials which are related to Business and Political Science programmes of the University.

New and recently published materials are available in the following disciplines:

### **Natural Sciences**

Biological Sciences, Chemistry, Computer Science, Ecology and Environmental Sciences, Geology, Mathematics, Physics, Statistics and also related disciplines of Engineering/Technology.

### **Management Sciences**

Accounting, Banking and Finance, Business, Economics, Geography, Management, Marketing, Media Studies, Psychology, Political Science, Public Administration, Tourism and Sociology.

### **Humanities**

Communication Arts, English Literature, History, Languages, Philosophy, Religious Studies, the Arts including Performing Arts.

**Other available resources are grouped under the following:**

### **Education**

Languages and Social Studies, Physical Education, Special Education, Teacher Education.

### **Law**

Constitutional Law and Business Law.

### **Special Collections**

This is a large collection of audio visual materials and transparencies, revision and examination texts. This collection is expected to be expanded and enriched by rare works and other Nigerian materials. There is also a small collection of general and subject references materials.

## **Services**

There are at present two subject Librarians, viz, the Science Librarian and the Social Sciences/Humanities Librarian. They are ably assisted by a small team of professionally trained staff. Their main responsibility is to assist readers in locating needed information quickly and efficiently as well as bring newly published information to the attention of readers. As many efficient libraries advise “***Get To Know Your Subject Librarian***”.

## **Internet Services**

There is also an Internet Services Librarian who is trained to help you explore the advantages of the Virtual Library to the fullest. Use the information super highway to make a difference in your assignments.

Many workstations dedicated exclusively to internet searching for purely academic assignments are available. This service is FREE. Internet browsing for general purpose or leisure is available in the institution’s central Cybercafé and other points in the Hall of Residence at minimal cost.

## **Other Services**

Document Delivery Services involving photocopies of journal articles or essential texts can be made for readers and institutions. Photocopies of materials not available in the Library can be obtained for readers from other institutions holding them through interlibrary cooperation.

All requests for document delivery services should be made to the Reference Librarian. The cost of making such reproductions is charged to those who make the request.

The Electronic Classroom is designed to train readers in effective use of the Web resources and Information technologies for academic purposes.

## **Reserved Books**

Two copies of compulsory reading texts are shelved in the main library; such books can be consulted only in the library. Consult the Public Services Librarian for these services.

## **Classification Scheme**

As in most university libraries in Nigeria, all materials are classified by the Library of Congress Classification Scheme. Subject descriptions are according to the Library of Congress Subject Headings.

## **CAPSTONE (Online Public Access Catalogue)**

The Public Access Catalogue is digitized. The library Online Public Access Catalogue named “CAPSTONE” can be accessed from any office or classroom anywhere in the university, as long as such an office/classroom has a PC which is hooked on to the University Intra Network system.

## How To Locate Books

All books are arranged on the shelves according to the Library of Congress (LC) Classification Scheme. All books which can be borrowed are located in the Annex Library. The Reference, Serials/Virtual library sections are located in the Main Library. Shelves are clearly labeled and guided. Books that have been catalogued and classified can be located from the OPAC by author, title or subject.

There is always a professional staff at the Information Desk to help you locate materials and other sources of information.

## Periodicals

All periodical titles – back issues and current titles are shelved in the Serials Section on the ground floor of the main building. They are arranged according to the Library of Congress scheme.

Periodicals can be read in the library. They cannot be borrowed or taken out of the library.

### E – Databases (Full-text)

The University has purchased access to EBSCO HOST database, an electronic publishing company that has several thousands of journal articles. The University also has free links to African Journal Online, HINARI, Questia and AGORA.

## Loans And Fines

The following regulations are applicable to all borrow-able materials:

READER POCKETS	NO OF LOAN	LENGTH
Undergraduate	4	2 Weeks
Academic Staff	8	4 Weeks
Part-time Lecturers	5	4 Weeks
Non-Academic Senior Staff	4	4 Weeks
Inter Library Loan	4	4 Weeks

Items borrowed must be returned on or before the due date to avoid fines. Any book recalled must also be promptly returned to avoid fines.

Overdue books and pamphlets attract fines at the rate of **N10.00k** per day.

Fines for recalled material accumulate at the rate of **N10.00k** per day effective one week from the date of recall. Fines must be paid promptly. Unpaid fines will be referred to the Bursar's Office for necessary action.

All borrowed items are renewable unless booked by another reader.  
*Do not take any library book without going through borrowing processes.*

## **OPENING HOURS**

1. **During Session**

Monday – Friday:	8:00 - 22:00
Saturday:	8:00 - 13:00
Sunday:	17:00 - 22:00

2. **Vacation Time**

Monday – Friday:	8:00 - 17:00
Saturday:	8:00 - 13:00
Sunday:	Closed

3. **Public Holidays**

The library will be closed on Public Holidays.

## **OTHER LIBRARY RULES**

1. Smoking, eating and drinking are strictly prohibited in the library.
2. Do not disturb other readers by talking in the library.
3. Do not mutilate or deface books.
4. Users leave their personal property in the library at their own risk.
5. All items taken into and out of the library are subject to a security check.
6. Reading tables or chairs may not be reserved.
7. Books and pamphlets may not be taken out of the library unless they have been date stamped.
8. Readers must return all library materials when their membership terminate
9. All cell phones must be switched to silent mode when using the public reading areas. There is provision however in designated areas to use such communication equipment and hold discussions of academic nature.

## **THE USE OF THE e-CLASSROOM & THE CYBERCAFE**

Learning in a technologically oriented environment enhances growth and boost the performance of every focused student.

The e-Classroom is a Computer laboratory, with a well designed and secured network whose back bone is braced with fibre optics into a miniature mainframe distribution system.

e-Classes are meant to have workstations which include audio visual equipment to achieve set goals and to encourage a better learning process.

### **What is a portal?**

A portal is a private space that gives users in an organization the ability to organize information, ready access the information, manage documents, share calendars and enable efficient collaboration, all in a familiar, browser-based environment.

The concept for the deployment of a portal is to have both students and staff share information from anywhere, even outside the campus, irrespective of the distance, schedule presentation and lectures, send instant message to all students offering a specific course. The University portal shall also take care of tasks like submission of assignment by students, accessing of portal for assignment issued by lecturers.

### **Use of the e-Classroom**

The e-Class will always be open from Mondays through Fridays between the hours of 8.30am – 5.00pm, and the period of service shall be extended in all special cases.

Staff and Students would only be allowed to use the e-Class when identified with the University ID card.

Students will be allowed to do all portal works (i.e. submission of assignment electronically, downloading of lesson notes, and transactions with e-shops), receive lectures and attend presentations in the e-Class.

### **Cybercafe**

This is a public digital centre for both staff and students of the University. The basic operation that the café deploys is to have users buy tickets and access the internet for information.

**Wireless Fidelity (wi-fi):** allows you to connect to the internet from virtually anywhere at speeds of up to 54Mbps. Wi-Fi enabled computers and handsets use radio technologies based on the IEEE 802.11 standard to send and receive data anywhere within the range of a base station.

To complement the services offered by the café, considering convenience, we have also added to our network design, Wi-Fi which would also be a means of accessing websites, though, not without the use of purchased tickets. This can be done on any laptop or computer with a wireless card within the range of approximately 80 to 100 meter from the base station which is at the MDFS (IT Department).

### **e-Classroom & Café Rules**

- 1.) All cell phones must be switched off when in the e-class or Cybercafe.
- 2.) Eating, smoking and drinking are prohibited in these centers.
- 3.) Browsing of pornographic pages and website is a serious offence. Defaulters face expulsion.
- 4.) Unauthorized persons are not allowed to operate any audio visual equipment in the e-classroom.
- 5.) The cybercafé should not be used as a centre for sending spam mails or doing any fraudulent work.
- 6.) Littering is prohibited.

### **THE UNIVERSITY HEALTH SERVICES**

The University Health Centre provides Promotive, Preventive and Curative Health care to all students of the Redeemer's University.

In achieving these important objectives there is a need for the past medical history of the students to be fully recorded during registration at the Health Centre. This is to maintain a bridge between Medical Care at home and the University Health Centre.

### **Registration at the University Health Centre**

- 1.) It is compulsory and a pre-condition for admittance into the Hall of Residence, for all students to register with the University Health Centre.
- 2.) A student may receive medical treatment at the University Health Centre, only after proper registration.
- 3.) At registration, every student is expected to complete a form containing his or her biodata, previous illnesses, drug history, including drug reactions and the address of next of kin.

- 4.) New students are also expected to produce a recent X-ray of the chest, two passport sized photographs and then undergo a full medical examination with laboratory tests.
- 5.) After registration, every student is given a small card which contains his registration number in the University Health Centre. This card should be produced at every clinic visit.

**Services rendered by the University Health Centre**

1. Pre-employment and pre-admission, medical examination of staff and students respectively.
2. Health education for students and entire University Community.
3. Family Planning Services
4. Environmental sanitation, refuse collection, disposal, and inspection of food vendors.
5. Immunization against major infectious diseases for children
6. Fertility and life awareness education.
7. Diagnosis and treatment of common diseases and injuries.
8. Provision of essential drugs.
9. Laboratory services.
10. Minor surgical operations.

**Hours of Duty:**

The Health Centre is open 24 hours.

However, the following hours of duty are observed for the clinic consultations:

8am	–	10am	-	Senior Staff and their dependants
10am	–	12 noon	-	Students
12 noon	–	2pm	-	Junior Staff and their dependants

Emergency cases are attended to any time of the day or night. There is also a provision for admission into the wards for further care and ambulance service for cases referred to other hospitals.

**Procedures at the Centre**

1. Treatment at the University Health Centre is based on first come first served, except for emergencies.
2. Students are required to come for clinic at the time approved for them, that is 10a.m. to 12 noon
3. If a student considers that his or her case is an emergency and comes outside the scheduled time he or she would be required to see the Principal Nursing Sister who on evaluation of the case may instruct the medical records clerk to pull out the case note for the attention of the Doctor. On the other hand, the nurses may provide first aid care and request the student to report for review by the doctor at the next clinic day and period.
4. On arrival at the clinic, the student presents his or her card to the medical records clerk who pulls out the case note and sends the patient to the nurses for blood pressure, temperature and weight measurements. The case note is subsequently sent to the doctor for consultation. A prescription paper is then written containing the drugs the patient is to receive in the pharmacy.

Other procedures such as injections, dressings, minor operations or admission into the wards may be ordered by the doctor. Students and Staff are required to pay a token amount for laboratory tests in the Health Centre.

#### **Qualifications for free medical care:**

- 1.) Only those who are current students of the Redeemer's University (RUN) and are registered with the Health Centre are qualified for free medical care.
- 2.) Dependants, relatives or friends of students are not qualified for medical treatment at the Health Centre.
- 3.) Students are not entitled to free medical care when the University is not in session except on special recommendation by their heads of department for students carrying out projects during vacations.
- 4.) Parents of Students would be responsible for the cost of treatment for students referred to other Hospitals.

#### **Endorsement of Sick Leave Certificates for Students:**

A student may not be able to attend some important academic assignments such as lectures, and examinations due to ill health. In this situation, the Senate

would only consider these cases after appropriate recommendation by the Director of Health Services.

The following are conditions which would guide the Director of Health Services in endorsing sick leave certificates from outside the University. It is important for students to take note of these conditions to guide their actions if or when they fall ill:-

- 1.) If the University is in session, a student who is ill should report first to the University Health Centre. The Medical Officer on proper evaluation of this student may decide to refer him or her to a better centre for treatment.
- 2.) If after being seen in the Health Centre, a student for financial or other reasons known to him has to go home for further treatment, the University Medical Officer would be aware of this situation.
- 3.) When the University is not in session, a student who falls ill and the period of the illness extends to the period of resumption, shall notify the University medical officer through his attending physician as soon as possible after resumption.
- 4.) Other cases that come outside the conditions discussed in 1, 2 and 3 will be considered strictly on their own merit. In such circumstances, endorsement of sick leave certificates will not be automatic.

## **DIRECTORATE OF STUDENTS' AFFAIRS**

The activities of this directorate are directed towards making the campus life a rich communal experience. This is achieved by striking a balance between the academic and the spiritual.

The following services are provided by the directorate:

### **1.) CHAPLAINCY AND COUNSELLING SERVICES**

One of the uniqueness of this University is the type of services offered by the Chaplaincy. It is the goal of this unit to produce godly character in every student. Since the spiritual life of the student is an important element in the formation of the total person, the University will make available all the resources necessary to enhance it. As a Christian University committed to the transformation of the Nigerian society through the provision of total quality education, the development of the total person will depend largely on the spiritual climate of the institution.

To this effect, the unit will supervise "My Personal Journal" programme to ensure compliance by every student. This programme encourages every

registered student to read through the Bible during the first three years of his/her stay in the University.

The unit will also ensure that students attend and are well catered for in all the devotions and worship services. There are corporate daily morning worship, weekly group Bible Study, and Sunday Celebration worship service. Attendance is compulsory for all students. These programmes are put in place to prepare each student spiritually and emotionally for the rigour of academic life demanded by the University.

The University also provides adequate counselling services to cover every area of the student's life, viz, academic, pre-marital, spiritual, vocational, and any other aspect where the student needs adjustment. Experts in the various fields of counselling are available to offer their services to any student that needs such. We recommend that our students should make use of all these services where and when necessary. Members of staff could also refer students to this unit for immediate assistance.

In order to involve every member of the community, members of staff, apart from those in the Chaplaincy unit, will be involved as associate chaplains. Students are also given opportunities to discover, utilize and develop their talents. To this effect, there are various ministries in the Chaplaincy where students can manifest their God-given talents. These include music ministry, engineering, internal decoration, protocol, search-the-scripture, etc.

## 2.) **HALL ADMINISTRATION**

### **LIVING ARRANGEMENTS**

The University makes it a point of duty to provide an environment that will assist each student in developing his or her academic and social potentials to the fullest. In view of this, the Halls of Residence are considered to be an integral part of the total educational experience in the University.

Therefore, the halls are not mere "sleeping" places as they serve as "homes" for the students for many months of their years of studentship .

### **Students' Welfare Board**

The Students' Welfare Board is a staff-student Board of Senate. It is responsible for the organization, supervision and administration of the Halls of Residence. It is also responsible for the general welfare of the students.

### **Hall Master**

The Hall Master is appointed by the Vice-Chancellor. He is responsible to the Vice-Chancellor for the general supervision and co-ordination of the welfare and good governance of students in the Hall. He acts in LOCO PARENTIS, counseling students on academic/private affairs, stimulating social and intellectual activities and promoting the overall growth of the students in the Hall.

**Hall Warden:**

The Hall Warden is a full-time staff responsible to the Vice-Chancellor, through the Director of Students' Affairs, for the general supervision and co-ordination of the students' welfare services and good governance of the Hall.

The Hall Warden also assists in counseling students on academic and private affairs, stimulating social and intellectual activities, promoting an amicable staff-student relationship and a good ESPIRIT DE CORPS in the Hall.

**Committee of Hall Masters/Wardens**

The Committee of Hall Masters and Hall Wardens is set up to afford the Hall Masters and Wardens a forum for interaction and exchange of ideas on issues that border on students' welfare and advise the Vice-Chancellor on such issues. The Committee is directly responsible to the Vice-Chancellor.

**Terms of Reference:**

- i.) To provide a forum for Hall Masters and Wardens to interact and exchange ideas on matters that border on students' welfare; and
- ii.) Examine together students' problems in the Halls of Residence, and present proposals on how to solve them.
- iii.) Any other matters as would ensure the smooth running and management of the Halls of Residence.

**Membership:**

Director, Students' Affairs	-	Chairman
All Hall Masters		
Students' Affairs Officer		
All Hall Wardens		
Registrar's nominee	-	Secretary

Meetings: Once a month

**Hall Management Committee:**

Each floor of a hall of residence will have a floor leader and an assistant. Each level will have a Hall Representative chosen from among the floor leaders, and an Assistant Hall Representative.

Each Hall of Residence has a management committee, consisting of the Hall Master (as Chairman), the Hall Wardens, the Hall Representative and Assistant as members. It is responsible for the general well being of individual members of the Hall in areas of social, cultural and intellectual development. The Management Committee is to meet once a month and may make recommendations to the Students' Welfare Board.

### **3.) FOOD SERVICE**

In line with the Federal Government's directive, the University has no responsibility for the feeding of students. Students are, however, free to purchase their meals from the main cafeteria which is being run by catering contractors on an 'a la carte' basis.

Though the provision of meals will be handled by contractors who have been carefully selected, the university accepts responsibility for the well-being of every student. To this effect, the university will ensure that quality meals are served all the time, and high level of hygiene is maintained at the cafeteria

### **4.) SPORTS AND ALLIED SERVICES**

This Unit will make available to students the following sports: soccer, basketball, volleyball and lawn tennis. The indoor halls will provide table-tennis and snooker games. No betting should take place in any of these venues.

There will be a Red Cross Society. All students will be trained in emergency and rescue operations.

### **5.) COMMUNITY SERVICE**

Since every university is a community within a larger community, it is expected to impact positively on the larger community by providing some services that can enrich her socio-economic existence. Some of the programmes envisaged include adult education, immunization, personal hygiene seminars, and children life-enrichment outreach.

### **6.) STUDENTS ASSOCIATION**

Every registered student of the university is a member of Redeemer's University Students Association (RUNSA). Details of its formation and operation will be set out in the RUN Students Association Handbook.

# **HOSTEL REGULATIONS**

## **Eligibility**

**(i) Students shall be admitted into the Halls of Residence in the following order of priority:-**

- 1.) All freshmen and women
- 2.) All final year students
- 3.) All University scholars
- 4.) All Physically disabled students
- 5.) All foreign students
- 6.) All sportsmen and women
- 7.) Others.

**(ii) Admission into Halls of Residence**

- (a) Admission to Halls of Residence is by the authority of the Students' Affairs Officer.
- (b) Evidence of full payment of boarding fee must be presented before admission into Halls of Residence.
- (c) Full academic session fees must be paid before allocation into rooms.
- (d) Final allocation into rooms in the Halls shall be by the Hall Wardens.
- (e) The right to occupy a room is not transferable.

**(iii) Illegal Occupancy of Room (Squatting)**

- (a) All students who are legitimately allocated rooms in the Halls of Residence shall NOT illegally harbour any other student or person.
- (b) Any student who keeps a 'squatter' shall automatically forfeit his/her room without any refund of accommodation fees earlier paid. The 'Landlord' and the 'squatter(s)' shall be ejected from any of the University Halls of Residence.
- (c) If an already ejected 'landlord' or 'squatter' is caught again squatting with another student (new landlord) in the Hall, the new squatter, now a 'second offender', will be subject to further disciplinary measures, while the new 'landlord', who is now a first offender, forfeits his/her room allocation without any refund.

**(iv) Exeats**

- (a) No student may be away from his/her Hall of Residence overnight without the completion of exeat forms, obtainable from and approved by the Director of Students' Affairs. These exeat forms must be completed, and one copy left with the Hall Warden. Students who have to stay beyond the period specified in the exeat must notify the Hall Warden in writing, stating reasons for his or her departure, and the probable period of his or her absence. Students

who wish to leave the Hall before the official end of semester should obtain an exeat.

- (b) A breach of this regulation shall carry, after appropriate investigation, expulsion from the Hall.

**(v) Guests and Visitors**

- (a) Visitors are not allowed in student's rooms. However, they can visit between the hours of 4.00 p.m. and 7.00 p.m. on week days (Monday to Friday inclusive) and between the hours of 10.00 a.m. and 7.00 p.m. on Saturdays, Sundays and Public Holidays.
- (b) Visitors must not go direct to the students' rooms or to the Common Room but must first enquire at the Porters' Lodge where they must sign the Visitors' Book. Visitors must state their addresses in the book and must also sign the Visitors' Book at the end of their visits. For the purpose of this rule, male students visiting Women's Hall and female students visiting the Men's Hall will be regarded as visitors. A student who breaks any of the above regulations shall be penalized.
- (c) No visitors of the opposite sex shall be allowed into the students' rooms, but must remain in the Common Room.

**(vi) Closing of Hall Gate**

Hall gates shall normally be closed between 11:30 p.m. and 6.00a. m. daily including Saturdays and Sundays. All students are required to be in residence before the gates are shut. Any extension of these hours shall be at the discretion of the Warden from whom prior permission must be obtained. The side gate shall be opened between 6.00am and 9.00pm daily.

**(vii) Electrical Appliances**

- (a) Installation and use of high-wattage appliances (cookers, washing machines, refrigerators, freezers, etc) is prohibited in students' rooms.
- (b) Under no circumstance must any student tamper with, or alter in any way, electrical installations in any section of the Hall. Culprits shall be expelled from the Hall of Residence and /or be made to pay for any damage.
- (c) Students luggage will be checked before being allowed into the halls.

- (d) Any students who is bringing electronic appliances to the hall must register such with the porters. Wireless or any musical instrument must not be played at anytime to disturb the peace of others. And they are strictly forbidden during the hours of silence
- (e) There will be a period of silence within the halls between the hours of 12.00 midnight and 05.00 a.m. During this period, all students are expected to be in bed. To this effect, porters will ensure that the students are in their rooms every night. The University will not take kindly to any student who is not in his\her room at this time. Disciplinary measures will also be enforced.

**(viii) Environmental Sanitation**

- (a) It is expected of each member of the Hall to maintain a high degree of environmental sanitation by ensuring that odds and ends are dropped into waste paper baskets and refuse bins supplied for the purpose.
- (b) Washing of clothes should not be done on the verandahs or corridors.
- (c) Walking across lawns is prohibited.
- (d) Ornamental plants are to be kept undisturbed.
- (e) The bathrooms and toilets are to be used with decency and with consideration for the benefits of other users. Violation of the above will lead to expulsion of the offender from the Halls of Residence.

**(ix) Antisocial Action in Halls of Residence**

- (a) Noise in Halls: Noisemaking through the use of record players, stereo equipment, and other means in the rooms is also prohibited. Any persistent violation of the rule will lead to expulsion of the offender from the Halls of Residence.
- (b) Cooking in Halls of Residence: Under NO circumstances shall meals be cooked within students' rooms or along the corridors. Any student found cooking in his/her room shall, after proper investigation, be expelled from the Hall.
- (c) Careless or willful destruction or damage to Hall property is punishable by a fine to be imposed by the Warden after seeking advice from Maintenance Officer, as to the cost of replacement and/or repairs.

- (x) Courtesy and Civility in dealing with Hall Mates and Officials**
- (a) Students are expected to show courtesy and consideration in their dealings with all University employees and especially porters, cafeteria staff, Hall officials and fellow students with whom they come in contact frequently.
  - (b) Fighting in the Halls and the entire University Community is prohibited. Defaulter shall be expelled from the University. Any squabble should be reported to the porters and the warden.
- (xi) Valuable property and large sums of money**  
Students are advised in their own interest not to keep valuable items and large sums of money in their rooms, but to deposit such in a Bank, or with their Hall Warden for a short period only.
- (xii) University/Hall Property: Keys**  
Door and locker keys are property of the University. They are issued to students as a mark of their tenancy. All door keys must be deposited in the Porters' Lodge when students leave their rooms and the precincts of the Halls. At the end of their tenancy, students must return all the keys in their possession to the Assistant Supervisor/Chief Porter in-charge. Under no circumstance shall keys be taken away from the University.

**Penalty for taking keys:**

Any student who takes away the key to his / her room during the long vacation will:

- (i) be surcharged as appropriate;
  - (ii) be held responsible for the expenses incurred in changing the lock of the room and the lock to the wardrobe where applicable; and
  - (iii) the belongings of such a student will be removed to the stores in the hall and the University will not accept any responsibility for the loss or damage of such property.
- (b) Bedding: On admission into Hall of Residence, students are expected to sign an inventory of University/Hall property issued out to them e.g. beds, mattresses and pillows, etc and are expected also to return same in good condition at the end of the session, failing which punitive measure shall be taken.

**(xiii) Illness**

Each student shall be his brother's/sister's keeper and report any case of serious illness to the Hall officials including the porters.

**2. Information to Women Students in the Halls.**

- (i) The Hall officials shall not accept liability for the arrangement of ante-natal and delivery services of pregnant students. The University Health Services will undertake to advise and direct students generally as may be necessary.
- (ii) A married student becoming pregnant will report her condition early to the Hall Warden and the Chief Medical Officer. The Chief Medical Officer will inform the Warden of her state, indicating her expected date of delivery.
- (iii) The husband of a pregnant student or the putative father of her expected baby will produce to the Warden, written undertaking accepting responsibility for the student's condition and any complications of it. He will make necessary arrangement for her ante-natal care, surveillance and delivery.
- (iv) Pregnant students will be allowed to remain in their Hall of Residence and take part as fully as they may wish in all Hall activities until six weeks before their expected date of delivery when they shall move out of the Hall until six weeks after delivery.

### **3. Conditions for Holding Hall Functions and Private Parties:**

A written permission issued by the Warden in reply to an application in writing must be obtained by any individual or a group wishing to hold a meeting/function in the Common Room of the Hall concerned, whether private or official.

### **PROCEDURE FOR AIRING GRIEVANCES AND SEEKING SOLUTIONS TO THEM:**

- 1.(a) Individual students who have grievances to air shall do so to the Hall Warden if the grievances are on matters relating to Halls of Residence, and to Heads of Academic departments if they are concerned with academic matters. Where the matters are of serious nature beyond the capacity of the Hall Warden, they shall be referred promptly to the Students' Affairs Officer.
- (b) Any grievances from the Students Hall Executive must be directed to the Hall Warden.
- (c) The Vice-Chancellor's Office shall be consulted only as a last resort and this must be done through the Director of Students' Affairs.
- (d) Under no circumstance should any student call on or write directly to the Vice-Chancellor without due clearance from the Director of Students' Affairs.

- (e) Written grievances or requests from any student, and students' club or societies, any Students' Hall Executive to the Hall Warden, the Head of Academic Department, the Director of Students' Affairs and the Vice-Chancellor shall not be circulated or be pasted on any notice boards or otherwise made available for general circulation. Where this regulation is flouted, such grievances or request shall be ignored and appropriate disciplinary action shall be taken by the authority.

**(II) Boycott of Lectures**

Under no circumstance should students boycott lectures. Only the University Senate can declare lecture free days.

## **Channels of Communications for Student:**

Where it becomes necessary for any student or group of students of the University to correspond with the University administration on non-academic matters, it shall always be routed through Director of Students Affairs.

### **CONDITIONS FOR THE REGISTRATION OF CLUBS AND SOCIETIES**

- 1.) Membership of any student club or society shall be open to all students, irrespective of sex, race, ethnic group, political leaning or religion.
- 2.) All students' club and societies must be an open one. No Secret Society is allowed.
- 3.) All students' clubs and societies must have at least two staff advisers, and the letters indicating their willingness to serve must in addition to students' undertaking to be responsible for the activities of their clubs/societies, accompany their applications for registration.

The Students' Welfare Board has the prerogative to recommend suspension, dissolution or proscription of any student society or club whose activities are at variance with the aims and objectives of the University.

### **REGULATIONS FOR STUDENTS' PUBLICATIONS**

- 1.) All students' magazines/newspapers must register with the office of the Director of Students' Affairs before publication and circulation, stating clearly, the publishers.
- 2.) Names of members of the Editorial Board must be forwarded to the Director of Students' Affairs. Any subsequent changes in the editorial board must be reported to the Director of Students' Affairs.
- 3.) All articles and materials meant for publication must first of all go to the Staff advisers of the publishing body.
- 4.) Two complimentary copies of all magazines/newspapers to be circulated within the Campus must be sent to the Director of Students' Affairs at least twenty-four hours before circulation.
- 5.) Circulation of all students' magazines/newspapers is strictly restricted to the Campus.
- 6.) All students' magazines/newspaper must contain the names of the organization responsible for the publication and the individual names of the members of the Editorial Boards.
- 7.) The Students' Welfare Board has the prerogative to suspend, dissolve or proscribe any student magazine/newspaper whose activities are at variance with the aims and objectives of the University.
- 8.) Two copies of all students' magazines/newspapers should be sent to the University Library.
- 9.) The members of the Editorial Board of any student publication shall be held responsible for any article or material appearing in any of their publications, including any matter arising as to libel, etc.
- 10.) All students' magazines/newspapers must clearly state on the editorial page that the opinions expressed there are neither those of the University nor of its students body as a whole.
- 11.) The following types of publications are prohibited on the campus and are subject to disciplinary action.
  - (a) Publications which are libelous and/or scandalous
  - (b) Publications which are obscene
  - (c) Publications which incite violence

- (d) Publications which are not properly signed and titled or are in any way anonymous.

### **CODE OF CONDUCT FOR STUDENTS**

All students must:

- a) obey the laws and regulations of the University including the matriculation oath;
- b) respect the statutory rights of staff and fellow students. The University will not tolerate student behaviour that violates the rights of others including but not limited to harassments, physical abuse, disruption of teaching or official gathering etc;
- c) not be rude to University officials;
- d) not engage in unruly behaviour such as hemp smoking, sale and distribution of drugs or alcohol, drunkenness, theft and sexual harassment;
- e) comply with all rules and regulations guiding hostel accommodation;
- f) students' demonstration resulting in the destruction and/or theft of University property and those of other staff shall not be allowed;
- g) not engage in, or be a member of, or sponsor any secret cult inside or outside the University;
- h) not obtain accommodation by fraudulent means;
- i) not sell/lease University hostel accommodation and any other property for unauthorized activities including religious meetings and parties;
- j) register for each semester and have not less than 80% attendance to qualify to write semester examinations;
- k) register and submit course registration forms within the time stipulated by the University authority and must not register on behalf of another student;
- l) be punctual to lectures/practicals/tutorials/workshop practicals/field trips.
- m) Switch off cell phones in the Library, during lecture hours (9a.m – 1:00p.m and 2p.m. – 5p.m and any other formal lectures including especially, devotion and church activities.)
- n) not be involved in any form of examination misconduct including impersonation or aiding or abetting others in doing so;
- o) not offer money, sex, or other enticements in exchange for higher grades/alteration of records/documents and must not be involved in any form of forgery.

- p) dress decently and be polite to all staff and the general public;
  - q) not do anything to tarnish the image of the University;
  - r) not deface University properties, buildings through placement of posters and handbills;
  - s) not litter University premises with pieces of paper, nylon bags, pure water sachets, food packages, etc;
  - t) not walk on or cross the lawns;
- If in doubt, check with the appropriate authorities, especially the Director of Students' Affairs.

## **ADMINISTRATION OF UNIVERSITY EXAMINATIONS**

### **I. RELEASE OF EXAMINATION RESULTS**

- i. The results of each semester's examinations, approved by the College Board of Examiners shall remain provisional until approval by Senate.
- ii. However, after approval by the Departmental Board of Examiners, the Heads of Department shall release results to other departments whose students duly participated in the examination processes.
- iii. Under no circumstances should examination scores be communicated to students and unauthorized individuals prior to Senate approval of the results.
- iv. The Official Results and Transcripts of examination results shall be issued only by the Registrar through the appropriate office. This does not hinder the publication of results (approved by the Senate) by the respective Departments/Colleges.
- v. Examination results shall be released by course, using the matriculation number, the mark scored by the candidate in each course with the corresponding letter grade.
- vi. After Senate approval, the Registrar shall take the responsibility of informing students and their sponsors of the results at the end of every Semester/Session.
- vii. Sessional results shall normally be released to the students before the beginning of the following session, using the approved format.
- viii. All results executively approved by the Vice Chancellor shall come before Senate for ratification.

## II. LEVEL OF PERFORMANCE IN UNIVERSITY EXAMINATION BY STUDENTS

### (a) FIRST DEGREES

For each course, a candidate shall be recorded as having attained a level of achievement graded as follows:

Letter Grade	Grade Point	Mark
A	5	70 – 100%
B	4	60 – 69%
C	3	50 – 59%
D	2	45 – 49%
E	1	40 – 44%
F	0	0 - 39%

The final award and the class of degree shall be based on the Cumulative Grade Point Average (CGPA) obtained by each candidate in all prescribed courses approved by the University. The final Cumulative Grade Point Average shall be calculated on the basis of the total number of course units registered for during the course of the student's programme.

### FIRST DEGREES

A candidate who has satisfactorily completed all requirements for the degree with an overall Grade Point Average of not less than 1.50 shall be awarded the Honours Degree as indicated below:

First Class	4.50 - 5.00
Second Class Upper Division	3.50 - 4.49
Second Class Lower Division	2.40 - 3.49
Third Class	1.50 - 2.39
Pass	1.00 - 1.49

### (b) Conditions to continue in a Programme

- (i.) For a student to be in good academic standing and continue in the programme, he must obtain a minimum cumulative grade point average of 1.00 at the end of each session. A student who fails to do so will be placed on academic probation. Such a student shall be under close supervision of designated staff. If at the end of the probation year his cumulative grade point average still falls below 1.00, such a student shall be asked to withdraw from the programme.
- (ii) Any student asked to withdraw from a programme shall be allowed to transfer to another programme provided he has the maximum requirements to be admitted into that programme. The maximum

number of times a student can be allowed to transfer to another programme following poor performance is once.

- (iii) A student who absents himself for two consecutive semesters without a valid reason approved by the Senate may be asked to withdraw from the University, irrespective of his cumulative grade point average.
- (iv) A student for good reasons and with the approval of Senate based on the recommendation from Department and College can suspend his programme of study for an approved period, which shall normally not exceed one session.

#### **(b) General Requirements for the award of an Honours Degree**

To be awarded a degree with honours, a student shall be of good character, in addition to passing a minimum number of total credit units whether 4 year degree or 3 year degree programme, as prescribed by the respective Departments of the College and approved by the Senate, including all the compulsory and required courses stipulated by the Department for the programme in which the degree is to be awarded. Where a student is unable to satisfy the minimum requirements for the award of a honours degree after spending an extra session, he shall be considered for the award of a pass degree. Students who cannot meet all the degree requirements within two academic sessions in excess of the minimum duration, without Senate approval, shall be required to withdraw from the University without the award of any degree.

### **III. CASES OF ILLNESS BY STUDENTS**

Any candidate who on account of illness is absent from a University examination may be permitted by the Senate on the recommendation of the appropriate College Board, to present himself for such examination at a future date provided that:

- (i) A full-time student in the University shall report any case of illness to the University Health Centre at all times.
- (ii) The Health Centre shall at the end of each Semester submit to the Registrar the names of all students that are hospitalized during the course of the Semester.
- (iii) When a student falls ill during Examinations, he/she should immediately report to the Director, University Health Services before attending any hospital outside the University

- (iv) An initial report of sickness during any examination should be made to the Registrar within 48 hours of report, and the medical certificate for validation of his/her illness submitted within two weeks to the Registrar with copies sent which should be forwarded to College for information.
- (v) When a student falls ill before examination, he/she shall be under an obligation to send a medical report countersigned by the Director, University Health Services within one week of such illness. Any time outside this period shall be considered on its own merit.
- (vi) A candidate who cannot register for courses due to an illness must ensure that a medical report on his or her illness is forwarded by him/her or his/her parents/sponsors to reach the Dean of the College not later than two weeks after the end of the normal registration period as scheduled in the University calendar. The Dean should forward the medical report for authentication by the Director of University Health Services and afterward sent to the Registrar.
- (vii) The Director of University Health Services should, within 48hours, submit to the Registrar a medical report on a candidate who is ill during an examination and is taken to the Health Centre or hospital for treatment.
- (viii) A candidate applying for leave of absence on medical grounds must forward his/her application together with a medical report to the Dean of his/her College through the Head of Department. The medical report must be countersigned by the Director of University Health Services and afterward sent to the Registrar.

#### **IV. DUTIES AND RESPONSIBILITIES OF STUDENTS**

##### **Before the Examination**

1. Each student must register for all the approved courses for each semester before the deadline prescribed by the Senate of the University.
2. Each student must make conscious efforts to attend lecture classes, tutorials and practicals in at least eighty percent (80%) of the time to qualify to write examinations in any course registered for.
3. Each student must monitor the examination time table and ensure that adequate provisions are made for all courses registered for.

4. Where there are omissions or clashes, the student concerned must promptly draw the attention of his/her Head of Department to the same for immediate action.
5. Candidates must process and obtain valid Student Identity (ID) Cards before the commencement of the examinations, since no student shall be allowed into the examination hall, practicals, orals or written, without a valid Student ID card.
6. Once a student has registered for a course and he/she has not withdrawn from the course by the middle of the semester, he/she is automatically deemed to have registered for the course examination.
7. Candidates who fail to present themselves for an examination for reasons other than illness, accident or some exceptional circumstances, shall be deemed to have failed the course. Any student absent on the ground of illness must provide a medical report certified by the University Director of Health Services.

#### **During Examination**

8. Candidates must attend punctually at the time assigned their papers and must be ready to be admitted into the examination venue not later than fifteen (15) minutes BEFORE the commencement of the examination.
9. Student should dress in such a way that their facial appearance could be effortlessly matched with their identity cards by the invigilator. The dressing must be in compliance with the approved dress code of the University.
10. No books or any unauthorized materials including Cell phones shall be brought into the examination halls. Candidates might bring with them only authorized materials such as pens, erasers, and any other materials which they are specially allowed to bring into examination hall. Programmable calculators and the like might only be brought into the examination halls with the special permission of the Chief Invigilator as stated by the Course lecturer.
11. While examination is in progress, communication, exchange of ideas or aiding in whatever form between candidates is strictly prohibited. Any candidate found to be giving or receiving irregular assistance shall face disciplinary actions.
12. It shall be a breach of examination rules for any student to impersonate a candidate in any University examination.

13. The use of other answer booklets other than those specifically provided and stamped by the University for each examination is unacceptable. The use of scrap papers is not permitted. All rough work must be done in the Answer Sheets and crossed out neatly. All supplementary answer sheets, including those used for rough works must be tied inside the main answer booklet.
14. No used or unused answer booklet will be allowed to be taken away by candidates. Tearing of any part of the answer booklet is a serious offence,
15. It is in the interest of every student to strictly comply with all directives given on the question papers, answer booklets and other examination materials supplied to them. The directives of invigilators must also be adhered to during the examination.
16. Candidates are advised in their own interest to write legibly and avoid using faint ink. Answer must be written in English, except where otherwise instructed.
17. It is compulsory for every candidate to answer each question on a fresh page of the answer booklet.
18. Silence must be observed in the examination hall. The only permissible way of attracting the attention of the invigilator by any candidate is by raising his/her hand.
19. It is the responsibility of each candidate to submit his/her scripts before leaving the examination hall. The Attendance Sheets provided for the examination must be duly signed by each candidate at the time of submitting the answer script.
20. It is in the interest of every candidate to insert at the appropriate places his/her matriculation numbers and the number of question answered before the submission.

#### **After the examination**

21. Students will not be permitted to loiter around the examination hall after the submission of their answer scripts. Any action, directly or indirectly, that will distract or disturb candidates yet to complete their examination will not be tolerated.
22. No candidate must seek by whatever means to influence the internal or external examiners in the marking or scoring of his/her scripts. Such action if discovered shall be sanctioned as stipulated in the regulations of the University on examination malpractice.

23. Candidates are not permitted to personally parade examiners' offices in search of examination results. Candidate must wait to receive result of the examination after the computed and Senate approved results are sent by the Registrar.

## **V. DUTIES AND RESPONSIBILITIES OF THE INTERNAL EXAMINERS**

### **Before the Examination**

1. Internal Examiners are expected to teach the approved course outlines for all courses for which candidates are to be examined at least one week before the first day of the Semester Examinations.
2. The Internal Examiner must prepare examinations questions and adequate marking scheme for his/her course(s) and furnish same to the Chief Examiner within the approved time range before the commencement of the semester examinations. All questions set must be within the scope of the approved course outline for each course, and also that the time allocated for each paper must be within the approved time range.
3. The Internal Examiner must prepare reliable statistics showing the number of students from each department taking his/her course(s) and forward same to the Chief Examiner so as to guide the preparations for the examination time table.
4. In conjunction with the University Time Table and Examinations Committee, the Internal Examiner is to ensure that adequate provisions are made for the successful conduct of the examinations on his/her paper(s).
5. Examiners must inform students about the materials to bring to examination halls.
6. Examiners must also ensure that examination materials and equipment are ready for students' use in laboratories, studios, workshops or field projects.
7. Examiners are not expected to discuss contents of examination questions with students.
8. Examination questions should be proofread before printing.

### **During the Examination**

9. The Internal Examiner must make himself available in the examination halls throughout the course of writing of his/her paper(s) to enable him/her make necessary corrections/clarifications on the questions set

on his/her paper(s) and to promptly respond to any questions which may be asked by any candidate on the set questions.

10. Except where otherwise permitted, the Internal Examiner/Course Instructor must serve as an Invigilator for his/her paper(s) and comply with the regulations on invigilation.

#### **After the Examination**

11. The Internal Examiner is responsible for the collection of students answer scripts from the Chief Examiner and also for the marking and grading of his/her paper(s) using the approved marking scheme, appropriate grading system and manually to record candidates scores in the approved score sheet.
12. The results for each paper must be ready for the approval of the Departmental Board of Examiners not later than two weeks after the paper must have been written
13. No Internal Examiner must allow himself/herself to be influenced by any candidate or anyone for that matter in the marking or grading of the answer scripts.
14. Every candidate must be fairly and objectively treated in the marking and grading of paper.
15. Under no circumstances shall the Head of Department accept Score Sheets without the Answer Scripts and the Marking Scheme from any internal examiner.
16. Under no circumstance should marks be communicated to the students and unauthorized person until they are approved by the appropriate organ of the University.

### **VI. DUTIES AND RESPONSIBILITIES OF THE CHIEF INVIGILATORS, INVIGILATORS AND EXAMINATION ATTENDANTS**

#### **Before the Examination**

1. All Invigilators and Examination Attendants must work together with the Chief Invigilator for the successful conduct of every examination.
2. The Chief Invigilator is to be in control of the examination for the slot for which his/her name appears, and also to be held accountable for the conduct of the examination.

3. The Chief Invigilator is expected to ensure that the question papers and all other materials to be used are available at least thirty (30) minutes before the commencement of the examination.
4. The Chief Invigilator, Invigilators and Examination Attendants are to be present at the examination hall(s) at least twenty (20) minutes before the commencement of every paper, and ensure that the halls for the examination are ready.
5. Invigilators must ensure that candidates are properly searched before they are allowed into the examination hall and that no student brings in any implicating material to the examination hall.
6. There should be in each hall at least two (2) Invigilators, one of who should normally be the course lecturer. One of the Invigilators should be designated the Chief Invigilator.
7. The Invigilator should normally report at the examination hall half an hour before the commencement of the examination.

### **During the Examination**

8. Invigilators are to make all announcements at the start of the examination and as much as possible not to disturb candidates during examinations.
9. Invigilators must cause each student to sign the Student Examination Attendance Register at the start of examination and after submitting the answer scripts
10. Invigilators must not allow candidates to leave the examination hall within the first thirty (30) minutes of the examination or to enter the hall thirty (30) minutes after the examination has started.
11. Invigilators should not allow students to borrow materials during examination.
12. Invigilator must instruct students to write only their matriculation numbers on the question paper.
13. No Invigilator is permitted to mark scripts, eat, read newspaper or any other material, listen to radio or any other audio recording during invigilation.
14. Invigilators must ensure that students who seek permission to go to the toilet during examination must be accompanied by an Invigilator or Examination Attendant of the same sex.

15. Invigilator must promptly document any case of suspected examination misconduct by student on the prescribed form. Ensure forms are signed by all concerned. Such forms must be forwarded promptly to the appropriate office for further action.
16. No invigilator must leave the examination hall without prior permission from the Chief Invigilator.
17. It should be the duty of Invigilators to exercise constant and vigilant supervision over the candidates.
18. Chief Invigilators should bear the responsibility for handling any case of misconduct by candidates, and should send a report on each case to the Vice Chancellor through the Dean of the College and notify the Registrar, all within 24 hours after the completion of the paper in which the act of misconduct took place.
19. Each of the sealed packets of examination questions must be opened in the presence of the candidates by the Chief Invigilator at the time specified for the commencement of the examination in the course to which the packet is related.
20. While examination is in progress, no persons other than the Dean of the College, Chief Examiner, Invigilators, the Medical Personnel, the attendants and members of the Management Team or their representatives should be allowed to enter the hall.
21. No Invigilator should influence the process of examination with a view to giving undue advantage to any student.
22. The time appointed for the examination in each paper as indicated on the time-table should normally be adhered to.
23. Immediately after the distribution of each paper, the Chief Invigilator should instruct the candidates to see that they have the papers for which they have registered.
24. If any candidate completes answering the required questions in a paper before the time required, the Chief Invigilator might allow the candidate to submit his/her answer book and retire; except that candidate might not normally leave during the first half and the last quarter of an hour of an examination.
25. Silence must be maintained throughout the examination period both by the Invigilators and the candidates.

26. Invigilators must warn candidates of the time at least, thirty (30) minutes and five (5) minutes before the close of an examination.
27. After the first half of an hour has elapsed, the Chief Invigilator should check the attendance register and sign in duplicate. The signed list should be considered the final list of the candidates in the examination, and one copy should be delivered by hand to the Registrar or his designated staff while the other copy should be enclosed in the envelopes containing the answer scripts.

#### **After the Examination**

28. Invigilators must ensure the proper packaging of Answer Scripts and the Attendance Sheets in the prescribed Envelopes.
29. The packed Answer Scripts must be handed over to the Chief Invigilator immediately after the examination who in turn must hand them over to the Chief Examiner promptly.
30. At the close of the examination, candidates must remain at their desks until their scripts have been collected by the Invigilators. The Chief Invigilator should check the candidates' answer booklets against the attendance list for the particular examination and arrange the answer booklets.
31. The Chief Invigilator should ensure that the scripts so received are checked against the candidates' attendance sheet or register. He should then parcel and seal the answer booklets together with at least four (4) copies of the relevant question papers, a copy each of the signed attendance list and certificate of conduct and deliver them to the Chief Examiner who should sign as having received the scripts.
32. The Chief Invigilator should ensure that at least four (4) copies of the question paper, a copy of the attendance list and certificate of conduct and all unused answer booklets are returned to the Registrar or his designated staff.

#### **VII. EXAMINATION OFFENCES AND DISCIPLINARY ACTIONS (STAFF)**

It is of the utmost importance that staff and students of the Redeemer's University, take the matter of examination seriously and with absolute respect and fear of God.

The case of any staff member who commits any examination offence will normally be referred to the appropriate University Committee for objective and thorough investigation and appropriate disciplinary action taken by the University authorities.

The following examination offences are punishable by **outright dismissal from the services of the University**.

1. Assisting students to answer examination questions during or after the examination.
2. Impersonating a student.
3. Failure to keep examination question papers and answer scripts under confidential cover,
4. Assisting student(s) to change their answers
5. Permitting any student to submit additional attachment to answer scripts after the examination is over and answer scripts have been collected.
6. Bringing in unauthorized material(s) into the examination hall for any candidate with proven evidence of using the material(s) or any part thereof for the purpose of the examination.
7. Award of marks for unmarked/unread answer script.
8. Attempting to alter or change the marks of any student after the approval of the result by Senate.
9. Sale of grades to students for whatever gain or benefit to the staff including sexual gratification.
10. Involvement in examination leakage.
11. Administering of unauthorized private/special examinations to students.

**The following examination offences are punishable by a range of penalties/sanctions as may be recommended by the Staff Disciplinary Committee. Such penalties/ sanctions include,**

- a. **letter of reprimand/warning;**
  - b. **forfeiture of salary or salary increment,**
  - c. **forfeiture of promotion,**
  - d. **suspension without pay for a given period, and**
  - e. **exclusion from holding administrative position in the University for a given period.**
12. Victimization of student(s) through examination.

13. Loss of answer scripts by staff members especially if the scripts have been confirmed as given to the Internal Examiner after the examination.
14. Lateness in submitting examination questions as required
15. Leaving or lateness to the examination hall without the permission of the Chief Invigilator.
16. Unauthorized handling of examination questions.
17. Releasing examination results to students or any unauthorized persons within and outside the University, before the results have been duly processed through the College Board of Examiners and approved by the Senate.
18. Aiding and abetting students in examination malpractices.
19. Attempt by staff to influence the marking of scripts or the award of marks by the internal or external examiners.
20. Using students to assist in the marking of examination scripts.
21. Lateness in marking and submitting the graded scripts with the scored sheets.
22. Failure to report suspected case(s) of examination misconduct by staff or student
23. Handling of cases of examination misconduct/malpractice with prejudice
24. Failure to use the relevant marking scheme in regarding students answer scripts
25. Absence from invigilation without approval
26. Interference in the investigation of examination misconduct / malpractices
27. Any other offence, malpractice or irregularity as may be determined by the Staff Disciplinary Committee

**VIII. EXAMINATION OFFENCES AND PENALTIES FOR STUDENTS**

Students are hereby informed that actions which prejudice the integrity and sanctity of the University examinations shall be considered punishable by appropriate disciplinary actions.

It should be noted that the Redeemer's University is committed to promoting discipline and integrity at all times, including in the University examination system. Students are therefore charged to read and familiarize themselves with the rules, guidelines, offences and penalties as stated below. Full implementation will be enforced by the authorities of the University for any breach of the examination regulations.

Below are the examination offences and the prescribed penalties. After a thorough investigation by the Examinations Malpractices and Irregularities Committee, appropriate penalties will be imposed on anyone found guilty.

1. **Impersonation**

If a student is discovered impersonating or helping another student to sit for an examination, both the impersonator and the impersonated student shall have committed an offence.

**Penalty: Expulsion**

2. **Assault on Invigilators/Examination Attendant**

If a student physically attacks or assaults an invigilator, as well as is involved in any unruly behaviour leading to the disruption of an examination, such a student has committed an offence.

**Penalty: Expulsion**

3. **Coming to the Examination Hall with prepared answered sheet/script**

A student who comes to the examination hall with prepared answer scripts written on paper, on the body, clothing, etc, is liable to a penalty.

**Penalty: Expulsion**

4. **Smuggling Question Papers out of Examination Halls**

A student caught smuggling question papers out before examinations commence or during examinations has committed an offence.

**Penalty: Expulsion**

5. **Being found in Examination Hall with Jotted Notes**

Any student found with jotted notes, cribs or chips on body, under the locker or in the vicinity, writing relevant materials on palms and other places has committed an offence.

**Penalty: Expulsion**

6. **Consulting with fellow students**

Any student caught consulting with fellow students or soliciting information or assistance, e.g. copying, exchange of answer sheets or question papers in the examination hall has committed an offence.

**Penalty: Expulsion**

7. **Destruction of Evidence related to Examination Malpractices**

Any student who destroys evidence related to an examination malpractice has committed an examination offence.

**Penalty: Expulsion**

8. **Spying in the Examination Hall**

Any student caught spying the work of another student, or cheating on some other student's paper has committed an offence.

**Penalty: Letter of warning**

9. **Failure to appear before Examination Malpractice Panel**

A student who fails to appear before the duly constituted Examination Malpractice and Irregularities Committee is subject to disciplinary measure.

**Penalty: Expulsion**

10. **Influencing Invigilators/Examination Officials**

If a student is found attempting to gain favour by influencing an invigilator or examination officials through oral, written or other means, the students involved has committed an offence.

**Penalty: Letter of warning and award of zero in that paper.**

11. **Consulting recommended Books or Lecture Notes**

Any student caught consulting recommended books or lecture notes during examinations, except otherwise directed by the examiner, has committed an offence.

**Penalty: Expulsion**

12. **Unauthorized changing of Sitting Position**

If a student fails to consult the invigilator before changing his or her sitting position, such a student has committed an offence.

**Penalty: Letter of warning**

13. **Refusal to complete Examination Malpractice Forms**  
Any student who refuses to complete mal-practice form has committed an offence.

**Penalty: Expulsion**

14. **Stealing Question Papers, Marking Scheme and other Examination Materials**  
Stealing of Question Papers, Marking Scheme and other Examination Materials from a University official is a serious offence.

**Penalty: Expulsion**

15. **Re-submission of used Materials**  
Any student who re-submits a test paper, an essay, a report or an assessment for another course after such had already been graded or is being graded has committed an offence.

**Penalty: Letter of warning and award of zero for that assessment**

16. **Coming late into the Examination Hall**  
If a student comes thirty minutes late after the commencement of an examination , he or she has committed an offence.

**Penalty: Such candidate if the reason is not genuine shall not be allowed into the examination hall/practical and therefore scored zero in that course. If reason is genuine, no extra time will be given.**

17. **Aiding and Abetting others**  
Any student caught aiding and abetting others to copy from unauthorized material while examination is in progress has committed an offence.

**Penalty: Expulsion**

18. **Involvement in any form of activity** that is related to examination leakage is an offence.

**Penalty: Expulsion**

19. **Disobeying any lawful Examination Instructions**  
Any student found disobeying any lawful examination instructions from examination officials while the examination is in progress, e.g.

failure to stop writing or writing before the examination starts has committed an offence.

**Penalty: Strong letter of warning**

20. **A Candidate who had been issued strong letter of warning** for one semester or session on account of examination malpractice(s) and is subsequently found guilty of any other offence under examination.

**Penalty: Expulsion**

21. **Plagiarism**  
This includes the act of presenting the ideas or words of another as one's own without acknowledging them, irrespective of the source.

**Penalty: Expulsion**

22. **False Medical Certificate**  
Submitting a false medical or other certificates or obtaining such certificates under false pretence for examination purposes is an offence.

**Penalty: Expulsion.**

23. Sitting for an examination for which a candidate is not qualified, such as not meeting the percentage attendance at Lecture/Practicals, etc.

**Penalty: The result of the candidate in the course shall be canceled.**

24. Leaving the examination hall without the permission of the Chief Invigilator

**Penalty: The candidate shall be scored zero in the course.**

25. Failure by a candidate to submit his/her answer scripts after taking part in an Examination.

**Penalty: Expulsion**

25. Any behaviour in the laboratory or workshop etc during examinations, in a manner violating safety regulations or constituting threat to the safety of others in the laboratory or workshop.

**Penalty: Disciplinary measure as recommended by the appropriate Committee**

26. Other types of Examination Malpractices/Offences not specifically listed above but related.

**Penalty: Disciplinary measure as recommended by the appropriate Committee**

## **SOME RULES AND REGULATIONS FOR STUDENTS**

**a.) Punctuality and Regularity**

Students must be punctual and regular at all lectures and other official programmes, which they are expected to attend so that they can participate fully and effectively in such activities.

Since attendance in lectures is compulsory, the University does not condone truancy. In this regard, lecturers are expected to keep accurate attendance of students in every lecture.

**b.) Plagiarism**

This is a serious academic offence and a form of violation of international copyright laws to which Nigeria is a signatory. It is committed by taking and using some one else's ideas, words, arts, drawings etc without due acknowledgments as one's own. Students who write term papers, projects, theses, dissertations etc without due acknowledgment, must ensure that they do not plagiarize other people's works as this will incur serious sanctions, including termination from the affected academic programme without prejudice to any court charges that might be instituted against the offender.

**c.) Robbery and Stealing**

Any student accused of robbery or stealing within or outside the University, will be suspended immediately from the institution, pending the outcome of investigation by appropriate authorities which must be completed within three days. Upon conviction, the affected student will be dismissed from the University. An accused that is completely exonerated by a competent authority may be re-admitted but will have to make up for lost semesters or sessions.

**d.) Safety of Lives and Property**

No student should bring to the University Campus or Halls of Residence, dangerous weapons or items such as guns, ammunitions, axes, machetes, fire works, daggers, sharp objects, and poisonous substance,

as well as charms, etc, that could cause harm to himself or to other members and property of the Institution. Violation of this rule could attract expulsion from the University without prejudice to court charges that might be preferred against the offenders.

**e.) Use of Cell Phones**

While cell phones may be brought to the University, owners should switch them off before entering lecture rooms, laboratories or the library. Violation of this rule could result in the offender being asked to leave the lecture room, laboratory or the library and the cell phone confiscated. Repeated violations could attract more severe sanctions, including expulsion.

**f.) Falsification of Documents**

It is a serious offence to falsify records, receipts for payments, or other relevant documents; this could attract serious penalties, including expulsion. Gaining admission with forged documents attracts instant expulsion at anytime the offence is discovered.

**g.) Fraudulent Practices**

Fraud in any form is a crime against society that cannot be condoned by the University regardless of where it is committed. Any student found guilty of this crime will be expelled from the University.

**h.) Sexual Harassment**

Any student who is guilty of this offence shall face appropriate disciplinary action that might include suspension from the University for a specified period. Any proven case of rape shall attract expulsion from the University without prejudice to whatever penalty a competent court of jurisdiction might impose on the *culprit*.

**i.) Fighting and Bullying**

No matter what the circumstance may be, fighting is forbidden in the campus as in any Hall of Residence. The person who starts the fight runs the risk of being expelled from the University. Besides, bullying, harassment, disrespect or threat by students towards one another, are prohibited and offenders shall be severely sanctioned. Disrespect or threat towards lecturers or other University personnel is equally forbidden with similar sanctions.

**j.) Criminal Offences**

A proven incidence of the following offences shall be deemed criminal and shall lead to summary dismissal from the Halls of Residence, and invariably from the university:

Ø Membership of any secret society or cult.

- Ø Possession of firearms and/or live bullets, or any other dangerous weapons like daggers, swords, axe, acid, etc.
- Ø Possession of hard drug and/or trafficking in hard drugs
- Ø Sexual assault—including rape or any other form of sexual immorality.
- Ø Theft
- Ø Burglary
- Ø Fraud
- Ø Forgery
- Ø Murder
- Ø Destruction of university property under any pretence.
- Ø Any other offence that could be classified as criminal.

## **CHANNELS OF COMMUNICATION FOR STUDENTS**

Where it becomes necessary for any student or group of students to correspond with the University administration on non-academic matters it shall always be routed through the Director of Students' Affairs.

Students who are at any time in doubt of what to do or wishing to be properly informed about their own welfare or the state of the University should first seek audience with the Director of Students' Affairs.

## **CHANGE OF NAME**

After registration, a student is permitted to change his/her name in the manner described below. Frivolity in change of name is not encouraged and the University recognizes a change of name only once after registration.

- a) A student can change his/her name by swearing to an affidavit and making necessary publication in the press.
- b) Female students can change their names on getting married after providing the necessary documents relating to the marriage.

## **BOYCOTT OF LECTURES**

Under no circumstance should students or lecturers boycott lectures. Only the University Senate can declare lecture-free days. Any student who flouts this rule automatically loses his studentship without any formality whatsoever.

## DRESS CODE

The University attaches great importance to modest and good dressing. Our students will be encouraged to develop and imbibe a personal lasting philosophy of dressing and grooming in conformity with the University values.

### A.) DRESS CODE FOR MALE STUDENTS

1. All male students should be appropriately dressed for University activities and occasions. They must be corporately dressed during special occasions which include lectures, matriculation, special ceremonies, founder's day, convocation, public lectures, church services and examinations. To be corporately dressed connotes a shirt and necktie, a pair of trousers, with or without a jacket, and a pair of covered shoes. Every student dressing in western attire must wear a neck tie to match. The tie knot must be pulled up to the top button of the shirt.
2.
  - (a) At all times wearing of long-sleeved shirts, without buttoning the sleeves is not allowed.
  - (b) Flying of shirts collars is prohibited.
  - (c) Shirts must be properly tucked into the trousers.
3. ***Wearing of the following items (clothing and shoes, etc) is strictly prohibited:***
  - Ø Scarves, braided hair or earrings in the University.
  - Ø The pulling down of one's trousers to the hip line.
  - Ø Piercing of any part of the body.
  - Ø Tattooing on any part of the body.
  - Ø Bangles, rings of any kind, hand and leg chains.
  - Ø Face-caps except for sports and other related events.
4. Male students may wear African traditional attires on Fridays and weekends.
5. Traditional dresses may be worn with leather slippers or half shoes.
6. Students are to have well cut hair that is combed regularly. When they wear beard it must be neat and well-kept.
7. Male students may wear jeans with covered shoes only. The jeans must be of one colour, not frail at the edges, not torn at any part or patched.
8. Jeans, if worn, must be with proper shoes (not with canvas or sandals).
9. Male students may wear French suits.
10. All male students are expected to wear covered shoes to the University Chapel, examinations and University assembly except when wearing traditional dresses.

11. Wearing of slippers and half shoes is not allowed within the University premises from 6:00 a.m. – 6:00 p.m. on Mondays to Thursdays.
12. Wearing of T-shirt is only allowed for sporting activities and on weekends when there are no official University activities.
13. Dressing is not complete without the wearing and displaying of identity card.
14. No student should walk around the hostel without wearing a pair of trousers or shorts and a normal shirt or T-shirt.

## **B.) DRESS CODE FOR FEMALE STUDENTS**

1. All female students must be corporately dressed during special occasions, which include lectures, public lectures, special ceremonies, matriculation, convocation and examination. To be corporately dressed means a smart skirt suit, a dress shirt on a smart skirt or a smart dress with a pair of covered shoes.
2. All dresses and skirts must be BELOW THE KNEES.
3. ***Wearing of the following items (clothing and shoes) is strictly prohibited:***
  - Ø Sleeveless dresses or dresses with very tiny singlet – like straps (spaghetti) strap) without a jacket.
  - Ø Strapless blouses.
  - Ø Dropping shawls or scarves over sleeveless dresses or dresses with very tiny singlet-like strap (spaghetti strap) in the lecture and examination halls and the University environment.
  - Ø Over-clinging clothing, including body hugs, hip stand and any clothing made from stretchy and elastic material.
  - Ø Revealing blouses, especially low-cut blouses, ordinary transparent dresses and blouses that do not cover the navel.
  - Ø Shoes that make noise such as stiletto shoes in the lecture and examination halls and the University environment.
  - Ø Trousers of any kind.
  - Ø Blouses that reveal parts of the underwear and the back while seated.
  - Ø Bangles, rings of any kind, hand and leg chains.
  - Ø The use of face-caps except for sports.
  - Ø Painting of any part of the body, wearing artificial nails and having long nails.
  - Ø Wearing of bullero tops on sleeveless, spaghetti, boob-tube, alter-neck and monostrap.
4. Slippers and half-shoes are confined to the halls except when wearing traditional dresses.
5. Pyjamas, night dress or gown is restricted to the same floor within the hostel.

6. Female students are advised to wear hairstyles that are neat and becoming of a decent and joyful Redeemer's University student. Coloured hair and coloured attachments are strictly prohibited. Attachment when used should be moderate in length not exceeding the level of the shoulders.
7. Earrings and necklaces may be used by female students provided they are not extravagant types. Not more than one earring must be worn in each ear.
8. Female students may wear low sandals or covered corporate shoes.
9. Track suits, tennis shoes or sneakers should only be worn for sports activities.
10. Piercing of any part of the body, other than the ear (for earrings) is strictly prohibited.
11. Clothing and jewelry that do not conform to the prescribed dress code will be confiscated.
12. Skirts must be worn with slips underneath.
13. Female students may wear traditional African attires only on Fridays and weekends.
14. Traditional African dresses must be worn with leather slippers or half shoes
15. Wearing of T-shirt is only allowed for sporting activities and on weekends when there are no official University activities.
16. Female students may wear jeans skirt or gown with cover shoes or sandals only. The jeans must be of one colour, clean, not frail at the edges, not torn at any part and patched.
17. No students should move from one block to another or go to any office within the hostel without being properly dressed.
18. Dressing is not complete without the wearing and displaying of identity card.

## **MERIT/DEMERIT POLICY**

This System is to ensure that University rules and regulations are obeyed. It is also meant to make students God fearing and responsible persons now and in future. The purpose of the policy is to secure the sanctity as well as maintain the integrity of RUN Campus.

The policy works by way of giving every student, at the point of entry, a maximum or total point of 100 to be utilized within the duration of his/her Course of study. The point diminishes as students are involved in offences as listed. Remember that the list is not exhaustive!.

<u>POINT GRADE</u>	<u>ACTION</u>
<u>90-100</u>	<u>Commendation as appropriate</u>
<u>61-89</u>	<u>Monitoring and evaluation of students</u>
<u>60-55</u>	<u>Warning!!!!</u>
<u>54-41</u>	<u>Parents/Guardians intimated and student placed under observation</u>
<u>40 AND BELOW</u>	<u>Expulsion</u>

Any student who maintains a 90-100 score at the end of each session will receive University commendation as prescribed.

When the point diminishes to between 60 and 55, the student concerned would be called and warned. When the point diminishes further to between 50 and 45, the student concerned would be required to call his/her parent or guardian. The parent or guardian is intimated of the studentship status of his/her wards. After this stage, the student is closely monitored. When the point diminishes to 40% and below, the student is expelled.

The policy is to be administered by the Directorate of Students' Affairs. However, all members of Staff (teaching and non-teaching) are to be involved in ensuring that the policy is implemented.

The under listed are the offences that could be committed by students and the point(s) to be deducted from the 100 point total.

- |   |   |    |
|---|---|----|
| (1) Sitting outside the Lecture Room when lecture is on | - | 5  |
| (2) Making a noise in the Library and Lecture Room      | - | 5  |
| (3) Eating in the Library                               | - | 5  |
| (4) Chewing and eating in the Lecture Room              | - | 5  |
| (5) Violating the light out time                        | - | 5  |
| (6) Coming late for worship                             | - | 5  |
| (7) Class Tardiness                                     | - | 10 |
| (8) Violation of the Dress Code                         | - | 10 |
| (9) Using profane language                              | - | 10 |

- (10) Possession of obscene picture(s) - 10
- (11) Cooking in the Hall of Residence - 10
- (12) Raising too loud the volume of sound system - 10
- (13) Posting of Posters/Articles without permission - 10
- (14) Absence from corporate worship hours - 10
- (15) Non display of identity card on campus - 10
- (16) Non-completion of 'My Personal Journal' - 10
- (17) Non attendance of lectures without any genuine and verifiable reason(s) - 10
- (18) Non participation in any of the Sports programme of the University without any genuine reason - 10
- (19) Not in the room during random checking at night - 10
- (20) The bathrooms and toilets are to be used with decency and with consideration for the benefits of other users. Violation of the above – 10
- (21) Dirtiness and filthiness of rooms and surroundings - 10
- (22) Possession of unauthorized property in the hostel - 10
- (23) Painting of any part of the body, artificial nails and having long nails – 15
- (24) Failure to switch off all electrical appliances before leaving the room – 20
- (25) Putting on handset in the Lecture /Worship Room/Worship Hours/Library, etc -20
- (26) Leaving Campus without permission - 20
- (27) Truancy or disrespect to constituted authority - 20
- (28) Hosting/Entertaining visitors in the room without permission - 20
- (29) Sleeping off Campus without permission - 20
- (30) Being found sitting, standing or walking with the opposite sex in an undignified manner – 20
- (31) Destruction of the University property – Repair/Replacement & 20
- (32) Tearing of page(s) of books in the Library – Replacement & 20
- (33) Vandalizing lecture room property – Repair or Replacement & 20

- |      |   |           |
|------|---|-----------|
| (34) | Cheating in any form in exam either at the Hostel, lecture room -<br>Malpractices Committee |           |
| (35) | Changing locks and duplicating room keys  | EXPULSION |
| (36) | Entering the room of the opposite sex   | EXPULSION |
| (37) | Illegal use of boiling rings, hot plates, etc   | EXPULSION |
| (38) | Stealing  | EXPULSION |
| (39) | Membership of outlawed organization such as Secret Cults                                    | EXPULSION |
| (40) | Possession of dangerous weapons such as gun, cutlass, etc                                   | EXPULSION |
| (41) | Smoking and or drinking alcohol   | EXPULSION |
| (42) | Consumption of Hard Drugs   | EXPULSION |
| (43) | Fighting  | EXPULSION |
| (44) | Gambling  | EXPULSION |
| (45) | Falsification of documents  | EXPULSION |
| (46) | Sexual Harassment   | EXPULSION |
| (47) | Any student caught jumping the fence or gate.   | EXPULSION |
| (48) | Wearing of trousers by female students  | EXPULSION |
| (49) | Watching or being in possession of pornographic material of<br>any kind.                    | EXPULSION |

*Notwithstanding the provisions in this Handbook, nothing shall prevent the University authority from taking any disciplinary actions that it may deem fit or appropriate against any erring or offending student.*