

# **SUMMIT UNIVERSITY, OFFA**

**(THE UNIVERSITY OF ANSAR-UD-DEEN SOCIETY OF NIGERIA)**

[www.summituniversity.edu.ng](http://www.summituniversity.edu.ng)



## **STUDENT HANDBOOK**

## **TABLE OF CONTENTS**

<b>Chapter One</b>	<b>Introduction</b>	<b>3-4</b>
<b>Chapter Two</b>	<b>The University Structure</b>	<b>5</b>
<b>Chapter Three</b>	<b>Financial Obligation of Students</b>	<b>6</b>
<b>Chapter Four</b>	<b>Admission Requirement and Academic Matters</b>	<b>7-12</b>
<b>Chapter Five</b>	<b>Registration and Orientation of New Students</b>	<b>13-15</b>
<b>Chapter Six</b>	<b>Regulation for the Conduct of Examination</b>	<b>16-19</b>
<b>Chapter Seven</b>	<b>University Accommodation</b>	<b>20-21</b>
<b>Chapter Eight</b>	<b>University Health</b>	<b>22</b>
<b>Chapter Nine</b>	<b>The University Library System</b>	<b>23</b>
<b>Chapter Ten</b>	<b>Student's Clubs and Organisations</b>	<b>24</b>
<b>Chapter Eleven</b>	<b>Dress Code</b>	<b>25-26</b>
<b>Chapter Twelve</b>	<b>Use of Laboratories and Workshops</b>	<b>27-28</b>
<b>Chapter Thirteen</b>	<b>Rules, Regulations and Penalties</b>	<b>29-38</b>
<b>Appendix A</b>		<b>39-42</b>
<b>Appendix B</b>		<b>43</b>

## CHAPTER ONE

### INTRODUCTION

#### 1.1 HISTORY OF THE UNIVERSITY.

In its bid to further promote education, Ansar-Ud-Deen Society of Nigeria established Summit University, Offa as an Islamic faith-based institution which offers qualitative tertiary education to all Nigerians. The University obtained its provisional licence (No. 59 private University) issued by the National Universities Commission (NUC) on March 5, 2015 after many years of planning. The University Law (2015) part 1, section 4 (1) provides for the following constituent bodies which are to perform various functions: Board of Trustees and its Chairman; Chancellor; Pro-Chancellor; The Governing Council; Vice-Chancellor; Deputy Vice-Chancellor; the Senate; the Congregation; and the Convocation. The Pioneer Board of Trustees which represents the Proprietor and provides the funds for the University was headed by Alhaji Musiliu Adeola Kunbi Smith (Rtd. IGP) CFR, FNIM.

Dr. B.O. Babalakin SAN, OFR is the pioneer Pro-Chancellor and Chairman, Governing Council of the University. He was the former Chairman of Council, University of Maiduguri and current Pro-Chancellor and Chairman, Governing council, University of Lagos.

Professor Hussein Oyelola Bukoye Oloyede, FNSBMB; FNISEB; FSAN (the former and Pioneer Vice-Chancellor of Fountain University, Oshogbo), the pioneer and Current Vice-Chancellor of the Summit University, Offa assumed duty on September 1, 2016 after a rigorous selection process. Upon his appointment, the pioneer Vice-Chancellor ensured that the University was adequately prepared for academic work. In this regard, the physical facilities were upgraded and the environment enhanced in anticipation of the admission of the pioneer students of the University.

Academic activities commenced on March 6, 2017 with 41 pioneer students and the University has been striving towards achieving the vision as articulated by the proprietor namely: “to provide for the advancement of learning and the acquisition of sound education enriched with good morals”. The University also remains committed to its mission “to be a topmost agency for personal fulfilment as well as national development”

On Thursday, May 11, 2017, the University organised its formal Inauguration and Maiden Matriculation ceremonies to formally launch its unique approach to tertiary education in the presence of the representatives of the proprietor, the Board of Trustees, Governing Council, Parents, the host community, the media organisations and the Kwara State Government. The occasion was the University’s first successful attempt to promote and publicise itself to the outside world. The University completed its first academic session in November, 2017 and commenced its second academic session in December, 2017.

#### 1.2 The Logo of the University as shown earlier has the following:

- (i) The Circles stand for University
- (ii) The Book stands for the Holy Qur’an, the source of faith, knowledge and wisdom;
- (iii) The hilltops stand for significant landmarks in the life of the University, its staff and students;
- (iv) The Rising Sun represents University throwing its rays of knowledge far and wide to illuminate the darkness of ignorance and moral decadence;

- (v) The gold colour represents the enlightenment of knowledge.
- (vi) White and Green have been the colours of the Ansar-Ud-deen Society of Nigeria since 1923. The white symbolises peace, purity and new beginning; and the green symbolises freshness and prosperity;

### **1.3 VISION**

The vision of the University is to provide for the advancement of learning and the acquisition of sound education enriched with good morals.

### **1.4 MISSION**

To be a topmost agency for personal fulfilment as well as national development.

### **1.5 PHILOSOPHY**

To produce educated men and women imbued with moral and spiritual integrity for the service of God and benefit of humanity.

The reason for the vision and mission of the University are not too far to seek. For a nation to develop, it requires people who possess not only knowledge and skills but also moral and spiritual integrity. Such people would make meaningful contributions to their nation and humanity.

They would also enjoy a good measure of self fulfilment.

### **1.6 OBJECTIVES**

- i. To provide University education for all without discrimination on the grounds of gender, race, ethnicity, or belief;
- ii. provide excellent teaching and research facilities and a most conducive environment for the pursuit of learning;
- iii. To produce graduates who, irrespective of their courses of study will think and function creatively to achieve economic self-reliance;
- iv. To produce graduate imbued with all canons of righteousness, problem-solving attitude and a spirit of service to humanity
- v. To take the optimum advantage of the latest methods and technologies in the acquisition, dissemination, propagation, adaptation and application of knowledge; and
- vi. To collaborate with any institution within and outside Nigeria which shares the vision, mission, philosophy and objectives of the University.

## **CHAPTER TWO THE UNIVERSITY STRUCTURE**

### **PROPRIETOR**

The President, at inception was (Alhaji Abdullateef Femi Okunnu SAN, CON, LLB (London) Ansar-Ud-deen Society of Nigeria & the Visitor Summit University, Offa.

### **MEMBERS OF THE BOARD OF TRUSTEES**

Alhaji Musiliu Adeola Kunbi Smith (Rtd. IGP) CFR – Chairman  
Alhaji Dr. Hussein Taiye Aladesawe  
Prof. Suleiman Adeyemi  
Hajia R.O. Alabi  
Prof. Saida A. Mabadeje  
Mallam Yusuf O. Ali, SAN  
Mr. Rotimi Habideen Oyekan  
Prof. Jubril Muhammad Aminu  
Alhaji R.A. Adejare  
Dr. B.O. Babalakin SAN, OFR  
Dr. Tunji Olagunju

### **MEMBERS OF THE GOVERNING COUNCIL**

Dr. B.O. Babalakin SAN, OFR - Pro-Chancellor and Chairman, Governing Council.  
Pro. H.O.B. Oloyede- Vice-Chancellor and member  
Pro. TGO Gbadamosi  
Pro. L. Adele Jinadu  
Vice Admiral Ganiyu Adekeye  
Dr. Ganiyu Owolabi  
Alhaja S.A. Daodu  
Alhaja A.O. A Ajani  
Mrs. Mosun Bello-Olusoga

### **PRINCIPAL OFFICERS**

#### **Vice-Chancellor**

Prof. Hussein Oyelola Bukoye Oloyede Ph.D., FNSBMB, FNISEB, FSAN

#### **Registrar Vacant**

#### **Bursar**

Fatai Adebayo Lasisi Ph.D., ACIT, FCA.

## CHAPTER THREE

### 3.0 FINANCIAL OBLIGATIONS OF STUDENTS

- i. Summit University is a fee-paying institution; hence all students are expected to pay promptly, the prescribed fees for the services rendered by the University. These services include: Registration, Tuition, Accommodation, Practicals, Health Services, Examination and others as may be determined from time to time.
- ii. To be considered a *bona fide* student of the University, payment of school fees and other fees is compulsory. Payment of school fees (only) involves whole or a minimum of 60% of the prescribed fees at the beginning of the First Semester. This is a kind gesture to assist parents/guardians and should not be abused. The balance of 40% must be paid at the beginning of second semester.
- iii. All payments must be made directly into the University's Bank Account which will be made available upon request or by bank draft made payable to Summit University, Offa, Nigeria or by other acceptable means as may be determined by the University from time to time.
- iv. Students are to present evidence of payment (tellers and bank draft) to the Bursary Units; after which official receipts will be issued only by the designated officer(s). Students must insist on collecting receipts for every payment made.
- v. Students with full payment of stipulated fees will be issued clearance cards.
- vi. Students must ensure safe custody of these receipts and clearance cards.
- vii. Each student will be allotted a ledger account which will contain the details of the student's financial transaction for the duration of his/her course of study.
- viii. Any form of refund or excess payment will only be entertained at the end of the course of study.
- xi. A student who misses an examination on an account of non-payment of school fees shall repeat the examination at the next available time provided such a student is able to pay the default fee.

## CHAPTER FOUR

### 4.0 ADMISSION REQUIREMENTS AND ACADEMIC MATTERS

#### 4.1 ADMISSION REQUIREMENTS

##### 4.1.1 General Admission Requirements

###### A. For UTME Candidates

Admission to the University shall be through the Joint Admissions and Matriculations Board (JAMB) and it shall be open to all people irrespective of nationality, tribe, religion and political inclination. All candidates seeking admission into the University shall undergo a pre-admission screening arranged by the University as approved by its Senate. Candidates must possess:

Credit Pass in both English Language and Mathematics in the GCE/SSCE or its equivalents; in addition

- i. A minimum of 3 Credit passes in the GCE, NABTEB, NECO, SSCE or its equivalents in relevant subjects in not more than two sittings; this is required for entry into all programmes; credit pass in IJMB “O” Level in English and Mathematics is also acceptable and
- ii. Must satisfy the minimum requirement at the pre-admission screening.

###### B. Direct Entry Candidates for Admission into 200 Level

- i. Two ‘A’ Level passes or its equivalents in relevant subjects in addition to O/Level requirements stated above;
- ii. Pass in the Degree Foundation Programme organised by the University;
- iii. National Diploma (ND) Certificate or NCE with minimum lower Credit passes in relevant subject areas in addition to O/Level requirements; In addition the candidate must undergo a pre-admission screening arranged by the university as approved by senate.
- iv. Pass in interview conducted by the University as might be approved by the Senate; and
- v. First degree in a relevant discipline from this University or any other University recognized by the Senate of this University.

###### C. Transfer Students

Candidate shall be allowed to transfer from other Universities, provided he/she:

- i. Purchase and complete the prescribed Application Forms obtainable from the Registrar, Summit University;
- ii. Hold the minimum requirements for admission into the University;
- iii. Ensure that transcript of his/her academic records and special confidential reports on him/her (forwarded by appropriate officials of his/her current institution) has been received in the Admissions Office of Summit University, before the commencement of the intended session for which admission is being sought.

##### 4.1.2. Admission at the College Level

In addition to satisfying the general requirements for entry into the University, Candidates shall satisfy the requirements prescribed by each College of interest. Such special requirements include:

### **College of Management and Social Sciences**

- i. Economics and Financial Studies: Credits in Commerce and Economics
- ii. Political Science: Credit in Government and any other Social science subject

### **College of Natural and Applied Sciences**

- i. Chemical Sciences: Credits in Physics, Chemistry and Biology for the Biochemistry option.
- ii. Physics: Credits in Physics and Chemistry.
- iii. Mathematical and Computer Sciences: Credit in Physics
- iv. Biological Sciences: Credits in Chemistry and Biology.

## **4.2 Academic Matters**

### **a. Course Unit System**

Instruction shall be by the prescribed course system in Summit University, by which specific academic programmes are packaged, with interaction among various Departments in the College, culminating in the acquisition of a minimum workload towards the award of a given Degree.

The Course System breaks the workload into Course/Units. One credit shall be a minimum of fifteen (15) hours of lecture or thirty (30) hours of tutorials and 45 hours of Practical and or Fieldwork. A course may, therefore, be by lectures only or by a combination of lectures and practicals. Every full time student may register for not less than fifteen (15) and not more than twenty four (24) credits per semester except in special circumstance where additional credit may be approved by the Senate. For spill-over student, the maximum number of credits that can be offered is a minimum of 5 credits.

### **b. Course Designation**

A 3-letter prefix and a 3-digit number shall designate all courses. The prefix shall indicate the programme while the numbers shall indicate the level and year of the course as stated below:

100 Level (Year One) 101 -199

200 Level (Year Two) 201 -299

300 Level (Year Three) 301 – 399

400 Level (Year Four) 401 – 499

500 Level (Year Five) 501 – 599

600 Level (Year Six) 601 – 699

Example: CHM 101 – A course in Chemistry that is offered in the first year of the Programme.

### **c. Course Enrolment Patterns**

The different categories of courses in the workloads are as specified:

#### **Core/Compulsory Course**

A course which every student must compulsorily take and pass in any particular programme at a particular level of study. Courses designated as Compulsory must be passed before such student can graduate from the University.

#### **Required Course**

A course which students that are not within the same Department should take at a level of study and must be passed before graduation.



### **Elective Course**

A course that students take within or outside the College. Students may graduate without passing the course provided the minimum credit unit for the course had been attained.

### **Pre-requisite Course**

A Pre-requisite course is one which student must have offered and passed before taking a particular course at a higher level.

**Concurrent:** Specific courses that must be offered alongside some other courses within the same semester.

**General and Entrepreneurial Courses:** This is a group of compulsory courses to be offered by all students in the university irrespective of their programmes.

#### **d. Course Examination**

A course shall be taught and examined within the designated semester as stipulated by the NUC Guidelines, which is a period of 14 – 18 weeks. The students who pass shall be credited with the assigned number of units.

**Any student who has not attained 75% attendance at lectures/practicals/tutorials in any course he/she registers for shall not be allowed to sit for the examination in that course.**

#### **e. Student's Performance Evaluation**

The student's performance evaluation shall normally be guided or evaluated through continuous assessment and course examination. The pass mark shall be a minimum of forty percent (40%). Continuous Assessment shall carry an allocation of 40% of the total obtainable score depending on the decision of the College Board of the specific programmes. The marks obtained shall be converted into letter grades (A, B, C, D, E and F) and transformed to credit points as follows:

**Table 1: Student's Performance Evaluation**

<b>Scores (%)</b>	<b>Letter Grade</b>	<b>Credit Points</b>
70 – 100	A	5 credit points
60 – 69	B	4 credit points
50 – 59	C	3 credit points
45 – 49	D	2 credit points
40- 44	E	1 credit point
0-39	F	0 credit point

Students are obliged to sit for examinations which constitute 60% and have continuous assessment (CA) of 40% in all registered courses. Any student who fails to sit for a course examination without satisfactory reason earn the grade of "F" while a student who does not have a component of either CA or Examination score would be deemed to have failed technically.

**f. Computation of Grade Point Average**

Every course carries a fixed number of Credit Units (CU); one credit unit being when a class meets for one hour every week for one semester and two credit units when a class meets for two hours every week for one semester. Quality Points (QP) are derived by multiplying the credit Units for the course by the Grade Points (GP) earned by the student: e.g. in a course with 2 Credit Units in which a student earned a B with 4 Grade Points, the Quality Points are:  $2 \times 4 = 8$ .

Grade Point Average (GPA) is derived by dividing the Quality Points for the semester by the Credit Units for the semester: e.g. in a semester where the student earned 56 Quality Points for 18 Credit Units, the GPA is:  $56/18 = 3.1$

Cumulative Grade Point Average (CGPA) is derived by adding the Total Quality Points (TQP) to date and dividing by the Total Credit Units (TCU) to date: e.g. If the TQP are 228 and the TCU are 68, the CGPA is:  $228/68 = 3.35$

Detailed example of how to calculate GPA and CGPA is as presented in the Table 2 and Table 3 respectively.

Typical Example for GPA – CGPA Computation

Table 2: First Year (100 Level), First Semester

Course Code	Credit Unit (CU)	Score	Letter Grade	Grade Point (GP)	Quality Point (QP)	Grade Point Average (GPA)	Cumulative Grade Point Average (CGPA)
CSC 101	2	62	B	4	8	<b>QP = 79</b>  <b>CU = 24</b>  <b>GPA = <math>79 \div 24 = 3.29</math></b>	<b>TQP = 79</b>  <b>TCU = 24</b>  <b>CGPA = <math>79 \div 24 = 3.29</math></b>
GNS 101	2	55	C	3	6		
CHM 101	3	71	A	5	15		
MAT 101	3	76	A	5	15		
CHM103	2	53	C	3	6		
PHY 101	1	77	A	5	5		
PHY 103	3	26	F	0	0		
BIO 101	2	50	C	3	6		
STA 101	2	46	D	2	4		
GNS103	2	63	B	4	8		
GNS 105	2	52	C	3	6		
<b>TOTAL</b>	<b>24</b>				<b>79</b>		

Table 3: First Year (100 Level), Second Semester

Course Code	Credit Unit (CU)	Score	Letter Grade	Grade Point (GP)	Quality Point (QP)	Grade Point Average (GPA)	Cumulative Grade Point Average (CGPA)
CSC 102	2	62	B	4	8	<b>QP = 76</b>  <b>CU = 20</b>  <b>GPA = 76 ÷ 20 = 3.8</b>	<b>TQP = 79 + 76 = 155</b>  <b>TCU = 24 + 20 = 44</b>  <b>CGPA = 155 ÷ 44 = 3.52</b>
GNS 102	2	55	C	3	6		
CHM 102	3	61	B	4	12		
MAT 102	3	76	A	5	15		
MAT 104	3	53	C	3	9		
PHY 102	1	67	B	4	4		
CHM 104	2	65	B	4	8		
GNS 104	2	50	C	3	6		
GNS 106	2	64	B	4	8		
<b>TOTAL</b>	<b>20</b>				<b>76</b>		

**NB:** The procedure is repeated for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> years, giving rise to CGPA computation at graduation. However, the letter Grades in the example above are hypothetical.

The following points are noteworthy for GPA – CGPA computation:

- i. Grades obtained in all approved courses of a student’s prescribed programme shall be used to compute the GPA.
- ii. Where a student has registered more than the allowed number of free elective courses, only the grades obtained in the allowed number of elective courses, chosen in the order of registration, will be used in computing the CGPA. Other elective courses will be treated as audited courses and will not be used in calculating the CGPA.

**g. Good Academic Standing, Withdrawal and Probation**

A student whose CGPA is below 1.00 at the end of the second semester of first year (100Level for UTME and 200Level for Direct Entry Students) shall be withdraw from the University. Subsequently, a student whose CGPA falls below 1.00 at the end of the second semester of any session apart from the first year for UTME and second year for Direct Entry Students (DE) earns a period of probation for one academic session. A student on probation is allowed to register for courses at the next higher level in addition to his/her probation level courses provided that:

- i. the regulation in respect of student work-load is complied with; and
- ii. the pre-requisite courses for the higher level courses have been passed.

If a candidate on probation in a particular academic session fails to recover from probation by scoring a CGPA of minimum of 1.00, he/she shall be asked to withdraw from the programme. However, in order to minimise waste of human resources, consideration should be given to withdrawal from programme of study and possible transfer to other programmes within the same University.

**h. Transfer from other Universities**

Students who transfer from other universities shall be credited with only those courses, deemed relevant to the programmes, which they have already passed prior to their transfer. Such students shall however be required to pass the minimum number of units specified for graduation for the number of sessions he/she has spent in the College; provided that no student shall spend less than two sessions (4 semesters) in order to earn a degree. Students who transfer for

any approved reason shall be credited with those units passed that are within the curriculum. Appropriate decisions on transfer cases shall be subjected to the approval of Senate on the recommendation of the College Board of Studies.

**i. Suspension of Studies**

A student, with valid reasons and with the approval of Senate, can suspend his or her programme of study for a definite period, normally not exceeding one academic session. Such student is expected to resume at the end of the expiration of the period. Upon resumption, the student is expected to write a letter to notify the University of such resumption. The letter shall be directed to the Registrar through the Dean of the College and shall be endorsed by the Head of Department of such student.

**j. Schedules of Semester in the Academic Sessions**

Summit University shall follow the guidelines on the academic year and adopt the semester system. The First Semester (Harmattan Semester) of 16 weeks shall commence in October and end in February of following calendar year. There shall be a 2 to 3 weeks inter-semester break. The Second Semester (Rain Semester) of 16 weeks shall commence in March and end in June of the same year. The long vacation shall be from July to September, during which part of the Students' Industrial Work Experience Scheme (SIWES) for the 300 Level students in the relevant programme of 6 Months and professional excursions shall be undertaken as appropriate.

**4.3 Award of Degree and Classification of Undergraduate Degree Programmes**

To be eligible for the award of a degree, a student must offer and pass all prescribed courses (Compulsory and Required) including the compulsory courses in General Studies and Entrepreneur as well as obtain a total number of credits as prescribed by the College Board and approved by the Senate. The Class of degree obtained shall depend upon the Cumulative Grade Point Average (CGPA) attained by the student. Consequently, five categories of Degree that will be awarded by the University based on the CGPA attained by the student at the end of the programme are depicted in Table 4.

**Table 4: Classes of Undergraduate Degrees**

<b>Class of Degree</b>	<b>Cumulative Grade Point Average (CGPA)</b>
First Class Honours	4.50 – 5.00
Second Class Honours (Upper Division)	3.50 – 4.49
Second Class Honours (Lower Division)	2.40 – 3.49
Third Class Honours	1.50 – 2.39
Pass	1.0 – 1.49

## CHAPTER FIVE

### 5.0 REGISTRATION, ORIENTATION AND MATRICULATION OF NEW STUDENTS

#### 5.1 Registration Exercise

- i. The official registration exercise in the University shall commence with the resumption of students into the University to run degree programmes in specified disciplines.
- ii. Next is the payment of Tuition fees and other fees that may be prescribed by the University from time to time.
- ii. A student can only obtain the University registration forms if and when he/she has paid all the specified fees to the institution.
- iv. A maximum period of TWO weeks shall be allotted for the Registration Exercise during which students shall be required to sign for all the College and Departmental-based courses as well as those in the GNS and Entrepreneur Unit.
- v. Only first year students that have paid the prescribed fees (in full or in part as may be determined by the University) and have duly registered shall be considered *bona fide* students of the University, and shall be eligible for Matriculation
- vi. Every fresh student is also expected to report to the Student Affairs Unit of the University for the completion of Clearance and Hall Allocation forms.

#### 5.2 Orientation Exercise for the Fresh Students

- i. There shall be an Orientation Programme for all the fresh undergraduates of the University. This programme shall be organised and coordinated by the University, through the Student Affairs Unit. It aims to make fresh students become familiar with the University System and the Environment.
- ii. There shall be talks or lectures by Resource Persons on student's ethics and moral, academics, health services, library, code of conduct, hall of residence, students' clubs and organisations, religious activities, human relations, guidance and counselling among others during the Orientation Week.
- iii. Such fresh students shall be arranged in groups and conducted round the various Departments/ Units of the University. With the support of the Works Department local tours may be organised and undertaken to places within the town of Offa where the University is situated.
- iv. All fresh students shall be expected to participate fully in all the Orientation Programmes and activities.

#### 5.3 Matriculation

- i. Admission of students into any of the academic programmes in Summit University shall be based strictly on the fulfilment of specified requirements as indicated in section 4.0.
- ii. All fresh students admitted through the UTME or Direct Entry into the University shall be required to matriculate at a formal ceremony (presided over by the Vice-Chancellor). This shall take place after the registration exercise might have been concluded.
- iii. On the matriculation day, each fresh student shall receive a Matriculation Number, sign a declaration, and take an Oath of allegiance to obey the rules and regulations governing the conduct of students in the University.
- iv. For the Matriculation ceremony, all fresh students shall be properly dressed in the specified undergraduate academic robes of the University.
- v. Only matriculated students shall be *bona fide* students of the University.

#### **5.4 Use of Matriculation Number**

- i. Every fresh student who has duly completed his/her registration and matriculated shall be assigned a Matriculation number.
- ii. No official student paper or document including test scripts and examination papers is regarded as complete or valid unless it carries the correct matriculation number that is exclusive to him or her; All students are therefore strongly advised to know very well their matriculation numbers and to use such for all official transactions in the University.
- iii. Matriculation numbers shall also be used for the purpose of identification in the University.

#### **5.5 Use of Identity Card**

- i. Every *bona fide* student of the University, upon full registration and matriculation, shall be issued Student's Identity Card that will be valid only for the period or duration specified on the card. The cost of the identity card as determined by the University shall be paid by each student and in a manner as may be directed by the Student Affairs Unit.
- ii. A student may be required at any time, to identify him/herself (using the University Identity Card) upon request by authorised University officials acting in the performance of their assigned functions or duties. Moreover, some University facilities are open or available only to students who are able to present their valid University Identity Cards.
- iii. All students are therefore strongly advised and in their own interest to carry their Identity cards with them always, and to produce them on demand by any official of the University.
- iv. Any student whose University Identity Card is lost at any time shall be expected to make necessary arrangement for replacement by writing officially to the Registrar through the Dean, Student Affairs, and paying the appropriate cost to the University.
- v. Any student that has been expelled or withdrawn from the University shall surrender his/her University Identity Card to the Student Affairs Officer and ceases to be a student of the University.

#### **5.6 Change of Name (Students)**

- i. Summit University does not prohibit the change of name by any of its students.
- ii. A student may change his/her name by swearing to an affidavit and making the necessary publication in any of the National Newspapers. All publications for change of name, together with an original page of the Newspaper showing name of Newspaper, page and date of publication should be addressed to the Registrar. He/she should not use the new name until he has obtained an approval in writing and the request has been circulated to all officers concerned in the University.
- iii. A student is permitted to change his/her name only once throughout his/her period of stay in the University.

#### **5.7 Use of University Facilities**

In order to ensure smooth functioning of activities, Dean, Student Affairs Unit and Hall Masters/Mistresses have been empowered to enforce the regulations and procedures governing the use of buildings and other facilities in the Colleges and/or Departments/or Halls of Residence. Students are advised to acquaint themselves with such regulations and procedures.

- i. A Lecture Hall in the University may be reserved by registered students' organizations/individuals with the permission of the Registrar through the Student Affairs Unit of the University.
- ii. Every application for the use of University sporting facilities including the football field, tennis courts and so on must be made to the Registrar through the Director of Sports of the University.
- iii. All persons and organizations are treated on equal basis of first-come-first-served in granting permission to use University facilities. It is however to be noted that official University activities, programmes and events are given precedence over all other forms of requests.
- iv. No reservations may be regarded as being finalised until notification has been received in writing from the appropriate office that such arrangements have been approved by the University as to conditions, time, place and manner. University facilities may be used by non-University staff or organizations only with the prior approval of the Registrar, Deans or Head of Department, and only for purposes which are compatible with the functions, norms and ideal of the University.

## **CHAPTER SIX**

### **6.0 REGULATIONS FOR THE CONDUCT OF EXAMINATION**

#### **6.1 Eligibility**

Only students who have duly registered for courses in a given semester are eligible to write the examinations in those course(s) except:

- i. A student, who for upward of six weeks, is absent from the University without official permission. Senate shall normally regard such a student to have voluntarily withdrawn from the University.
- ii. A student who does not have up to 75% attendance in Lectures/Practicals.

#### **6.2 Instructions to Candidates**

- i. Students must ensure that they acquaint themselves with the instructions governing the conduct of examinations in the University.
- ii. Students must be at the venue of the examination, 30 minutes before the commencement of such examination and must be prepared to be checked-in by the invigilators.
- iii. Any student that appears within the first 30 minutes when the examination has commenced may only be admitted at the discretion of the Chief Invigilator.
- iv. Students who appear more than 30 minutes when the examination has commenced shall not be admitted into the examination hall; such student would be deemed to have carried over the course.
- v. Students must bring with them to the examination hall, their ink, pen, ruler, erasers, pencils and any other material permitted by those regulations (as stated or contained hereunder).
- vi. Students are strongly warned in their own interest to ensure that lecture notes, textbooks, jotters, hand-sets, bags, and so on, are not brought into the examination halls.
- vii. For the purpose of orderliness in the examination hall, seats shall be allotted at the discretion of the Chief Invigilators.
- viii. Students are not expected in the examination hall earlier than 30 minutes to the commencement of the examination.
- ix. Students should endeavour to keep strictly to the sitting arrangements and all chairs arranged and/or used for examination purpose should not, under any circumstance, be removed by any candidate.
- x. Once examination is in progress, any kind of communication between candidates is strongly prohibited, and any candidate found to be giving or receiving irregular (illegal) assistance shall be deemed to be involved in examination misconduct.
- xi. Students should maintain silence in examination hall. Any student who requires any form of assistance should attract the attention of the invigilator only by raising his/her hand.
- xii. Any form of smoking or drinking in examination hall is strictly prohibited.
- xiii. No scrap papers should be used or brought into the examination hall. All rough work must be done in the answer books, crossed out neatly and submitted along with the answer booklet.
- xiv. All candidates taking courses in Mathematics/Statistics must bring their own Mathematical or drawing instrument.
- xv. Only matriculation number (not names) of a student must appear on the University Examination Answer Booklet.
- xvi. Students must ensure that they insert at the appropriate places their Matriculation Number, the order of questions answered and other relevant information before they hand in their scripts at the end of the examination.



- xvii. Except for the question papers and other personal materials, students are not allowed to remove or mutilate any materials supplied by the University.
- xviii. At the end of every examination, students must remain seated while invigilators go from row to row to collect answer scripts.
- xix. Every student is required to sign the Attendance Register before and after submitting the University Examination Answer Booklet.
- xx. Student shall be allowed to consult, during examination, only books, instruments or other materials specifically permitted or provided by the Department or College in which the examination is being held.
- xxi. Student shall not introduce or attempt to introduce handbags, books, notes, mobile phones, instruments or any other materials into the examination room.
- xxii. Student shall not pass or attempt to pass any information from one person to another during the examination.
- xxiii. Student shall not act in collusion with any other candidate(s) or person(s), or copy or attempt to copy from another candidate or engage in any similar activity.
- xxiv. Students shall not disturb or distract any other student(s) during the examination.
- xxv. Students shall not be allowed to bring in paper, including blotting papers, programmable calculators, mobile phones, or any incriminating object into the examination hall. They should normally enter the examination hall only with pen, ink, pencil, eraser, ruler and other materials such as mathematical instrument which may be allowed in the examination hall.
- xxvi. Bags, books, lecture files and all other students' properties must be left outside the examination hall.

### **6.3 The Use of Calculators**

For those students permitted to use calculators during University examinations, the following regulations shall apply:

- i. Students shall be permitted the use of electronic calculators (small, hand-held and battery or solar operated) during the University Examination except the programmable calculators.
- ii. No student is permitted to borrow another student's calculator during examinations, since this may result in giving irregular assistance to such student(s).
- iii. Such student shall be fully responsible for correct operation or otherwise of the calculator or machine.
- iv. All forms of instructional manual, calculator, packets and containers are forbidden in the examination halls. The Chief Invigilators and other Invigilators have the power to remove them whenever and wherever they are discovered in the examination halls/laboratories.
- v. Only one calculator per student is allowed.
- vi. The calculator must be switched off until the commencement of the examination.
- vii. Student shall make available for inspection by invigilator his/her calculator at the entry point to the examination hall and at any time during the examination.
- viii. Students should realise that the contravention of any of these regulations shall be treated as Examination Malpractice.

#### **6.4.2 Examination Misconduct**

Any attempt by a student or group to disregard or not to observe any of the rules/regulations in Section 6.2, shall constitute examination misconduct.

#### **6.4.3 Procedure for Investigating Alleged Examination Misconduct**

- i. The Chief Invigilator may, at his discretion, require a student to leave the examination room when his conduct is judged to be disturbing or likely to disturb the examination.
- ii. Any such action taken by the Chief Invigilator shall be reported to the Dean within 24 hours or 1 working day after the completion of the examination.
- iii. A student suspected of any examination irregularity or malpractice shall be required to submit to Chief Invigilator, a written statement immediately the malpractice is detected.
- iv. Any failure by a student to make a written statement on the alleged examination malpractice shall be regarded as an admission of the charge against him/her.
- v. The College Dean shall within 48 hours of receiving the report, set up a panel of not less than three academic staff to investigate the alleged examination misconduct. The report of such investigation shall be made available within two weeks to the Registrar which should receive the attention of the Students' Disciplinary Committee.
- vi. The Students' Disciplinary Committee shall, within two weeks of receipt of the report, investigate and recommend the penalty in cases of proven examination misconduct to the Vice Chancellor.

#### **6.5 Examination Invigilation**

- i. Organization of invigilation shall be the responsibility of the Time-Table Committee in conjunction with the Registry Unit of the University. They shall select suitable examination venues and draw up a list of invigilators from members of staff of each College at least a week before the commencement of examination.
- ii. There shall be a Chief Invigilator for each examination session comprising a listed numbers of papers.
- iii. There shall be in each hall two invigilators for the first fifty candidates or less and one additional invigilator for every 50 candidates or part thereof. Due provision shall be made for the needs of male and female candidates.
- iv. All invigilators and students shall be at the examination hall thirty minutes before the commencement of the examination with all the examination question papers and answer booklets.
- v. For each examination, the examiners of the respective papers shall be present at the examination for the first thirty minutes to address all matters that they may arise and should submit a written situation report on the conduct of the examination to the Chief Invigilator.
- vi. The Invigilator shall inspect the hall and may search the candidates before they are seated for the examination or any other time during the examinations to ensure that no student has on him/her any unauthorised materials.

#### **6.6 Absence from the Examinations**

- i. It is required that students should present themselves at such University examination for which they have registered.
- ii. A student who fails to attend any examination(s) for reasons other than proven cases of illness or accident or such other exceptional cases shall be deemed to have failed such examination(s).

- iii. Any form of misreading of time-table and such other lapses on the part of the students shall not be accepted as a satisfactory explanation for absence from University examination(s).
- iv. Any student who is absent from an examination on account of illness confirmed by medical evidence from the Director of the University Health Services Unit may be allowed to sit for a make-up examination at the appropriate period without repeating the course concerned. The approval for a make-up examination shall be given by the University Senate on the recommendation of the Department and the College Board.

#### **6.7 Make-up Examinations**

- i. A student who is absent from an examination on account of ill-health confirmed by medical evidence from the Director of University Health Services, may be given a make-up examination in the course(s) missed; otherwise, he/she shall repeat the course concerned if he/she so desires but subject to the status of the course.
- ii. Approval for make-up examination shall be done by the College Board indicating that:
  - a. The ill-health has been reported to the Dean through the Head of Department and
  - b. The candidate has obtained a written report from the Director of Health Services or his designated officer with either:
    - Is dated prior to the examination, or
    - Provides evidence that the student was hospitalised during the period of examination.

#### **6.8 Examination Leakage**

- i. Where the Dean has reason to believe that the nature of any question or the content of any question paper may have become known before the date and time of the examination to any person(s) other than the examiners and any officer of the University authorised to handle the examination question paper, he may order the suspension of the examination or cancelation of the question paper or the setting of new questions. He shall then investigate the leakage and report the matter to the Vice-Chancellor within a week of the discovery.

## CHAPTER SEVEN

### 7.0 UNIVERSITY ACCOMMODATION

#### 7.1 Halls of Residence

As part of its utmost goal of making students of Summit University become morally upright with academically sound minds, the University sees the provision of standard residential facilities as being crucial to its attainment. The full potentialities of our youths can only be discovered and effectively utilised when they are fully accommodated in the Halls of Residence with adequate facilities. This would make them to remain focused at all times, and to also imbibe the spirit of patriotism, devotion to their academic pursuits and religious obligations. The University hostel would therefore not only be a centre for students to relax after each day's activities but also a place where they could interact better with their mates, share the joy of brotherhood and sisterhood, and prepare them adequately to meet the challenges of the future.

It is the hope of the University Management that as Summit University attains rapid growth, the existing facilities in the Halls of Residence would be properly maintained and improved upon for the benefit of its students. The University will provide the required monitoring of the legitimate activities of its highly valued students during their lecture periods in school and after the completion of each day's academic and other related activities in the halls of residence.

All those who live in the Halls of Residence are expected to conform to certain rules and regulations, and equally obey all instructions as may from time to time emanate from the Administration through the Student Affairs Unit of the University.

#### 7.2 Room Allocation to Students in the Halls of Residence

The University has an established standing policy on the allocation of rooms to its students in the Halls of Residence.

- i. Accommodation will only be provided to eligible students in the order of preference approved by the University from time to time. The accommodation fees are as approved by the University and advertised from time to time.
- ii. Modalities/procedure for accommodation and application shall be determined by the Dean of Student Affairs from time to time.
- iii. The University shall give consideration for hostel accommodation to any student after fulfilling the following conditions:
  - Should be a duly registered student of the University.
  - Should have made full payment of the appropriate fees.
  - Should provide for his/her own personal use: mattress, other bedding items such as blankets, bed sheets, pillow cases and so on. The University shall only make available (or provide) items such as iron beds, wardrobes, reading tables and chairs for students.
- iv. Students in residence will be responsible for the cleaning of their rooms and for their laundry.

#### 7.3 Catering Services

Students' catering services are provided on the campus by private caterers. Some of these include the canteens while others are *bukaterias*. Students are to pay for the food they eat in the canteens or the *bukaterias*. Kitchenettes are provided in the Hall of Residence to allow those students who want to prepare their own meals to be able to do so. Such students are to adhere strictly to the handling of fire in the hostel.

7.4 Moral issues

Intimidating of fellow students is not allowed.

Students are not to behave in a manner that constitutes nuisance to their fellow students

All students shall have equal rights in the room allotted to them

Joint facilities in the room shall be jointly maintained by all occupant of the room

## CHAPTER EIGHT

### 8.0 UNIVERSITY HEALTH SERVICES

The University has a Health Centre. Students on arrival will be subjected to comprehensive medical test with a fee and thereafter must register in the Health Centre as part of the normal registration exercise not later than two months of their arrival on campus. Such mandatory registration at the Health Centre of the University shall be required for:

- i. Students that apply for make-up test/examination
- ii. Treatment at the University Health Centre.
- iii. Final year clearance exercise

### 8.1 Available Services

i. The unit functions as a Primary Healthcare Centre.

**ii. Emergency services are provided to students.**

**iii. Students who are in critical situations are referred to Gentleman Abdulsalam Hospital or other similar places like University of Ilorin Teaching Hospital.**

### 8.2 Conditions for Medical Care

- i. Only current *bona fide* students of Summit University that are duly registered with the University Health Services are qualified for medical care by the University.
- ii. Parents of students that are referred to other hospital for treatment shall be responsible for the cost of such treatment.

### 8.3 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 shall only consider the cases after appropriate authentication and recommendation by the University Health Services.

The following are conditions for the endorsement:

- i. If the University is in session and a student happens to fall ill that is beyond what the University Health Services can cope with, he/she will have to be referred.
- ii. Cases of such referral shall be brought to the attention of the Dean, Students Affairs.
- iii. However, if the illness is during the holidays and extends till the period of resumption, such student shall notify his/her Head of Department, the Dean of the College and the Dean, Students Affairs. On resumption, the student shall report to the Dean, Student Affairs for necessary clearance.
- iv. Other cases that fall outside the conditions (i-iii) above shall be considered strictly on their own merit. In such circumstances, endorsement of leave certificate will not be automatic.
- v. In all cases, any medical report from any hospital other than the University Health Centre must be verified and endorsed by the University Health Services to be countenanced.

## CHAPTER NINE

### 9.0 THE UNIVERSITY LIBRARY SYSTEM

#### 9.1 LIBRARY SERVICES

##### 9.1.1 Internet Services

To enhance reading and learning skills of the students, internet services are provided in the library. The library officers will assist the students and other users in exploring opportunities of the visual library to the fullest. Work stations fully dedicated to the Internet section will be provided purely for academic assignments. Internet browsing of general purpose is available in the University's ICT's Centre and other access points that will be made known to the student.

##### 9.2. Library Registration

During the registration exercise, every fresh student must register in the University Library. Thereafter, students should visit the library regularly and conform to the rules of the library.

##### 9.3 Library Office Hours

Summit University operates in the following locations: Main Library, and e-Library within the main campus. The library is open to students upon proper registration with the Library. The opening hours are:

###### a. During Session:

Monday – Friday 8am – 9p.m.

**Saturday:** 8am – 1p.m.

**Sunday:** Closed

###### b. Vacation:

Monday – Friday 8am – 5p.m.

**Saturday:** 8am – 1p.m.

**Sunday :** Closed

###### c. Public Holiday:

The library will be closed on public holidays and on any holiday declared by the University.

The University Librarian shall reserve the right to adjust the operation hours during examination period as may be deemed fit.

## CHAPTER TEN

### 10.0 STUDENTS' CLUBS AND ORGANIZATIONS

#### 10.1 Recognition of Students' Clubs and Organizations:

Students' Clubs and Organizations will only be recognised after the prospective Clubs/Societies must have satisfied the following conditions:

- i. Submission of duly prescribed completed Application Forms to Dean, Student Affairs.
- ii. Submission of letters of undertaking from a staff Adviser/Patron who must be an Academic Staff not below the rank of Senior Lecturer.
- iii. Submission of the Objectives and Constitution of the proposed Club/Organisation/Society, which must be in agreement with the objectives and constitution of the University.
- iv. Every Club/Organization must renew her registration yearly at the beginning of each session with the Student Affairs Office.
- v. Any Society/Organization that publicises defamatory and malicious material(s) on individual(s) or Institution(s) shall be banned and the member(s) shall face disciplinary action.
- vi. All Writers' Clubs and names of their magazines/journals, writers or columnists, must be registered in the Student Affairs Office and approval received before publications can commence. Approval for a change of name of any registered organization must also be obtained from the Student Affairs Office before the commencement of operations under new names. The reason(s) for the change of name shall be spelt out clearly in the Application for Change of Name.
- vii. Any group of student(s) or individual(s) who interfere with the course of dispensation of discipline on students through frivolous writing or other actions will be liable to obstructing the University authority from performing its authorised duty, and such student(s) would be suspended from the University, in addition to other disciplinary measures that might be taken against such student(s).

#### 10.2 Activities Involving Guests from Outside the University

In keeping with the traditional commitment of Summit University to freedom of enquiry and the pursuit of truth, students' organization are allowed to organise activities featuring guest speakers of their choice from within and outside the University. However, the University has an obligation to ensure that activities on the campus are conducted in appropriate manner with requisite protocol. Whenever a Head of State, Governor, Minister, Commissioner, Head of Diplomatic Mission or other dignitaries from outside the University are invited, the Dean of Student Affairs must be informed in writing at least two weeks before the guest is expected to arrive on the campus. The University authorities will then decide on the application since it reserves the right to approve or disapprove such an application.



## CHAPTER ELEVEN

### 11.0 DRESS CODE

#### 11.1 General Guidelines

The following are the specific dress codes, which should guide the dressing pattern of students of Summit University. These codes represent a standard to which every student (male or female as the case may be) should conform to at all times. All the students of Summit University must be properly dressed in line with the University dress code. Note that new guidelines on the dress code may be issued from time to time by the University, and such must be complied with.

#### 11.2 Prohibition of Flamboyant Garment

The public display or use of any cloth or attire by any student or group of students that commands or may likely command unnecessary attention or arouse the curiosity of the members of the University community is prohibited and therefore shall not be allowed within the University.

#### 11.3 Wearing of Jeans, Trousers and Shorts

i. The University does not intend to place a complete ban on the wearing of Jeans by any interested student, but the following must be adhered to:

- a) The jeans must have a uniform colour throughout.
- b) It must not be tattered, stretched or tight to the extent that it will reveal the body's curves and shapes.
- c) It must not reveal or expose any part of the body of the wearer.
- d) It must be properly sewn, without any of its threads removed or in loose form.
- e) It must not be the worn-out type or with faded colour (e.g. crazy jeans, faded jeans, stretched jeans).
- f) Jeans not to be worn for lectures

ii. No student of Summit University is allowed to appear in the public or official function of the University in jeans materials or any other material designed in the form of shorts except during sports/games

**There is a complete ban on the use of any other form of Jeans that falls outside the specifications in 11.2(a-e) for all categories of students (male/female) in the University.**

iii. No male student of the University shall be allowed or authorised to use on the campus or in the Halls of Residence any type of clothing or apparel that does not properly cover his body.

iv. The University strictly prohibits the use of short-sleeve blouse, tops, body hugs/tights, jumpers, mini-skirts, and all other indecent attires by any female student on the campus or in the Halls of Residence.

v. All dresses made completely from dazzling, glittering or shining fabrics are prohibited for use by any student either in the academic area or at the Halls of Residence.

vi. The use of face-caps by both male and female student is unlawful in the academic area.

vii. Transparent dresses or see-through dresses must not be worn in the University. viii. All students must be **DECENTLY DRESSED AT ALL TIMES**. They are expected to appear in shirt, pair of trousers and tie on Mondays to Wednesday. On Thursday, all students are expected to wear the University T-Shirt while on Friday, they are enjoined to appear in Islamic dresses.

ix. Female students can only be permitted to use 'modest' makeup that would reflect their disposition as responsible youths and leader-trainees rather than individuals on

fashion parade. On no account should hair be exposed or be displayed by female student partially or fully. Therefore, it is compulsory for every female student to cover her head at all times.

x. Male students are not allowed to plait their hair in whatever form. The prescribed hair-do for male students is low-cut/or clean shave.

#### **11.4 Other Forms of Dress Regulations for Students**

i. Any blouse or top with provocative inscriptions shall not be allowed from any student.

ii. It is not allowed for student to wear any transparent or 'see through' dresses and all other forms of dresses that reveal their shapes

iii. Students of the University are not permitted to wear dark glasses and goggles except medically prescribed either in the lecture rooms or in the Halls of Residence. iv. The use of exceptionally high-heeled shoes that may prevent normal walking posture and pace shall be unlawful for students in the University campus and the Halls of residence. Only decent sandals and shoes should be worn by students on the campus. No slippers will be tolerated.

v. Female students are not allowed to use large earrings, beads and bangles which may cause unnecessary distractions. The use of necklace and earrings or any other form of rings meant for females is prohibited for all male students of the University. Any male student that wears earring, necklace, bangles and/or display any strange hair style shall face disciplinary actions.

## CHAPTER TWELVE

### 12.0 USE OF LABORATORIES AND WORKSHOPS

The conduct of effective and practical teaching in science-based disciplines cannot be fully achieved without well-equipped laboratories and workshops. These laboratories are to be mainly used for practical. The laboratory equipment has to be properly maintained in order to ensure result-oriented practical training of students in relevant programmes. The users of the laboratory facilities, most especially the students, are strongly advised to join the University in cultivating a maintenance culture for all its laboratory equipment and related items used for promotion of learning and research in the University. Students who receive practical training in the laboratories and workshops should therefore ensure that they handle properly and with great care any of the laboratory equipment they use during any of their lectures or practical sessions. The following rules and regulations shall guide science students on the use of facilities in the laboratories and workshop of the University.

#### 12.1. Use of Science Laboratories

- i. Summit University shall not grant permission to students in other disciplines or programmes outside those in the natural and or applied sciences to use the science laboratories. It is also illegal for any Non-Science student to be found in the science laboratories except otherwise authorised by a Science Lecturer or the Chief Technologist in charge of the Science laboratories.
- ii. The science laboratories shall be open to eligible students only during their assigned period of lectures or practicals.
- iii. Each of the equipment or facilities to be used by any student or group of students at a given time (or period) in any of the science laboratories shall always be put in a proper state for the purpose of experiments or practical.
- iv. Each student user of science equipment in any of the science laboratories is strongly advised to ensure that such equipment or facility is thoroughly inspected and in proper working state or condition duly ascertained by the assigned Laboratory Technologist before use and also at the completion of every lecture or practical class in any of the Science Laboratories. Students are strongly advised not to accept to use any laboratory equipment that is faulty or not in proper working condition as such student would be surcharged in case of any damage to the said equipment.
- v. Except for the purpose of general observation and related forms of orientation for the undergraduate students who offer courses in the GNS unit, the Engineering Workshops, Computer and Account laboratory are designed for students who run degree programmes in Engineering and Technology. Therefore, no student shall be allowed to use the Engineering Workshop(s) for any form of activity after the official working hours except with the permission of the Chief Technologist or the Deans of the affected Colleges, or any other Officer so empowered in the University.

#### 12.2 Damage to Laboratory and Workshop Equipment

The damage done to any of the laboratory equipment by a student or group of students shall, as the case may be, attract sanction(s) in any of the forms listed hereunder: -

- i. Any form of deliberate damage done to any of the University's equipment and installations in the laboratory through improper handling of such by a student or group of students shall be immediately reported to the appropriate authority.
- ii. The student(s) involved shall be compelled to make a written statement concerning the form of damage that he/she has (or they had) done to the said equipment, including the date and the time, as well as the circumstances that surround the damage.

- iii. Any student(s) involved in the damage of laboratory equipment shall first be made to appear before a panel to be constituted by the Head of Department which shall investigate the matter, based on report submitted by the student to the laboratory technologist and report back within 48 hours.
- iv. Once a case of damage of any laboratory equipment or related University property is established against any student or group of students, and proved beyond reasonable doubt, such student(s) shall be made to pay into the University Account an amount that is commensurate to the current market value of the said property or equipment.
- v. A maximum period of four (4) weeks shall be given to any student within which he/she shall be required to have paid the specified amount to the University Account.
- vi. Where the damage to any laboratory equipment or University property involves more than one student, the total amount of the charges for the replacement of the damaged property or equipment shall be borne equitably by all the students involved.

## CHAPTER THIRTEEN

### 13.0 RULES, REGULATIONS AND PENALTIES

#### 13.1 General Remarks

Summit University is established solely for the intellectual, social and cultural development of students. It also aims at inculcating good characters as an integral part of the education. An acceptance of admission offer by a student into Summit University automatically implies that he or she has accepted to abide by the Rules and Regulations that may from time to time be made for the governance of the University. Such acceptance also carries with it an obligation that the student shall conduct himself or herself as a law-abiding and responsible member of the academic community in accordance with the University's best standards, rules and other conditions established by the legally constituted authorities of the University.

#### 13.2 Personal and Academic Integrity

It has been generally recognised that dishonesty of any kind is a behavioural issue which must be unlearned. Therefore, beyond any punitive measures as may be prescribed by this regulations and / or other relevant provision of the University's Act and other Laws of the Federation of the Federal Republic of Nigeria against any act of dishonesty of any kind, the following are the minimum standard of personal and academic integrity to be strictly and consistently observed by all the students of Summit University:

- i. Be honest and conduct yourself in an ethical manner throughout your stay at Summit University.
- ii. Attend lectures punctually.
- iii. Notify your lecturer(s) in good time, and preferably, in writing, if you will be away from a lecture/ laboratory or class function or examination.
- iv. Maintain high degree of orderliness and decorum in the class
- v. Honestly complete and submit your assignments as at when due
- vi. Respect ethical standards of the Library in carrying out assignments/ research
- vii. Cooperate, if called upon, in the investigation of any allegation pertaining to another student.
- viii. Take pride in upholding the ethical standards of Summit University through your words, writing, attitude and behaviour.
- ix. Regard other members of the community as part of a family and as such live harmoniously and maintain a respectful relationship with them in the classroom, hostels, offices, etc.
- x. Conduct themselves in such a way that his/her priority is to live a wholesome life devoid of anti-social activities especially cultism. Membership of a cult does not help students rather it could lead to your sudden death from fellow cult members, or termination of your priority. Avoid anybody who makes overture to you to join any unregistered group/association by Student Affairs Office. It is a serious offence for any student to be a member of a secret cult or any unregistered society within and outside the University.
- xi. Maintain good personal hygiene. Hostel rooms should be as clean as possible as poor environmental sanitation can lead to outbreak of avoidable diseases.

xii. Every student must dress decently, as the mode of dressing is a reflection of individual character and personality. Every student (male or female) must avoid any dress that may expose sensitive and vital parts of the bodies. No student shall be involved in pornography either within or outside the University. Violations of the Dress Code as prescribed by the University or involvement in pornography is a serious act of misconduct which shall attract stiff penalty.

xiii. Be wary of promiscuous living and unprotected sex. The ravaging spread of HIV/AIDS all over the world is a warning to all students. AIDS certainly kills and students should do everything possible to avoid any action that will make him/her a victim.

xiv. Every student of the University is required to maintain a high standard of integrity. University regards as serious offences all unethical, immoral, dishonest, disloyal or destructive behaviours as well as acts which violate the University regulations. It is the responsibility of each student not to only acquaint himself or herself with these Rules and Regulations but to uphold them at all times since the University degree is awarded to persons found worthy both in character and learning.

### **13.3 Acts that are not tolerated**

A student shall:

i. Not engage in any form of activity, alone or with any other person or group which interferes with, restricts, hinders or adversely affects the objectives of Summit University;

ii. Not engage in any form of activity whether alone or with any other person or group which interferes with, restricts, hinders or adversely affects the rights of any person duly authorised and lawfully present on University premise.

iii. Not engage in any form of activity, alone or with any other person or group which interferes with, restricts, hinders or adversely affects the following activities on University premises:

- Teaching, of any kind;
- Research, of any kind;
- Study of any kind (whether private, verbal, written, mechanical or electronic);
- Learning of any kind (whether private, verbal, written, mechanical or electronic)
- The conduct of the business of the Council or the Senate of the University;
- Administration of any part of the University's affairs or business;
- Execution of the official and public duties or work of the University;
- Work and duties of any employee or member of the University;
- Conduct of business by authorised visitors to the University; or
- Any other activity that affects the running of the University

iv. Not steal, destroy, damage, deface, vandalise or take unauthorised possession of the University property or that of any member of the University;

v. Obey all lawful instructions concerning any business of the University, whether verbal or written;

- vii. Not simulate, forge, falsify, misuse, alter, damage or destroy any record or document (whether written, printed, magnetic, electronic, photographic or in any other form);
- viii. Not impersonate any officer or employee of the University; and
- ix. Not engage in any dishonest, false or other misleading representation or activity which affects academic assessments or examinations and to obey all examination regulations.
- x. Must not belong to a secret cult or unregistered association in the University.
- xi. Any student who any form of disrespect to any officer of the University, while the latter is performing his/her official duties, shall be disciplined.
- xii. Writing of any insulting letter to an officer of the University shall constitute an act of misconduct.
- xiii. No student or group of students shall by-pass the official route of communication while writing to the University Administration. The approved line of communication is through the appropriate Head of Department and the Dean of College. All students' grievances (other than academic matters) should be routed through the Dean of Student Affairs to the appropriate arm of the University.
- xiv. Students are not allowed to communicate with outside agencies, government or national/international organizations without the approval of the appropriate authority.
- v. Unlawful possession of all types of dangerous weapons or firearms e.g. guns, cutlasses, knives, grenades, acids etc. are strictly prohibited

### **13.5 Sanctions for Violation of Regulations**

The following are some of the sanctions that may be imposed for the violation of University regulations or code of conduct:

#### **i. Restitution**

Restitution means that a student must pay for damage done to, loss or misappropriation of Summit University property or the property of other members of the University community. Such restitution is imposed on any student who alone, or in conjunction with others organise or participate in any event(s) which cause the damage or loss.

#### **ii. Reprimand and Warning**

A student may be reprimanded and or warned for violation of University rule and regulations. If he/she were to commit further breaches of University rules and regulations in future his/her present offence would be taken into consideration in the course of future hearings when a penalty for that subsequent breach is under consideration.

#### **iii. Suspension/Rustication**

Any student suspended/rusticated must withdraw from the University for the stated period, and shall further comply with any other condition(s) or requirement(s) related to the suspension/rustication.

#### **iv. Expulsion**

Any student expelled ceases to be a member of the University and loses all right and privileges of membership. It may also require the payment of compensation in some

cases. All forms of sanctions will be duly and promptly communicated to all organs of the University, the student concerned and his/her parents/guardians. In the case of expulsion, the name(s) of the student(s) will also be published in national dailies and the University website and other Universities in Nigeria will also be notified.

### **13.6 Appeal against the Decision of Disciplinary Committee**

There is need for disciplinary procedure without prejudice to chapter six of this regulation. Any student that is found to have contravene any provision of this regulation shall be made to face a Student Disciplinary Committee (SDC). A written report of violation of any provision of this regulation shall be made to the Dean, Student Affairs, by appropriate authorized officer who is reporting the violation within 48 hours of any student committing the offence shall within 72 hours of receiving the report, investigate and where need be, transfer the matter to the SDC for further action. Otherwise, may terminate the matter. The SDC upon receiving a written report from the Dean of Student Affairs, shall dispense with the matter within 3 weeks of receipt of report from the Dean of Student Affairs. The SDC shall also communicate its decision to appropriate organ of the University for approval and implementation.

A student that is found guilty by the SDC may also exercise his right of appeal. Such appeal which should be directed to the Governing Council through the Vice-Chancellor. The Governing Council has the right to uphold or dismiss such appeal.

### **13.7 Hall of Residence**

#### **13.7.1 Visit to Hall of Residence**

- i. A visitor to Hall of Residence shall be received by his/her host/hostess in the Students' Common Room provided by the University.
- ii. Any student that contravenes/violates this rule shall be disciplined appropriately.

#### **13.7.2 Use of the Hall Facilities**

The hall authorities are responsible for the use to which grounds, common rooms and notice boards in their halls of residence may be put. Permission to use these facilities must be obtained, in writing, from the Hall Master(s)/Mistress (es), at least 48 hours before use.

#### **13.7.3 Use of Electrical appliances, Fire and Fire Prevention**

- i. The use of certain electrical appliances may cause electrical faults and result in fire hazard. Therefore, **under no condition must electrical appliances like water heater, heating coils, hot plates, irons, multiple outlets, gas cooker and other inflammables etc. be used in any of the rooms.** Irons can be used in the laundry.
- ii. Students are allowed to use rechargeable lamps but not candles in the student rooms when there is electric power outage. Violation of this rule shall lead to ejection from the hostel. When there is no electricity supply, great care and diligence must be taken to avoid any possible fire outbreak.
- iii. No smoking in the Halls of residence.



Any student found contravening the above regulations (i-iii) and or engaging in activities resulting in fire damage shall be ejected from the Hall of Residence promptly pending investigation and further disciplinary action

#### **13.7.4 Room and Hostel Cleanliness**

Students must make their beds and leave their rooms clean and tidy at all times. They must be prepared to participate in room and hostel environment sanitation exercise from time to time as the need arises.

#### **13.7.5 Cooking in Halls of Residence**

Under no circumstance must any student cook in the room. Any student found cooking will be suspended from the Hall of Residence in addition to other disciplinary actions.

#### **13.7.6 Fighting in the Halls of Residence**

Fighting is prohibited in the University and students who engage in fighting shall be expelled.

#### **13.7.7 Pets**

For health and sanitary reasons, pet animals, birds, fish and or reptiles or any other animal are prohibited in and around University Hall of Residence.

#### **13.7.8 Unauthorised Residence (Squatting)**

- i. Any student found residing in a room not allocated to him/her shall be ejected from the Hall of Residence. Any such offender shall further face disciplinary action for dishonesty and cheating.
- ii. Any student who aids and abets squatter(s) shall equally be ejected from the hostel and further disciplined for dishonest practice

#### **13.7.9 Security of Personal Property**

Students are strongly advised to keep large sum of money with commercial banks. Doors should always be locked and the keys removed on leaving the room. Students must not leave personal property in their rooms during vacations. The University will not accept responsibility for loss of properties so left in the Hall of Residence.

### **13.8 Rules and Regulations on Catering Services**

- i. All students are required to conduct themselves responsibly and to eat within their means
- ii. All students are required to comply strictly with the regulations guiding the canteen and *bukaterias* as may be formulated from time to time by relevant organs of the University.
- iii. Any student who exhibits an anti-social behavior in and around the canteen and *bukaterias* in particular and within the campus shall be made to face necessary disciplinary action.

### **13.9 Rules and Regulations on Orientation Activities**

i. It is mandatory for ALL newly admitted students to attend ALL the orientation activities and sign the attendance register. Any student who has received a letter of provisional admission before the orientation week but fails to attend any of the orientation week activities may have his/her admission withdrawn.

ii. Violation of the Matriculation Oath is a very serious offence which could lead to the expulsion of a student.

iii. The Identity Card must be worn on the neck on Campus always. Failure to wear the identity cards will be treated as an act of misconduct.

iv. **Instruction on Presentation of Names:** Students are required to present their names in the following approved style: **Surname first in capitals**, then other names e.g. SALIMON, Musa Mosebolatan.

### **13.10 Rules and Regulations on University Health Services**

i. Student's registration at the Health Centre is mandatory and this must be done within two weeks of resumption. Failure by any student to complete the registration at the Health Centre of Summit University within two months of resumption shall have his/her admission withdrawn.

ii. Impersonation in the clinic or elsewhere by using other students' identity cards is a very serious offence which shall lead to the expulsion of the student involved.

### **13.11 Rules and Regulations on the use of University Library**

i. A fine of N500 is charged for each day a book is kept overdue for the first 15 days and 300 Naira per day thereafter.

ii. A fine of 1,000:00 is charged for failure to return a book recalled by the Library from the third day of recall notice.

iii. Students who persistently fail to return library books or settle library fines shall:

- be reported in writing to their Head of Departments and Deans;
- have his/her names published on the library, Departmental and College Notice Boards;
- be refused registration in subsequent semester or years (if non-graduating);
- have his/her certificate withheld (if graduating);
- be caused to pay all outstanding amount that is owed.

iv. Loss or damage to book shall be reported to the Library promptly. The borrower shall be required to pay for a replacement.

v. All cases of stealing, mutilation or defacement of Library books shall be regarded as serious act of misconduct and shall be referred to the Students' Disciplinary Committee for appropriate disciplinary measures.

vi. The Library reserves the right to suspend or withdraw all Library privileges from student(s) who contravene library regulations. Such cases shall be reported to the appropriate University Authority for further disciplinary action.

### 13.12 Rules and Regulations on the Conduct of University Examinations

- i. A student who absents himself/herself from the university for upward of six weeks continuously in any semester without any official permission shall be deemed to have withdrawn from the University;
- ii A student who fails to attend up to 75% practical and/or Lecture hours shall not be allowed to write the examination in that particular course;
- iii. Students shall always ensure that they acquaint themselves with the examination regulations and instructions to candidates.
- iv. Candidates shall attend punctually at the time scheduled for their papers. Candidates arriving more than half an hour after examination has started shall not be allowed to sit for the examination.
- v. Students are advised to keep their mobile phones completely away from the venue of the examination. When found on any student during the examination, the student shall forfeit such phone and in addition face disciplinary committee.
- vi. While the examination is in progress, communications of any kind between/among candidates is strictly prohibited and any candidate found to be giving or receiving irregular assistance commits an act of misconduct and shall be liable to face disciplinary action.
- vii. Students shall be permitted the use of electronic calculators except programmable ones. Ignorance as to whether a calculator is programmable will not be acceptable.
- viii. Failure to observe any of the rules spelt out under Code of Conduct of Examinations, shall *prima facie*, constitute examination misconduct.
- ix. Any student found guilty of the offences contained under the section 6.4 (Examination Misconduct and Disciplinary Action) shall be expelled from the University.
- x. Students who fail to present themselves for University Examination for reasons other than proven ill-health, accident or any emergencies shall be deemed to have failed the particular examination. Misreading of the time-table and such other excuses shall not be accepted as satisfactory explanation for absence.

Other offences that constitute examination misconduct and their punishments are summarised in Table 5.

**Table 5: Examination misconduct and their penalties**

S/No	Offence	Penalty/Punishment
1	Non – display of ID Card	Reprimand / Suspension
2.	Noise making during examination	Strong reprimand / Suspension
3.	Refusal to submit oneself for search by an Invigilator	Rustication for one Semester
	Failure to provide necessary documents at examination venue	Prevention from writing the examination
4.	Use of scrap papers with written notes in Examination hall	Expulsion
5.	Unauthorised possession of the University Answer sheets (whether used or unused)	Expulsion
6.	Mutilation or removal of any paper or answer script supplied	Expulsion

7.	Failure to submit answer script to invigilator after an examination	Expulsion
8.	Oral communication between candidates during an examination	Rustication 6 one semester
9.	Communication involving passing of notes or other accessories to aid performance in an examination	Expulsion
10.	Possession or use of any material such as notes, scraps, etc., to aid performance in examination	Expulsion
11.	Refusal to sit for and/ or preventing other students for an examination	Expulsion
12.	Smuggling of prepared answer scripts into an examination hall or submission of same under false pretence that they were prepared in the examination hall	Expulsion
13.	Use and / or smuggling of cell phones or unauthorised books into the examination hall	Expulsion
14.	Arrangement/Collusion with another person to write examination on one's behalf-impersonation	Expulsion
15.	Writing an examination on behalf of another Student-impersonation	Expulsion
16.	Assault on Invigilator and Examination Attendant	Expulsion
17.	Any other misconduct concerning, connecting with or pertaining to an examination (not being one of those listed above), which is inimical to or subversive of the integrity of the University examination process	Suspension for one semester

Note: The stipulated sanctions in the table represents the maximum

### **13.13 Rules and Regulations on Students' Clubs and Organisations**

i. Violation of any of the guidelines on Students' Clubs and Organisation shall attract proscription of that organization and the offender(s) will be made to face disciplinary action.

ii. Any group of student(s) or individual(s) who interfere with the course of dispensation of discipline on students through frivolous writing or other actions will be liable to obstructing the University authority from performing its authorised duty, and such student(s) would be suspended from the University, in addition to other disciplinary measures that might be taken against such student(s).

iii. Any student who mismanages the fund or other property of any student association shall be compelled to pay restitution and if in the case of final year student, will have his/her certificate withheld until restitution is made in addition to other punitive measures.

### **13.14 Rules and Regulations on Religious Activities on Campus**

- i. Students are free to belong to religious organization of their choice in accordance with sections 38 (i) and 40 of the constitution of Federal Republic of Nigeria 1999 as amended which guarantees right to freedom of religion.
- ii. No religious activity should be undertaken other than in places authorised for that purpose.
- iii. Religious organizations are free to use University facilities after prior permission has been obtained.
- iv. Lecture Theatres, Classrooms and Laboratories etc are primarily designed to take care of academic activities. Where such venues are to be used for religious meetings, religious organization must ensure that they obtain written permission from the relevant College Deans, through the Student Affairs Office, before using such venues.
- v. No religious meetings should hold in lecture theatres and classrooms at least two weeks before any University Examination.
- vi. For the use of University facilities, applications must be forwarded to the appropriate organ of the University for this purpose. Interested students should liaise with the Student Affairs Office.
- vii. Students' organizations or individual(s) are not allowed to paste religious or other types of banners, poster, literature, stickers, etc. anywhere in the campus, except with written permission of the Dean of Student Affairs.
- viii. Violation of any of the above rules shall attract severe penalty.
- ix. In all cases, the University would have precedence in the use of all its facilities.

### **13.15 Rule and Regulations on Anti-social Activities**

#### **13.15.1 Possession of Dangerous Weapons:**

Possession of dangerous weapons like guns, knives, daggers, swords, grenades, acid, etc. in the hostel and within or around the University premises is forbidden. Any student caught in possession of any of these weapons shall face disciplinary action.

#### **13.15.2 Secret Societies:**

- i. Secret societies, severally known as the **Family, Mafia, Buccaneer, Pirates, Eiye, Black axe, Black Bra, Vikins, Jezebel**, or by any other names have been proscribed by the Federal Government in 1979. The Summit University, Offa firmly stands by this proscription as they remain firmly proscribed.
- ii. "Secret society" shall include any association of two or more persons whose aims and objectives are not publicly or officially disclosed, published, registered or otherwise made known to the University Authorities; but whose activities includes or manifest secrecy, mysticism, pervasion, coercion, violence, fraud, immorality, drunkenness, lawlessness and related anti-social activities or behaviour.
- iii. Any student found identifying with or belonging to, operating or canvassing for membership of any secret society and unregistered association shall be liable to face disciplinary action.

#### **13.15.3 Public Disturbance within the Campus**

- i. No student shall engage in any of the noisy and disturbing activities such as playing of drums, trumpeting, playing of musical instruments in and around administrative and academic environment except in the Department of the Performing Arts.
- ii. No student shall be involved in any form of reckless driving alone or in convoy.
- iii. The violation of these rules shall constitute misconduct liable to disciplinary action.

### **13.16 Rules and Regulation on the Use of University Student Centre**

In order to forestall unwholesome use of the student centre, the underlisted conduct in the usage of the centre must be complied with:

- i. There should be no smoking in the building or its premises.
- ii. Gambling in whatever form is prohibited on our campuses including Student Centre, Common rooms and within Halls of Residence.
- iii. Sales/Drinking of alcoholic drinks within the Student Centre and the entire University campus is prohibited.
- iv. Students are not permitted to convert students centre or offices to a place of abode or for other purposes that it was meant for.
- v. Violation of these rules constitutes misconduct liable to disciplinary action. The Student Centre and the Common rooms are supposed to be relaxation centres for all students.

### **13.17 Rules and Regulations on the Use of the Laboratory**

- i. Any student or group of students involved in the damage of any laboratory equipment shall be surcharged if he/she is found guilty of an offence of damage to the said property of the University.
- ii. A specified period of time, which shall not in any case exceed four (4) weeks, shall be given to the affected student(s) within which to make all the necessary remittance(s) to the University in the form of payments for the replacement of the damaged equipment.
- iii. Such student(s) shall be given the permission to leave the University within the specified period of four (4) weeks to source for funds with which to settle the University in respect of the case of damage to equipment in the laboratory preferred against the said student(s).
- iv. The details of all forms of damage done by any student or group of students to equipment in the laboratories or to any other property of the University shall be officially communicated to both the student(s) concerned and also the parent/guardian of the said student(s), or any other person or authority that is responsible for the payment of his/her tuition at Summit University for that particular academic session during which the offence was committed by the student.
- v. Any student(s) who contravenes this regulation in form of non-remittance of appropriate levy (in full) to the University account for the replacement of any damaged laboratory equipment or any other University property within a period of four (4) weeks shall be rusticated for one semester or academic session and/or expelled from Summit University. Such rusticated students will only be allowed to resume after full restitution has been made by him/her.

### **13.18 CONCLUSION**

Violation of any of the University Rules and Regulations by any student(s) or any other organizations/clubs or individual(s), may lead to imposition of fine, restitution, reprimand/warning, suspension/rustication or expulsion of any or all offending officials, and/or individual(s) concerned from the University, in addition to other disciplinary measures that might be deemed appropriate.

It is the hope of Summit University that students will continue to obey the Rules and Regulations of Summit University, Offa.

Wishing you a successful stay at Summit University

**APPENDIX A**  
**LIST OF SOME OFFENCES AND SANCTIONS/PUNISHMENTS UNDER**  
**SUMMIT UNIVERSITY STUDENTS' INFORMATION AND REGULATIONS**  
**HANDBOOK**

<b>S/N</b>	<b>Offences</b>	<b>Sanction(s)/punishment</b>
1	Belonging to associated with and or aiding unregistered group/associations	Expulsion
2	Violation of prescribed dress code (engaging in lewd, indecent or obscene behaviour) and or involvement in pornography constitute act of misconduct	Expulsion
3	Engaging in activities which may interfere with, restrict, hinders or adversely affect the objectives of the university as set out in the act of the university	Expulsion
4	Stealing, destruction, defacing, vandalism, taking unlawful possession of the university property or of any member of the university, disobedience to instruction relating to the university business, simulation, forgery, falsification, misuse, alternation, damage or destruction of any record/document of the university, impersonation of any officer or employees of the university	Expulsion
5	engaging in dishonest act(s), false and other misleading representation which may affect academic assessment and or examination	Rustication for 1 Session
6	Display of disrespect by any student bordering on contempt to any officer of the university performing official assignment	Suspension/rustication for 1 Session
7	Writing of insulting letter to an officer of the university constitutes act of misconduct	Suspension/rustication and a written letter of apology
8	Absence from halls of residence without obtaining exeat from hall masters/mistresses	Suspension for a semester
9	Receiving visitor(s) in the hostel other than in common room provided by the university in the halls of residence	the visitor(s) (if he/she is a bonafide student of the university) shall be penalised for act of misconduct.

10	Failure to obtain written permission to use facilities in the halls of residence and specifically the grounds, common rooms and notice boards or other locations	the visitor(s) (if he/she is a bonafide student of the university) shall be penalised for act of misconduct.
11	Holding of meetings and parties in any room in the halls of residence drinking and dancing at approved gathering beyond 8.00pm and serving/consumption of alcoholic drink	Suspension for 1 session
12	Use of electrical appliances such as water heaters, heating coils, hot plates, iron and multiple outlets, etc. Candles, smoking in public places (student centre, common rooms)	Suspension for 1 session
13	Cooking in the halls of residence	Suspension for 1 session
14	Fighting in the halls of residence and in the university generally	Expulsion
15	Keeping pet(s) in the halls of residence and within the university	Rustication for 1 semester
16	Unauthorised residence (squatting) and aiding same	Ejection of the student(s) from the hostel and further sanctions such as reprimand/warning, suspension/rustication or expulsion (discretionary punishment)
17	Parking of motor cars, motorcycles and bicycles in place(s) other than the places provided by the university for that purpose	warning for the first time. Subsequent time is suspension for 1 semester
18	Exhibition of antisocial behaviour in and around the canteens, bukaterials and within the campus	Suspension for 1 session
19	Failure to attend orientation activities	Withdrawal of admission
20	Violation of matriculation oath	Expulsion
21	Loss of identity card	New card will be issued on payment of a sum which will be determined by the university from time to time
22	Misuse of student's own identity card or other student's identity card	Suspension for 1 semester
23	Impersonation or forgery	Expulsion
24	Failure to register at the university health centre by fresh students within two months of arrival on campus	Withdrawal of admission



25	Keeping Library materials beyond their due date	A fine of five hundred naira (₦ 500.00) is charged for each day a book is kept overdue for the first 15 days, and three thousand naira (₦ 3000.00) per day thereafter
26	Failure to return a book recalled by the library from the third day of the recall notice	A fine of one thousand naira (₦ 1000.00) is charged for failure to return a book recalled by the library from the third day of the recall notice
27	Persistent failure to return library books and or settle library fines	Reported in writing to head of departments and dean, publication of names of defaulter(s) on the library, departmental and college notice boards, suspension for a semester and having their certificates withheld (in case of graduating student(s)) and be caused to pay all outstanding amount that is due.
28	Absence from the university for upward of six weeks in any semester without official permission	Suspension for a session
29	Failure to attend up to 75% practical/lecture hours	Ineligible for the university examination(s)
30	Student who has no progressive assessment (pa)/CA score or fails to complete the relevant clinical posting	Non release of examination score
31	Communication of any kind between/among candidates and or giving or receiving irregular assistance while examination is in progress	Act of misconduct and shall be liable to disciplinary action. Note: punishment for the offence(s) ranges from reprimand/warning, suspension/rustication for a session
32	Failure to observe silence in the examination hall, the use of scrap paper, writing or jotting on question paper, removal or mutilation of any paper or material supplied by the university for and during examination.	Act of misconduct shall be liable to expulsion if found guilty
33	The use of mobile phone, (giving or receiving irregular assistance during the examination).	Expulsion
34	Introducing or attempt to introduce into examination venue hand bags, books, notes, instruments or other materials or aids that are not permitted, entering any examination venue with any inscriptions on any part of the body e.g. Palm, arm, thigh, etc. And/or any material,	Act of misconduct shall liable to expulsion

	examination, disturbing or distracting any other candidate(s) during the examination,	
35	Publication of defamatory and malicious materials on individual(s) and institution(s) by students' club and organisations/associations	The club, societies, organisations/association shall be banned and member(s) found culpable will be disciplined. Note: punishment for the offence(s) ranges from reprimand/warning, suspension/rustication or expulsion
36	Failure to register clubs and names of their members/Executives, with students' affairs office	Proscription of clubs, organisation/associations involved and member(s)/offenders involved will be liable to disciplinary action.
37	Interfering with the course of dispensation of discipline of student(s) through frivolous writing or other actions will be amount to obstructing the university from performing its lawful duty	Concerned students shall be expelled from the university in addition to other disciplinary measures that might be taken against such students e.g. apology, withdrawal of such writing
38	Possession of dangerous weapons, belonging and or aiding secret societies	Act of misconduct shall be liable to expulsion
39	Public disturbance within the campus	Suspension for 1 session

Note: The sanctions stipulated represents the maximum

## **APPENDIX B**

### **MATRICULATION OATH**

On admission to membership of the Summit University Offa, I hereby declare that:

;

- i) I will pay due respect and obedience to the authorities of Summit University, and I will faithfully observe all regulations which may, from time to time, be issued by them for good administration of the University, including directive that students should make a restitution for any damage done by students to property of the University or of members of the public whether in the course of protest or otherwise;
- ii) I am not a secret cult member and will never belong to any secret cult or clandestine society.
- iii) I will refrain from any act of violence and other actions calculated to disrupt the work of the university or likely to bring the name of the University to disrepute including any form of indecent dressing.
- iv) In case any breach of any of clauses of this oath, the Vice Chancellor has the sole prerogative to summarily expel me from the university and that my Parents/Guardians have guaranteed my resolve to abide by this declaration which is made bonafide.

So help me Allah [SWT}.