

THE GLOBAL POLYTECHNIC

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STUDENT'S HANDBOOK

THE GLOBAL²

POLYTECHNIC

Benin City



STUDENT'S HANDBOOK

(From the Office of the Rector)

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A MESSAGE FROM THE RECTOR

In every civilized society, there is always a set of rules to which its members are expected to conform with. The Student Handbook, is an articulation of the rules and regulations, which moderates the Academic and social behaviour of students in The Global Polytechnic, Benin. The booklet provides information on the Private Polytechnic, in three distinct areas. Firstly, there is general information about The Global Polytechnic. Secondly, the freshman is directed through the medley of the organizational structure of an institution of higher learning. Thirdly, and of prime importance, is the set of rules and regulations which govern the "students" conduct in The Global Polytechnic 'Benin, and which ensure that a level of civility acceptable to the society is enforced in the student's community.

It is essential that every student devotes time to read the contents of the handbook, which is designed for him/her with his/her rights and privileges, the dos and don'ts, in The Global Polytechnic and above all, the Academic regulations. It is only by complying with the provisions of the handbook, that areas of friction in the life of the Polytechnic could be reduced to the barest minimum. It would therefore, pay great dividends to abide by it.

Rector (The Global Polytechnic Benin)

PART 1

GOVERNMENT OF THE GLOBAL POLYTECHNIC

(A) THE GOVERNING COUNCIL

The Founders established the Council as the governing body responsible for The Global Polytechnic Management and direction of affairs. It is therefore the highest organ and the policy making body of the Polytechnic. It has a chairman and other members including the Rector, Registrar and a representative of the Academic Board.

(B) THE ACADEMIC BOARD

There is also a provision for an Academic Board which has constant control of the academic activities of the Polytechnic. It has the Rector as Chairman and the Registrar as Secretary. Other members include the Deputy Rector, all Deans of Schools, all Head of Departments, the Librarian, and not more than two members of the academic staff other than heads of departments, who may be appointed by the Academic Board.

(C) SCHOOLS, DEPARTMENTS, COURSES

The Global Polytechnic is at present organized into the schools of:

- (i) Engineering Technology
- (ii) Industrial and Applied Sciences
- (iii) Business and Management Technology

Each school is headed by a Dean. All the Schools have Departments offering a total number of fourteen programmes at National Diploma levels. The Library is also an academic division.

Thus we have:

S/N	SCHOOL	PROGRAMME
1	Engineering Technology	1 Electrical Electronics Engineering 2 Computer Engineering Technology
2	Industrial and Applied Sciences	1 Computer Science 2. Statistics
3	Business Management and Technology	1 Business Administration and Management 2 Public Administration

D. NON - ACADEMIC DIVISIONS/DEPARTMENTS

These include The Registry, the Bursary, Works, Medical and Health Services, and Students Affairs; the departments are: Security, Internal Audit and Public Relations, which however, belong to the Rectory Division.

E. **UNIONS AND ASSOCIATIONS**

There is the Students' Union to which students belong voluntarily. Departmental and other student associations and clubs operate upon recognition. The staff unions are the Academic Staff Union of Polytechnics, the Senior Staff Association and the Non-Academic Staff Union

THE SEMESTER SYSTEM

Each academic year consists of two semesters. Each semester has approximately eighteen weeks of classes, followed by one week of revision when lectures are not normally held, then three weeks for the semester examinations. The calendar of events is published by the Registrar.

ORIENTATION PROGRAMME

The Division of Student Affairs in co-operation with Schools, departments and Units of the Polytechnic organize an orientation programme for fresh students within the first three weeks of every session. The programme is intended to enable the new students settle and adjust to Polytechnic life. Rules, regulations and procedures which control activities in the Polytechnic are explained during the programme. No new student can afford to miss any of the sessions during the period. In other words it is MANDATORY for all new students to attend the orientation programme.

MATRICULATION AND REGISTRATION

Soon after enrolment, new students to the Polytechnic are formally initiated as members of the Polytechnic Community during which process they make a pledge of loyalty to the ideals of the Polytechnic and sign this in a short ceremony. Students who do not matriculate and/or sign the matriculation register are not bonafide students of the Polytechnic.

ATTENDANCE TO LECTURES

Attendance to lectures, laboratory, and studio practical is Compulsory.

INDUSTRIAL PLACEMENT CENTRE

In the National Policy on Education, 1977, Technical Education is defined as "that aspect of education which leads to the acquisition of practical and applied skills as the basic scientific knowledge". To acquire the skills therefore, industrial practice is essential. The Industrial Placement Centre of the Polytechnic organizes Industrial Attachment for all students.

The Industrial Placement Centre is presently a unit in the Student Affairs Division. Its primary mandate is to organize students for the industrial attachment commencing immediately after ND I (Morning) and ND II (Evening) sessional examinations. Industrial attachment is a mandatory requirement for the award of the National Diploma Certificate. This attachment is aimed at enabling the student obtain relevant on-the-job experience in Commerce, Industry and technology.

Since the importance of Industrial Training cannot be overemphasized.

students are advised to take it seriously. There is an Industrial Training Representative (IT Rep) for each SIWES participating Department. Students are advised to discuss all their SIWES matters with their Industrial Training Representative always for appropriate guidance.

SIWES DEFENCE

After the Industrial Attachment, students will be required to discuss their exposure with their school SIWES Board. This is to ensure that the exposure is relevant to their discipline.

The Industrial Training Representative will tell more on this all important aspect of their education in this institution. Note that the National Diploma cannot be awarded without the successful completion of Industrial Training - SIWES.

RELIGIOUS WORSHIP

There is freedom of worship in The Global Polytechnic and arrangements are made for students to worship according to their beliefs. Details of worship and assistance given to religious groups shall be obtained from the Division of Student Affairs. All religious worships in the classrooms complex shall begin at 8.00 pm daily (Monday - Saturday) and end at 11.00 midnight.

FEES

Students are required to pay fees per session under the following headings as may be approved by the Governing Council and published by the Registrar of The Global Polytechnic:

1. Non - Refundable deposit
2. Registration Fees (Per Session)
3. Medical Examination Fees (on admission)
4. Examination Fees (Per Session)
5. Sports Fees (Per session)
6. Caution Fees (Per session)
7. Hostel Accommodation Fees (*if applicable*) (per session)
8. Hostel up keep (if applicable) (Per session)
9. Identity cards (on admission)
10. Library fee (On Admission)
11. Laboratory/Workshop fee (Per session)
12. Verification of credentials (on admission)
13. Student Handbook (on admission)
14. Matriculation (excluding hiring of gown)
15. There is no refund of good faith deposit or hostel fees paid if:
 - (i) A student voluntarily withdraws from the Polytechnic or;
 - (ii) Is sent away on disciplinary grounds or;

- (iii) The polytechnic is closed down. The balance of caution fee will, however; be refunded to the student at the end of their course, after clearance by the Division of Student Affairs.

LIBRARY SERVICES

The library has a collection of about 10,600 volumes and subscribes to some 100 learned professional journals as well as to a number of local newspapers and magazines. Books are catalogued and classified according to the Library of Congress classification scheme. There is a public catalogue, which serves as the key to the holdings of the Library. It consists of an Author/Title file, a subject file which is represented by the shelf-list.

Membership of The Global Polytechnic Library is open to students and staff of the Polytechnic, but whoever wishes to borrow books must first register with the Library.

A senior staff may not borrow more than four books at a time and may not keep a library book in his possession for more than four weeks. For student-readers and others, the maximum number of books to be borrowed at any given time is two while the loan period is two weeks. In either case, borrowed books may be renewed after the expiration of the loan period. Periodicals and reference books are available in the Library for consultation. They may not be borrowed. Photocopying facilities are available to readers. Hand bags and briefcases should not be brought into the library. Those who contravene library regulations may be fined or deprived of the use of library facilities. The library is open from 8:30am to 8:00pm daily from Monday to Friday and on Saturdays till 1:00pm but remains closed on Sundays and on accepted public holidays.

SECURITY

It is not often generally realized that the security of life and property in the Polytechnic is not the exclusive responsibility of the official security personnel. Everyone, including students should be involved in the exercise by being self-disciplined and readily obeying all Polytechnic regulations. People should supply useful information and offer constructive criticisms. Students are to deposit all found property with the security unit from where Inquiries of lost or misplaced materials are made.

i) VALUABLES AND PERSONAL PROPERTY

Students are warned that by keeping large sums of money and other valuables or by admitting non-student casual visitors into their hostel rooms, they are running a great risk. They should lock their rooms and hand over the keys to the Porters -in-charge. Visitors should not be housed in the student's room overnight.

ii) CRIMINAL OFFENCES

Some students erroneously believe that they are immune to prosecution for criminal offences committed inside the campus. This is not true. The

Polytechnic administration has no right to, and can not prevent the Police from performing their statutory functions.

STUDENT'S IDENTITY

- i) The student identity card is issued to all students registered with the Polytechnic for courses lasting not less than two semesters upon payment of the prescribed fee. Where the student loses his/her identity card, he/she is issued with a new one after:-
 - (a) Swearing an affidavit to the effect
 - (b) Obtaining a police report and
 - (c) Paying the prescribed fee to the Polytechnic
- ii) Students are advised to write and spell out all their names in full with surnames first in CAPITALS or underlined. The Polytechnic will not be responsible for any mis-spelt or misplaced names on Diplomas and Certificates, arising from non-compliance with this advice.
- iii) A student can change his/her name by swearing to an affidavit and making the necessary publication in the press. Female students can change their names on getting married after presenting the necessary documents relating to the marriage. Frivolity in the change of name will not be tolerated.
- iv) The Polytechnic authority must promptly and properly be informed in writing of any change of name with relevant supporting documents.

PROTESTS

Students are free to make their feelings known to the Polytechnic authorities through the Dean, Division of Student Affairs and the appropriate heads of department.

- i) **DEMONSTRATION**
If students propose to stage a peaceful demonstration on any issue, they must give not less than 72 hours notice in writing to the Rector of the Polytechnic, through the Dean, Division of Student Affairs. Any form of violent student demonstration within or outside the campus is strictly forbidden. Students are held responsible individually and collectively for any breach of this regulation. Demonstrations directed against individual staff or other members of the Polytechnic Community will not be allowed and the Polytechnic employees are not subject to orders from students.

DISRUPTION OF CLASS

No student, whether a member of the Students' Union executive or otherwise, shall disrupt any lecture, tutorial, studio or practical work in progress for the purpose of any meeting, demonstration, rally or the like.

- iii) **STUDENTS' RALLY**
All rallies organized by the students whether by the Students' Union Executive or not, must take place only outside Class or examination hours. A 72 hours

notice, spelling out the nature and purpose of the rally, must be given to the Dean, Students Affairs and the Security unit before any rally could be held in the classroom or other places used for academic work must be cleared with the Registrar.

MEDICAL AND HEALTH SERVICES

There is a medical centre for the treatment of the Polytechnic community. More serious cases may be referred to an approved hospital. The schedule of the clinic hours is published by the Medical Director. Sick students are advised to report to the Polytechnic Medical Centre for treatment. External medical reports, be they from government hospitals or private hospitals are not routinely accepted except such reports had been necessitated by referrals: from -the Polytechnic Medical Centre.

SPORTS, GAMES AND RECREATIONAL ACTIVITIES

The Global Polytechnic, Benin City, Edo State takes very keen interest in the staff and students health, physical fitness and welfare. Through the Sports unit of the Student Affairs Division of the Institution it plans, organizes and executes all the sports programme for both internal (intramural) and external (extramural) engagements. The intramural sports programme of the Polytechnic encourages mass participation. This is achieved through inter-departmental, inter-school and inter-hostel sports competitions. Star athletes (Males and Females) who represent the Polytechnic in extramural/external sports' programmes are scouted for during these competitions. The following sports and facilities abound for your wide choice of activities.

1) **OUT DOOR SPORTS**

These are Football (Soccer), Volleyball, Basketball, Tennis, Hockey Handball and Athletics (Track and Field Events).

(2) **IN DOOR SPORTS**

These include Badminton, Chess, Table Tennis, Monopoly, Scrabble, Draught, Ludo, Squash, Racket, Billiard etc. Participation in the above sports are open to both male and female students. The Polytechnic Management approved compulsory Wednesday afternoon Lecture - free period for sporting activities, which -commences from 4.00 p.m. to 6.30pm.

STUDENT'S UNION

The importance of the Students' Union is stressed in the constitution of the Students Union which states that participation in student government stimulates growth among students towards progressive The Polytechnic administration encourages an effective and responsible students' Union. It is a means of self-administration of students' Programmes and effective group communication with the Polytechnic officials in order to meet the needs of students. The Union has two organs namely: The General Assembly and the Supreme Students Council. The latter comprises three arms of Government.

- a) The Executive Council
- b) The Parliament and
- c) The Judicial Council

The Students' Union owns property, but the Union is not a separate institution of its own and does not so operate.

Union publications and releases must receive the approval of the Dean of Student Affairs. Approved Clubs, Societies and Associations must also register with the Students' Union.

CLUBS AND SOCIETIES

i) REGISTRATION

The Polytechnic shall at the beginning of each session recognize student clubs, and societies that fulfill the following conditions: The membership of any student club or society shall be open to all students of either sex and of whatever race, ethnic group, place of origin, or religious persuasion. Each club or society shall be required to produce at the beginning of each session its constitution" including the objectives of the Society and names of members of its executive. Two senior members of staff adviser, who indicate in writing their willingness to serve, must be nominated by each club/society. All student societies and clubs are required to register or renew their application for recognition at the beginning of the session, with the Division of Student Affairs. Application for recognition of societies and club shall be made to the Dean, Division of Student Affairs, who is the approving authority on behalf of the Rector. The details of this registration are obtainable from the Division of Student Affairs.

RULES FOR OPERATION

The attention of all leaders of clubs and societies is drawn to the following procedures:

- (A) It shall be noted that the Rector has the prerogative to suspend, dissolve, or to proscribe any student society or club whose activities are not consistent with the aims and objectives of the Polytechnic.
- (B) The Dean, Division of Student Affairs, must be notified in writing of all student activities involving guest-speakers to the Polytechnic or of Conventions involving participants from outside the Polytechnic at least two weeks before the commencement of such activities/conventions; otherwise such meetings would not be allowed.
- (C) Where a Head of Government, Minister, Commissioner, member of a Diplomatic Mission or such other very important personality from outside the Polytechnic is invited, the approval of the Rector through the Dean, Division of Student Affairs must be obtained at least four weeks before the guest is expected to arrive in the campus.

USE OF POLYTECHNIC FACILITIES

- a) Approval for the use of Polytechnic facilities must be obtained in writing two weeks before the event, from the appropriate officer.
- b) Only approved student societies shall be allowed to make use of the Polytechnic premises for fee paying events. Such societies must apply to the Dean of Student Affairs, who will state fees to be charged.
- c) Approved student societies which are permitted to use polytechnic premises for fee-paying events shall be charged fee for using the facilities provided by the Polytechnic. The amount of fees payable shall be prescribed by the Polytechnic.
- d) The cost of any Polytechnic property lost or damaged will be borne by the student or group of students responsible for such loss or damage.

BANNED SOCIETIES/CLUBS

It is illegal for any student to belong to any clandestine organization. Any student who is associated with any such illegal organization in any form will be rusticated from the Polytechnic. The banned organizations include among others, the following:

- (1) The Pirates (Sea Dogs)
- (2) The Black Baret Club
- (3) The Buccaneers
- (4) The Trojan Horse (Oasis of the Silhouette)
- (5) The Temple of Eden
- (6) The Mafioso
- (7) The BlackAxe (a.k.a. Neo-Black Movement)
- (8) The Osier
- (9) The Vikings
- (10) The Daughters of Jezebel

USE OF STUDENT'S UNION VEHICLES

The Polytechnic retains the ownership of the vehicle while the day to day management of the vehicle rests with the Students' Union. The day-to-day operations of the vehicle shall however, be within the laws of the land.

STUDENT'S PUBLICATIONS

Research, literary habits and individuals expressions are encouraged. The following procedure must be complied with:

- a) Proposed articles, releases and cartoons by students or Student organizations, intended for publication shall be prepared in duplicate. The first copy is sent to the Organizations' advisers or to the Heads of Department (in the case of Departmental Associations) for revision and endorsement. This is then sent to the Dean, Division of Student Affairs for approval. Releases include all written articles, or open letters, cartoons and hand bills which are intended to be seen

and read by the community' either within or outside the Polytechnic Campus.

- b) All articles and cartoons intended for publication in student magazines must be endorsed by the Editorial Adviser and approved by the Dean, Division of Student Affairs.
- c) Notices, handbills and publications must be placed only at the approved notice boards, and not on walls of buildings or rooms.

COUNSELING AND CAREER GUIDANCE

This is a Unit in the Division of Student Affairs charged with guiding and counselling staff and students in Educational, Vocational, Personal/Social problem areas. It obtains and builds up data on the background, performance, aptitude and extra-curricular activities of students in order to help recommend to the student and his/her Head of Department a possible change of career or a confirmation of a chosen one. It carries out referral services, correspondences with parents, staff, organizations and family therapies where necessary. It organizes seminars on different aspects of life and provides information materials in various areas for the Polytechnic community.

The Counsellor is ethnically bound not to reveal any information given by a student without specific permission of the student concerned.

CHANNELS OF COMMUNICATION

Individual students or student associations who wish to have access to the Rector, or who wish to write requesting for; or petitioning against anything, should do so through their Head of Department or the Dean, Student Affairs Division. This system quickens, rather than delays action. On purely academic matters, the step taken should be through the Head of Department to the Dean of School, to the Registrar or the Rector to the Academic Board (AB).

- iii) On welfare matters in campus life, students are encouraged to channel all requests through the proper officials of the Students' Union Executive, to the Dean of Student Affairs. If an issue crops up in the hostel, the matter moves up preferably, from the Hall Supervisor.
- iv) Non-academic Divisions, such as the Works, Medical and Health Services and the Bursary insist that students pass their request through the Dean' of Student Affairs. Nothing however, prevents the students from reporting specialized cases direct to the appropriate quarters such as to the Librarian, or the Head of Security Unit provided that a copy will be sent to the Dean of Student Affairs Division.

ENFORCEMENT OF DISCIPLINE

The regulations contained in the relevant pages of this handbook are binding on every student who accepts a place at The Global Polytechnic, Benin City, Edo State.

Students must also conform with such regulations, instructions and circulars as may from time to time be issued by the Polytechnic authorities.

Students are expected to show courtesy and consideration in all dealings with Polytechnic employees, especially the Hostel Staff, with whom they come in constant contact.

PART II

THE GLOBAL POLYTECHNIC , BENIN, EDO STATE. REGULATIONS FOR THE AWARD OF DIPLOMAS AND CERTIFICATES

1. GENERAL DEFINITIONS

In the context of this document, the following terms have been so defined.

Academic Year	means academic year of the Polytechnic normally from October to July.
Course	means a defined content of study in a circumscribed area within a subject.
Department	means an academic or administrative unit within a School or Division.
Polytechnic	means The Global Polytechnic Benin, Edo State.
Programme	means a discipline of study for which a Diploma or Certificate is awarded.
Semester	means a period of Classroom / Laboratory /Workshop academic work of about 18 to 20 weeks duration (inclusive of examination periods).
SUG	means Students' Union Government
SRC	means Students' Representative Council

2. GUIDELINES FOR ENTRY INTO THE POLYTECHNIC

PART A

a. SCHOOL OF ENGINEERING TECHNOLOGY

I. Department of Electrical/Electronics Engineering

General Information

Goal and Objectives

The programme is designed to produce electrical engineering technicians for the following industries; manufacturing, assembling, servicing, power generation, transmission, distribution and utilization, telecommunication and other related industries. More specifically, diplomats of the programme should be able to:

1. Construct simple electrical and electronic circuits when necessary for use in modification or as a part of a system;
2. Assemble, install and test-run simple electrical and electronic equipment;
3. Carry out both preventive and corrective maintenance on simple electronic/electrical installations, equipment and appliances;
4. Select and use appropriate instruments to carry out simple tests and measurement on all types of electrical and electronic installation and equipment under various operating conditions.
5. Operate relevant equipment and installations whenever required;
6. Prepare simple bills of quantities and specifications related to electrical/electronic engineering works;
7. Coordinate and supervised craftsmen in activities related to electrical electronic engineering services;
8. Maintain a personal logbook to record his daily and weekly activities for each semester.

General Entry Requirements National Diploma

The entry requirements for National Diploma in Electrical Engineering Technology are:

1. Five (5) credit level passes at WAEC, NECO, NABTEB or its equivalent at not more than two sittings. The five subjects must include Mathematics, English Physics, Chemistry and any one other science subjects.
2. The National Technician Certificate (NTC) in electrical trade with credit passes in Mathematics, Physics and two other subjects. Also a credit pass in English Language is mandatory.
3. Five credit passes in an NBTE recognized preliminary ND course offered in polytechnics or similar post secondary technical institution. The credit passes must include English, Mathematics, Physics and One science subjects.

Curriculum

The curriculum of all ND and HND programmes consists of four main components. These are:

- a. General studies courses

- b. Foundation courses
- c. Professional courses
- d. Supervised industrial work experience scheme (SIWES) usually four months

II. Department of Computer Engineering
General Information on the Programme
National Diploma ND

Programme Goal and Objectives

The National Diploma Programme in Computer Engineering Technology is designed to produce computer technician to install, maintain and repair computer hard ware and its peripherals more specifically, diplomates of the programme should be able to:

- (a) Carry out routine maintenance and repair of computers
- (b) Design and map out the layout for computers
- (c) Install, set up and operate computers
- (d) Prepare simple bill of quantities and specifications for computers
- (e) Select and use appropriate instrument to carry out simple tests and measurements on all subsystems in a computer and its peripherals.

Entry Requirements National Diploma

The entry requirements into National Diploma in Computer Engineering Technology are as follows:

Five (5) credit level passes at WAEC, NECO, NABTEB or its equivalent at not more than two sittings. The five subjects must include Mathematics, English Physics, Chemistry and any one other science subjects.

Curriculum

The curriculum of all ND and HND programmes consists of four main components. These are:

- a. General studies courses
- b. Foundation courses
- c. Professional courses
- d. Supervised industrial work experience scheme (SIWES) usually four months

b. SCHOOL OF APPLIED SCIENCES

I. Department of statistics

General Information
Goals and Objectives

National Diploma Programme:

The national diploma programme in statistics is aimed at producing assistant statisticians capable of collecting data, analyzing and making inference under supervision. On the completion of this programme, the diplomat should be able to:

- (i) Acquire a good knowledge of basis statistics and statistical methods:

- (ii) Understand the applications of statistics in commercial, industrial and scientific environment:
- (iii) Acquire a practical skill in data collection, analysis and research methods:
- (iv) Understand the use of computers for various purposes.
- (v) Set out statistical projects under supervision.

Entry Requirements:

Applicants with any of the following qualifications may be considered for admission into the National Diploma Programme by direct entry:

- (1) Five (5) credit level passes in the West African School Certificate, or General Certificate of Education (GCE) ordinary level and National Examination Council (NECO), TC11, NTC, in not more than two sittings. The subjects must include mathematics, Chemistry, Physics, Biology, Agricultural Science, Economics and English language is compulsory.
- (2) Candidates who have successfully completed the Boards recognized Pre-National Diploma (Science and Technology) course. Such students must have credit pass in mathematics, English Language and any three subject listed in (1) above

Curriculum

The curriculum of all ND and HND programmes consists of four main components. These are:

- a. General studies courses
- b. Foundation courses
- c. Professional courses
- d. Supervised industrial work experience scheme (SIWES) usually four months

II. Department of computer science

General Information

Programme Goal

The National Diploma programme is designed to produce computer personnel capable of applying the use of computer in most areas of data analysis.

Objective of the programme

Diplomats of this programme should be able to:

- i. Solve simple hardware problems
- ii. Use various programming languages
 - Visual Basic
 - OO fortran
 - OO cobol and
 - Java
- iii. Know the operation of computer systems
- iv. Use computer packages
- v. Maintain hardware

Entry Requirements for ND computer science

The entry requirements into National Diploma Computer Science programme are as follows:

1. Five (5) credit level passes at WAEC, NECO, NABTEB or its equivalent at not more than two sittings. The five subjects must include Mathematics, English Physics, Chemistry and any one other science subjects.
2. The National Technician Certificate (NTC) in electrical trade with credit passes in Mathematics, Physics and TWO other subjects. Also a credit pass in English Language is mandatory.
3. Five credit passes in an NBTE recognized preliminary ND course offered in polytechnics or similar post secondary technical institution. The credit passes must include English, Mathematics, Physics and TWO science subjects.

Curriculum

The curriculum of all ND and HND programmes consists of four main components. These are:

- a. General studies courses
- b. Foundation courses
- c. Professional courses
- d. Supervised industrial work experience scheme (SIWES) usually four months

c. SCHOOL OF BUSINESS AND MANAGEMENT

I. Department of Public Administration

General Information

National Diploma (ND)

Programme Goal

The National Diploma in Public Administration is designed to produce middle level manpower required for the running of efficient and effective administration in the public service and private sector.

Programme Objectives

It is expected that a diplomat of this programme should be able to:

- (1) Apply the theories and practice of Public Administration.
- (2) Analyze the nature and operations of the machinery of government
- (3) Analyze the nature and scope of intergovernmental relations
- (4) Apply the basic principles in the management of public enterprises.
- (5) Examine the structure and functions of local government.
- (6) Identify management problems at the appropriate levels, analyze them and design strategies to solve them
- (7) Apply the basic principles of financial management
- (8) Mobilize small communities or groups of individuals for the preparations of small development programmes/projects.
- (9) Establish and manage a small scale business effectively and profitably.
- (10) The basic principles of law in official relationships and transactions.
- (11) Carry out elementary application of the computer in processing data/information

- (12) Run a small administration/personnel unit in any organization with minimum supervision of superior officers.

Minimum Entry Requirements

To qualify for admission into the National Diploma in Public Administration, the candidate must meet any of the following entry requirements:

- (1) The West African School Certificate (WASC), General Certificate of Education, Ordinary Level (GCE (O/L), or any other equivalent qualification with credit pass in English Language and any three other subjects from the list below, and at least credit pass in mathematics:

Accounts

Economics/Commerce

Geography

Government/History

Agricultural Science/Biology/Health Science

CRK/IRK

Curriculum

The curriculum of all ND and HND programmes consists of four main components. These are:

- a. General studies courses
- b. Foundation courses
- c. Professional courses
- d. Supervised industrial work experience scheme (SIWES) usually four months

II. Business Administration and Management

General Information

Goal & Objectives of National Diploma in Business Administration and Management

The National Diploma programme in Business Administration and Management is aimed at producing diplomats with sound theoretical and practical knowledge to carry out a number of activities in a business concern effectively. The ND diplomate should be able to:

- Conduct a simple structured survey on any aspect of business and make appropriate recommendations to the authority.
- Identify management problems at appropriate levels, analyze them and design management strategies to overcome them.
- Carry out inspection and auditing of books and records.
- Carry out evaluation of investment assets for investment purposes and assist in the analysis of investment proposals
- Interpret basic statistical data.
- Assist in the preparation of short and long term budget plans.
- Write business reports and carry out various types of business communication effectively.
- Explain basic concepts and principles in economics and their applications in mixed economy.
- Apply principles of accounts to different types of accounting transactions.
- Use statistical inferences as aids to business plan and control.
- Understand the basic principles of law and apply same to business relationship and transactions.
- Explain various legal principles and procedures governing the regulations of companies as contained in company decree of 1968.
- Apply mathematics and other quantitative techniques in management decision process.
- Conduct product-planning surveys for manufacturing organizations.
- Organize sales and distribution of materials.
- Carry out market research and similar functions.
- Carry out effective purchasing tasks and sales advertising.
- Undertake proper storage and preservation of materials and goods
- Keep simple records of financial and other transaction in any organization.
- Speak and write clear, correct and effective functional English.
- Buy efficiently and wisely obtaining the best possible value for every Naira spent
- Ensure continuity of supply both to the markets or production units.

General Entry Requirements National Diploma in Business Administration and Management (ND)

The general entry requirements for the ND programme are:

1. Five (5) credit level passes at SSCE, WAEC, NECO, NABTEB or its equivalent at not more than two sittings. The five subjects must include English Language and Mathematics (Literature in English and Oral English are not acceptable in place of English Language) and two other subjects from

economics, Business Methods, Principles of Accounts, Literature in English, Commerce, History, Statistics, Geography, Government, Agric Science/ Biology.

- 2 A credit pass in N.B.T.E. recognized pro National Diploma Examination.

Curriculum

The curriculum is structured in four semesters of classroom, studio/workshop activities in the institution and 3 to 4 month supervised industrial work experience scheme (SIWES) in a relevant industry. Each semester of institutional based activities shall be for a duration of 17 weeks distributed as follows:

15 contact weeks of teaching; i.e. recitation, practical exercises, quizzes, tests etc ., and 2 weeks to be devoted for examination and registration.

The curriculum of the ND programme consists of four main components viz;

- i. General Studies courses
- ii. Foundation course
- iii. Professional course
- iv. Supervised Industrial Work Experience Scheme (SIWES).

The General Education component includes courses in Social Sciences Studies/Art/ Humanities/Mathematic/Natural Science English Language/Communication, History and Physical & Health Education, Citizenship and Entrepreneurship.

The General Education courses shall account for not more that 15% of the total contact hours for the programme.

Foundation Courses include Economics, Quantitative Techniques, Statistics and Law etc. The number of hours for the foundation courses shall be between 10 – 15% of the total contact hours for the programmes.

Professional Courses are specialized core courses which give the student the theory and practical skills he needs to practice in his field of specialization at the technician/technological level.

Supervised Industrial Work Experience Scheme (SIWES)

A. **REGISTRATION**

In order to register in the Polytechnic, the "Prospective Student" shall:

- (1) Pay all prescribed fees
- (2) Register in the arrival sheet
- (3) Proceed to the medical centre for medical examination.

B. **SCREENING EXERCISE**

Produce the following:

- i. Receipt of payment of fees;
- ii. Certificate of medical fitness;
- iii. Originals and photocopies of the following;
 - (A) Certificates (Academic);
 - (B) Birth Certificate/Declaration of Age;
 - (C) Letter of Attestation

- (D) Original JAMB slip (for ND regular candidates)
- (E) Two (2) recent passport photographs certified at the back.
- iv. Complete school fees (for those who have not completed)
- v. Collect and complete course Registration Forms comprising:
 - (A) Course Registration Form (2 copies) duplicate;
 - (B) Course Semester Forms (triplicate);
 - (C) Collection of anti-cult form (non membership of cult form)

Note: (a), (b) and (c) should be completed in the various departments;
 Vi. HOD to sign the appropriate areas;
 Vii. HOD to forward completed and signed forms to Admissions.

C: **REGISTRATION PROCEDURES**

Registration of students for an academic year will be during the 1st semester only:

1st and 4th weeks:
5th week :

Normal registration
Late registration

Late registration attracts late registration fee.

The registration exercise must be completed within three weeks of the first semester. Any old student who fails to register within the time specified above shall be deemed to have withdrawn voluntarily from the polytechnic.

Note: Completion of registration formalities does not make a candidate a bonafide student of the institution until he signs the matriculation register.

D. **POLICY ON FORFEITURE OF DEPOSIT BY FRESH STUDENTS**

- I. Any student who accepts a provisional offer of admission but fails to register before the matriculation ceremony will pay some penalty.
- ii. Any student who accepts a provisional offer of admission and registers but wishes "to withdraw before matriculation will forfeit 100% of the total amount paid as administrative charges.
- iii. Any student who accepts a provisional offer of admission but fails to indicate his/her intention to withdraw before registration will forfeit all the fees paid.
- iv. Any returning student who fails to register four weeks after resumption will pay late registration fee.

E. **DEFERMENT OF ADMISSION**

In a case where a candidate offered admission has the prerequisite qualification for the programme but fails to take up the offer for a particular session of offer because of personal cogent reasons, such candidate will write

directly to the Registrar, Joint Admission and Matriculation Board (JAMB) asking for deferment.

A copy of such letter is submitted to the Polytechnic Admissions Officer with relevant qualifying documents such as the Ordinary Level qualifying certificate and a copy of the letter of offer of admission.

At an appropriate time, but before the following admission exercise, the applicant will forward a fee of N500.00 (or as may be prescribed by JAMB) to enable the Admission Officer make a request from JAMB for the inclusion of the candidate's name in the next admission list of deferred admissions.

3. **ELIGIBILITY FOR AWARD OF DIPLOMAS / CERTIFICATES OF THE POLYTECHNIC**

To be eligible for the award of Diploma/Certificate by the Polytechnic a candidate must have:

- (A)
- (i) Satisfied the prescribed admission requirements;
 - (ii) Completed the approved course of study in his/her discipline;
 - (iii) Passed all the required examinations in the prescribed courses;
 - (iv) Satisfactorily completed the prescribed period of industrial attachment
 - (v) Paid all the required fees and debts and
 - (vi) Complied with such other requirements as may from time to time, be prescribed by the Academic Board
- (B) **CERTIFICATE FORGERY**
- i) Students are expected to make the originals of their credentials available for checking during registration periods in the first year and at any other time as the Polytechnic may require.
 - ii) Any student found or shown to have gained admission into the Polytechnic with forged certificates or credentials at any stage of the programme stands automatically dismissed from the Polytechnic.
 - iii) Where a student who has completed his programme and has been awarded a Diploma/Certificate by the Polytechnic, is subsequently found or shown to have gained admission into the Polytechnic, with forged certificate or credential, the Diploma or Certificate will be withdrawn forthwith and the Polytechnic shall cause the withdrawal to be widely published.

4. COURSES AND CREDIT HOURS

4.1 COURSE

The departmental programmes are based on the course system in which the courses are evaluated in terms of credit hours. A course consists of a certain number of hours of student-teacher contact, devoted to study in a circumscribed area within the subject including lectures, tutorials; laboratory, practical, studio sessions or workshop periods. Each course normally runs for one semester. Some subject areas which, though closely related and too wide to fit into one single course, are usually broken-into two or more courses, each with its own designated number of credit hours.

4.2 CREDIT HOURS

(A) LECTURES/TUTORIALS

Credit hours/units are defined as follows:

One lecture hour per week, per semester = One credit unit.

One hour of tutorial is equivalent to one hour of lecture = One credit unit.

(B) PRACTICAL

Three hours of .laboratory, workshop and studio work is equivalent to one lecture hour = One credit unit. For production work involving staff and students with intensive staff supervision, such as typing, shorthand, etc = two hours studio. Work is equivalent to one lecture hour one credit unit.

Field work, Project work, and similar student-centred work with minimal staff participation –four hours is equivalent to one lecture hour = one credit unit.

4.3 MAXIMUM CREDIT LOAD

Students' course load should not exceed 30 credit hours per semester or 30 contact hours (35 contact hours for course with practical). However, the minimum credit hours is 16 per semester. For evening programmes, students' course load should not exceed 16 credit, hours or 20 contact hours per semester for courses with practical. However, the minimum credit hour is 14 per semester.

4.4 CODE FOR THE DESIGNATION OF COURSE

The institution uses the National Board for Technical Education (NBTE) coding system for various courses. The courses given by each department/ programme' are numbered from 101-499; the number of each course being prefixed by a three letter course code.

The first digit of the course number indicates the year of study in which it is taught. The second digit denotes the semester of the course and the third digit is a number allocated to the particular course within the department. A

second digit of zero (0) however, indicates a course taught in both semesters. For Pre-NO course, the first digit will be zero.

5.0 REGULATIONS AND EXAMINATIONS

- 5.1 Attendance at lectures, tutorials, laboratory and workshop practical, studio sessions, etc is compulsory.
- 5.2 For each of the courses that a student takes, he should be examined and graded during the semester in which the course is offered. On the basis of the aggregate of the student scores, the appropriate "Grade Point Average" will be credited to him/her for the semester.
- 5.3 i) No student shall be absent from any examination for which he/she is due, except on account of ill health, certified by a medical practitioner approved by the Academic Board. Every case will however, be treated on its own merit.
- ii) Bereavement: For bereavement to be used as a basis for deferment of examination:
- (A) It must be limited to the death of parent/guardian, spouse, child, brother or sister of the same parent,
 - (B) Death must be attested to in writing, by a recognized religious or traditional authority.
 - (C) Death must have taken place within seven days to the date of the examination.
 - (D) Notice of death must be given to the Polytechnic authority not later than seven days from the date of occurrence.
- 5.4 In any semester examination, the students may be examined on materials covered in previous semester(s) in the same subject area(s) in addition to the materials covered in that semester.
- 5.5 In addition to the final examination which will be held at the end of each semester, tests and other assignments shall be conducted during the semester. For a course involving theory along with laboratory and other practical work (where applicable), the composition of the final grade shall normally be as follows:

Practical.....	40%
Tests and assignment	10%
Semester Examination	50%

For a course without practical, the composition of the final grade shall be as follows:

Test and Assignment.	30%
Semester Examination	70%

For certain programmes, exception may be made on the approval of the Academic Board.

- 5.6 For a resist examination in certificate courses, the student shall retain his original semester score in practical and the last (re-sit) examination score will account for 80% or 100% of the final score for course without practical.

5.7 EXAMINATIONS

- 5.7.1 Any student who fails to sit for an examination without an acceptable reason will be deemed to have taken the examination and will be awarded an "F" grade.

5.7.2 MORNING PROGRAMME STUDENTS:

A morning programme student may fall into any of the following categories at the end of the session:

- A) **Pass**
- B) **Carry Over:** A student will be allowed to carryover to the next academic semester a maximum of four (4) courses which must not exceed a total of 18 credits
- C) **Repeat:** A student will be required to repeat the year if he fails in a number of courses exceeding a total of 15 credits but not more than 18 credits.

Withdrawal: A student will be required to withdraw from the Polytechnic if he fails in any number of courses exceeding a total of 18 credits in one session.

5.7.3 EVENING / WEEKEND PROGRAMMES, STUDENTS:

At the end of a session, an evening programme student may fall into any of the following categories.

- A) **Pass**
- B) **Carry Over:** A student may be asked to carry over course load not exceeding 8 credit hours from not more than 3 courses in a session.
- C) **Repeat:** A student may be asked to repeat after failing courses exceeding 8 credit hours but not more than 12 credit hours in a session.
- D) **Withdrawal:** A student maybe asked to withdraw after failing courses exceeding 12 credit hours in one session.

- 5.7.4 A student who fails in any course(s) will be required to retake and pass the

course(s) to merit the certificate.

- 5.7.5 For Certificate Courses, a student who fails in course(s) will be required to retake the course (5) only once.
- 5.7.6 No student may be permitted to register for a course, whose pre-requisite has not yet been taken.

5.8 **WITHDRAWAL FROM THE POLYTECHNIC**

- 5.8.1 A student may be required to withdraw from the Polytechnic temporarily or completely. He may also withdraw voluntarily. A student other than a certificate student is required to write the examination in the paper(s) in which he fails until exhausts four consecutive examination chances on the courses including the first attempt after which he must withdraw completely from the programme. Such a student may however, seek entry into another programme in the Polytechnic through the normal admission process.
- 5.8.2 No student will be allowed to repeat a programme more than once.
- 5.8.3 No student will be allowed to spend more than four consecutive years for either the National Diploma or the Higher National Diploma in a particular programme.

For the Evening Weekend Programme, no student will be allowed to spend more than six consecutive years for either the National Diploma or the Higher National Diploma.

5.8.4 **VOLUNTARY WITHDRAWAL FROM THE POLYTECHNIC**

A registered student who has matriculated may withdraw voluntarily from the Polytechnic temporarily or completely. In either case, the student is required to inform the Polytechnic in writing through his Head of Department and Dean of School of his intention to withdraw.

A student who voluntarily withdraws from the Polytechnic may apply in writing for re-admission. Such application should be sent to the Registrar at least two months before the commencement of the academic year in which he intends to resume his studies. Re-admission will be subject to vacancy in the programme concerned. For the readmission to be effective, the student must receive a written approval of his application from the Registrar.

5.9 **EXAMINATION TIME TABLE AND END OF LECTURES**

The Registrar will circulate the final examination time table to all departments not later than two weeks before the start of the examinations.

5.9.1 **GRADING SYSTEM**

The final grade for all courses shall be as follows:

Raw Scores (Percent)	Grade	Rating	Points Weighting
80	A	Distinction	4.00
70-79	AB	Very Good	3.50
60-69	B	Good	3.00
50-59	BC	Fairly Good	2.50
40-49	C	Pass	2.00
30-39	CD	Fail	1.50
20-29	D	Fail	1.00
10-19	E	Fail	0.50
0-9	F	Worthless	0.00

A, AB, B, BC and C are "Pass" Grades while CD, D, E, and F are "Fail" Grades.

5.10 **ACADEMIC STANDING**

The following terms are used in determining a student's academic standing at various stages of his course:

i) **Letter Warning**

If a student obtains a GPA less than 2.00 at the end of the 1st (first) semester, such a student shall be issued with a letter of warning.

ii) **Re-Registration**

The Polytechnic operates the Carryover System. The conditions for carryover of courses shall be as follows:

- a) No extra fees shall be charged for carryover courses, provided that the student pays the normal registration fees payable by bonafide students per session.
- b) students may take examinations in courses/subjects carried over during the corresponding semester of the next session or whenever such subjects/courses are available.
- c) In carry-over courses, a student shall be assessed on both the course work and examinations and shall be awarded the full marks and grades he/she obtains. Any incomplete examination shall also be carried over.
- d) A student shall be allowed a maximum of eight (8) semesters to graduate from the programme. A student who fails to meet the requirements for graduation in a programme shall only be entitled to the Polytechnic transcript/semester result.

5.11 CONDUCT OF EXAMINATION

- i) Students should be punctual at every examination. Students who come late to the examination hall shall be admitted only at the discretion of the Chief Invigilator, but no students shall be allowed into the hall 30 minutes after the commencement of any examination.
- ii) Students shall not leave the examination hall during 30 minutes of the examination. Thereafter students with the permission of the Chief Invigilator to leave the hall temporarily, shall be accompanied by an
- iii) Students shall bring with them to the examination hall their school fees receipts, ID cards as well as their own ink, pen and pencil and any materials which may be permitted in a particular paper. No papers, books or bags are allowed into the Examination Hall.
- iv) There shall be no communication between students while the examination is in progress. However, students wishing to ask questions on issues that require clarification, shall raise their hands to attract the attention of the invigilator.
- v) Students shall not be allowed to smoke in the examination hall.
- vi) The use of scraps of paper shall not be permitted. All rough work must be done in the answer book and neatly crossed through.
- (vii) Students are advised to write legibly and to begin each question on a new page
- viii) Students shall be advised to ensure that they insert at the appropriate places, the title of the examination, their examination number, and the number of

the attempted questions before submitting their scripts to the invigilator
Students shall obey all instructions from the invigilators.

- ix) Students shall obey all instructions from the invigilators.
- x) The time allowed for an examination paper as indicated in the time-table must be strictly obeyed.
- xi) Each of the sealed packets of examination question papers must be opened in the presence of the students. Where the examination takes place in more than one hall this opening of the sealed examination question will be in the main venue.
- xii) Students shall use their Registration numbers and not their names during examination, and should present their identity cards during examination.
- xiii) Students will be admitted up to the first half-hour of the examination only with the permission of the Chief Invigilator. Cases of admittance after the starting time of the examination shall be reported to the Chief Examination Officer.
- xiv) No student may leave the examination hall with the intention of returning, except to go to the toilet or the first aid room provided that the student is accompanied by an attendant.
- xv) No student may quit the examination hall until the first one hour has elapsed.
- xvi) After the first hour, any student who wishes to give up his papers and retire may do so at the discretion of the Chief Invigilator.
- xvii) Reasonable silence will be maintained throughout an examination.
- xix) Starting time and stopping time for each examination time will be indicated.
- xx) At the close of each examination, candidates will be asked to handover their scripts to the invigilators.
- xxi) Students will be required to complete the attendance register as instructed.
- xxii) No student shall depart from the examination hall without submitting his/her scripts.

5.12 **EXAMINATION MISCONDUCT AND PENALTIES**

The table below lists the actions that constitute examination misconduct and the corresponding penalties.

S/NC	ACTION	PENALTY
i)	Sitting an examination for another student	Expulsion of the student(s) concerned
ii)	Gaining or attempting to gain prior knowledge of examination questions	Expulsion of the student(s) concerned
iii)	Giving and receiving unauthorized aids such as:	Expulsion of the student(s) concerned
	(a) copying from fellow students	
	(b) Copying from or referring to notes, books or other materials	Expulsion of the student(s) concerned
	(c) Bringing in of unauthorized	Expulsion of the

	materials	student(s) concerned
	(d) Destruction of evidence in a, b, and c above similar cases	Expulsion of the student(s) concerned
iv)	Rudeness and or use of abusive language on the invigilator	Suspension of the student(s) concerned for one academic year.
v)	Physical assault on the invigilator	Expulsion of the student(s) concerned
vi)	Presentation of false records /documents in an examination hall	Cancellation of the examination
vii)	Chatting, disturbance communication (verbal, non verbal), talking, walking about, noise making and disobedience to invigilator's instruction	Cancellation of the examination
viii)	Any other form of misconduct including refusal to sign misconduct form	To be treated on its own merit.

Any student involved in any of the actions listed above shall be required to complete misconduct form.

Any student who refuses to complete the misconduct form under the circumstances above will be deemed to have committed the offences specified in 5.12 sub-section 7.

In all cases, the student may be required to appear before a panel (Students Disciplinary Committee).

6.0. **REQUIREMENTS FOR COMPLETION OF PROGRAMMES**

A programme is deemed to have been successfully completed if the following conditions have been met:

- i) All prescribed courses are passed
- ii) Project work has been successfully completed
- iii) Attendance at classes is not less than 75%
- iv) The ND student has successfully completed the SIWES programme
- v) CGPA (cumulative grade point average) is not less than 2.00

6.1 **DETERMINATION OF RESULTS**

To complete the **grade point average (gpa)** the total grade point is divided by the total number of credit hours. Grade point is obtained by multiplying the points obtained in each course by the number of credit hours of the course.

Example:

Course	Grade	Credit hour	Point obtained	Points weighing	Point grade	GPA
GNS 101	B	3	3	3x3	= 9.00	$y = \frac{40}{x} = 3.3$
FIN 124	A	4	4.0	4x4	= 16.00	
SA 111	B	<u>5</u>	3.00	5X3.00	= 15.00	
TOTAL		<u>12(X)</u>			<u>40.00(y)</u>	

The GPA of each student shall be computed by the Head of Department who has to submit it to the Registrar, after consideration, by the Departmental Board.

- 6.1.1 To compute the Cumulative Grade Point Average (CGPA) the sum total of the grade points for all hours taken during those semesters.

Example:

Semester	Total Credits	Total Grade Point
1	1	38.50
2	2	29.80
3	3	28.50
4	<u>14</u>	<u>43.00</u>
Total	<u>49</u>	<u>149.80</u>
CGPA	<u>149.80</u>	<u>149.80</u>
	49	3.06

- 6.1.2 A student will be deemed to have passed the examination if he obtains a grade "C" or above in each of the course(s) prescribed for his programme.
- 6.1.3 In the case of final year ND/HND students, successful candidates will be issued with Diploma Certificates with the following performance levels based on the CGPA.

Score	CGPA	Performance Level
70 and above	3.50 - 4.00	Distinction
69 – 60	3.00 - 3.49	Upper Credit
59 – 50	2.50 - 2.99	Lower Credit
49 – 40	2.00 - 2.49	Pass
39 – 39 below	0.00 - 1.99	Fail

CGPA from 2.0 and below constitute a failure.

The student is expected to repeat the programme/year and only the scores of the second year would be taken. After this, if the student fails again he withdraws.

- ii) The CGPA for each student shall be computed by the HOD

6.2 **INCOMPLETE GRADES:**

The letter "I" will be used to designate an incomplete result for a student, who for legitimate reasons, was absent from an examination.

The student shall be expected to clear the "I" result at the next available opportunity, unless otherwise approved by the Academic Board, he will be awarded an "F" grade if he absents himself/herself again from the examination without an acceptable reason.

7.0 **CHANGE OF PROGRAMME**

Students are admitted to the Polytechnic to pursue a specific programme for which they satisfy the admission requirements. Students are expected to complete at least one academic year in the programme for which they were offered admission and will not be permitted to change programme during the first year.

Any student who desires to change his programme of Study after the first year may be permitted to do so under the following conditions if:

- i) A vacancy exists in the programme into which he/she seeks change.
- ii) He/she satisfied all entry requirements prior to the change with exception of sitting and passing the entrance examination.
- iii) He is able to fit into the new programme at the appropriate semester level and can, within the confines of the academic regulation as outlined herein, make up all deficiencies in course work for the new programme

- 7.1.3 A student who wishes to change his programme must apply to the Registrar on the appropriate forms with an application fee as prescribed by the Academic Board for change of programme, before the end of the academic year preceding the year in which the change is to take effect. The comments of both the head of departments (from where the student is leaving and to where he seeks the change) must be made on those forms and will determine the final approval of the application.

The Registrar's approval shall be communicated to the student not later than two weeks to the first semester of the programme in which the change is to take effect.

- 7.1.4 In computing the students' CGPA after a transfer, only grades obtained in course(s) relevant to the new programme will be credited.

8.0 **ACADEMIC ADVISERS**

Every student shall be assigned to an academic adviser by the Head of Department at the beginning of every academic year. The student shall visit his academic adviser at least twice each semester for purpose of appraising his general academic and related matters and reviewing his progress and advising him/her appropriately.

Each academic adviser is expected at the beginning of each semester, to publish days and periods during office hours, when his academic advices/students can visit him in his office. A report on the assignment must be sent to the Deputy Rector.

9.0 **PROCEDURE FOR HANDLING STUDENTS PETITIONS**

When a student has a grievance involving his course(s), examination(s) or result(s), he/she may seek redress by submitting a written petition.

9.1 **LECTURES, TUTORIAL, PRACTICAL, ASSIGNMENTS, TESTS**

A student's petition under this category should first be directed to the department where the course is taught. If this matter is not resolved within the department it should then be referred to the School through the department. Where necessary, the matter could be referred to the Academic Board through the School.

9.2 **REVIEW OF EXAMINATION PAPERS**

Where a student's petition on semester examination and result requires review of marked script, a specified fee as may be presented by Academic Board must be paid by the student before the petition will be entertained. The petition will be submitted to the Registrar through the Head of Department and the Registrar will get the Dean of the School involved to take appropriate action by nominating at least three qualified external assessors from outside the Polytechnic to review the script.

The external assessors will send their reports to the Registrar who will present the reports to the Academic Board for disposal action. Such a petition must reach the Registrar not later than one month from the date of the release of the result. If a complaining student is vindicated after investigations, the fee paid shall be returned to him/her.

10.0 **REGULATION ON EXAMINATION MISCONDUCT**

10.1 Examination misconduct are irregularities and infringements on examination regulations.

10.2 The invigilator or Chief Invigilator (where there are several invigilator in a hall) is required to make a written report to each examination misconduct or irregularity within 24 hours from the time the offence was committed to the Registrar and copy the head of department offering the report to the

appropriate committee that handles examination misconducts.

PROCEDURE:

The following procedure will be adopted in dealing with examination misconduct.

- 10.3.1 The Registrar shall state date which will not be more than 14 days from the beginning of the following semester after the said examination when the hearing of examination misconduct cases will be commenced. The Student involved in misconduct shall by general and/or specific notice be invited to be present at such hearing and to give evidence both orally and/ or in writing.
- 10.3.2 The Invigilator concerned shall submit his written report / form on the incident to the Registrar (copying the Head of Department offering the course involved) within twenty-four hours after examination.
- 10.3.3 The Registrar shall then refer the matter to the Examination Misconduct Committee for deliberation.
- 10.3.4 Examination Misconduct Committee shall investigate/trial the case and obtain written and/or oral evidence from witnesses, if necessary.
- 10.3.5 **STUDENTS ON EXAMINATION MISCONDUCT CHARGE**
Any student(s) charged with examination misconduct shall not be registered for the succeeding semester until the Academic Board had decided on the case base on the submission of the Examination misconduct committee. Such student(s) may however be allowed to attend lectures.

10. 4 EXAMINATION MISCONDUCT COMMITTEE COMPOSITION

Deputy Rector (Academics)	Chairman
Rep. School of Business Administration & Mgt.	Member
Rep. School of Engineering Technology	Member
Rep. School of Applied Sciences	Member
Dean of Students' Affairs	Member
Rep. (SUG President or SRC Speaker)	Member
Rector's nominee	Secretary

10.5 STUDENTS DISCIPLINARY COMMITTEE COMPOSITION

Rector / Deputy Rector	Chairman
Dean of Schools	Members
Dean of Students' Affairs	Member
Rep. Legal Department	Member
Rep. Of the Registrar	Secretary

11.0 TRANSFER STUDENT FROM OTHER POLYTECHNICS /COLLEGES OF TECHNOLOGY:

Students in other institutions enrolled in recognized ND/HND programme may be granted transfer provided:

- i) They have completed at least one academic year in their

- previous institution:
- ii) They are seeking admission into a programme at the 1st Semester of ND/HND programme;
 - iii) They have successfully completed the academic work in their previous institution, and passed all courses taken in the first year in the programme.
 - iv) They satisfy the polytechnic and departmental entry requirements
 - v) A fee as may be prescribed by Academic Board shall accompany the application for transfer.

12. **TRANSFER STUDENTS FROM UNIVERSITIES AND OTHER TERTIARY INSTITUTIONS:**

Students from universities and other recognized tertiary institutions of at least the Polytechnic level may be granted transfer. The Head of Department will determine each case on its merit and decide the level at which the student can transfer, taking into consideration the relevant courses covered by the student. Students applying for transfer must meet the entry requirements for the appropriate National Diploma Programme of the Polytechnic. A fee as may be prescribed by the Academic Board (AB) shall also accompany the application for transfer.

WITHDRAWAL OF DIPLOMAS AND CERTIFICATES

All diplomas and certificates awarded under these regulations remain the property of the Polytechnic. The Polytechnic reserves the right to withdraw or effect correction on any diploma or certificate awarded by it, if it is established at any time that the diploma or certificate was not properly awarded.

AMENDMENTS

These regulations are subject to amendments at the discretion of the academic board.

PART III

RULES OF RESIDENCE

SECTION A

APPLICATION FOR HOSTEL ACCOMMODATION

Hostel allocation is administered by the Division of Student Affairs through the Hostel Allocation Committee composed of the Dean, Division of Student Affairs; the Deputy Registrar, Student Affairs and the Heads of Section/Units under the Division of Student Affairs.

It is not compulsory for a student to take up accommodation in the Polytechnics hostels, but where an application for hostel accommodation is successful and one decides to take up accommodation in the hostel, one shall be bound by the regulation as contained in the Student Handbook as well as listed in the Application Form.

- i) All students who wish to be considered for hostel accommodation must purchase and complete the appropriate Application Form.
- ii) Accommodation in the hostels for now shall be for:
(A) Not more than 4 (four) students per standard room
- iii) The Polytechnic furnishes the rooms as it deems fit (including the use of bunk or single beds).
- iv) All hostel rooms have door keys and therefore, no student is permitted to introduce -own-key-te the hostel rooms. Damaged keys must be reported in writing to the Porter as soon as possible but not later than forty-eight hours. The room-keys shall be kept with the Porter and a student who requires the key to his/her room shall collect it from the Porter after signing the key register. The last student to leave the room is required to return it to the Porter.
- v) Students shall be fully checked into the hostel rooms at the beginning of each semester and check out at the end each semester. The checking will be undertaken by a Porter and a student is required to sign inventory book of Polytechnic property transferred to his custody.
- vi) Inmates of hostels shall be severally and/or jointly be held responsible for losses or damages to the Polytechnic furniture and fittings in the room; for example, window louvres, electric fittings and toilet facilities.
- vii) Students are not allowed to sublet their bed-spaces or accommodate other students not officially allocated to the room (squatting)

- viii) To avoid overloading, student(s) shall not be allowed to use multiple electrical sockets.
- ix) The Polytechnic reserves the right to amend the above regulations from time to time as it deems fit.

PENALTY

Penalty for failing to abide by the foregoing regulations shall be:

- (a) Reparation for damage or losses; and/or
- (b) Outright ejection depending on the magnitude of the offence

REGISTRATION

- i) Each student, upon being allocated hostel room is required to register with the Hall Supervisor. He should submit 2 (two) signed passport photographs of himself/herself, complete necessary forms and sign an undertaking.
- ii) The full session's fees must be paid before registration into the hostel.

ALLOCATION AND OCCUPATION OF ROOMS

- i) Rooms are allocated in the sequence of the payment of the fees in order to the application, and on status. The order of priority regarding accommodation is as follows:
 - (A) Students' Union Officials (Executive, SRC and JC)
 - (B) Handicaps (Physically disabled)
 - (C) Accredited Sports men and women
 - (D) Foreign Students
 - (E) Student Security Members
 - (F) Others, on ballot
- ii) Rooms may be occupied from 4.00pm on the day preceding the start of classes until 2.00 noon on the last day of the semester.
- iii) Students who withdraw from the hostel for any reason or who are dismissed, sent out of the hostel or otherwise required to withdraw from the Polytechnic for any reasons of academic performance, or for any offence whatsoever are not entitled to any refund of accommodation rents already paid to the Polytechnic.
- iv) The right to occupy a room or part thereof is not transferable.
- v) It is an offence punishable by ejection from the hostel for any student to sublet accommodation or harbour any visitor overnight or permit a squatter in his/her room without written approval of the Dean, Student Affairs.
- vi) If an already ejected student or squatter is caught again pirating or squatting with another student in the hostel, both offenders shall be ejected from the hostel without any refund.

The right to occupy a room or part thereof is not transferable.

It is an offence punishable by ejection from the hostel for any student to sublet accommodation or harbour any Visitor overnight or permit a squatter in his/her room

COOKING IN HOSTELS

4. COOKING IN HOSTEL

Under no circumstances shall meals be cooked within students' room or along corridors. Any student found guilty of this offence shall be suspended from the hostel. This offence shall be suspended from the hostel.

5. RETURN OF KEYS

Door and locker keys issued are the property of the Polytechnic. All door keys should be deposited with the Hall Supervisor, when students leave their rooms and the precincts of the hostels. Room occupants must return the room keys to the Hall Supervisor on the first day of vacation and obtain appropriate clearance to that effect. On resumption of classes, only students who show evidence of the above clearance will be re-admitted or offered hostel accommodation, provided they fulfill other stipulated conditions.

6. QUIET HOURS

- i) Quiet hours are hours of absolute silence during which students may rest or read quietly and are undisturbed in the hostel.
- ii) Quiet hours should be observed in all hostels from 9.00p.m to 5.30a.m on Mondays through Fridays from 10.00pm to 5.30a.m on Saturday, Sundays and Public Holidays.

7. WIRELESS AND MUSICAL INSTRUMENTS

- i) Students may play their radios, cassettes and other musical instruments at any time between 6.00am to 9.00pm. Users are however, urged to recognize that these instruments shall not be played to inconveniences of other students which shall at all times, be respected.
- ii) Loud play of private or hostel radio and other musical instruments to the point of constituting a nuisance shall result in:
 - (A) Confiscation of the private radio or instrument for a given period of time
 - (B) Denial of the privilege to use hostel radio or other instruments for a period of time.
- iii) Any disregard of this withdrawal of the privilege to use radio/instrument will result in the eviction of the offending student.

8. **ELECTRICAL APPLIANCES, ETC**

- (a) Authorized users of electrical appliances must ensure that their equipment is in good order as they may be surcharged for any damage caused by the use of such Appliances. Permission to use any electrical appliances must be in writing from the Dean- Division of Student Affairs.
- b) The use of the following items are not allowed in the hostels: candles, electric cookers, immersion heaters, heat coils, grills, toasters, hot plates, multiple sockets, etc.
- c) Any of such appliances found will be confiscated.

9. **VISITORS**

- a) For the purpose of this regulation, male students visiting female students and vice versa would, along with outsiders be regarded as visitors. But male or female students visiting themselves (i.e of the same sex) would not be regarded as visitors.
- b) Visitors must sign the visitor's book, which is kept by the Porter, before going into hostel rooms. They must also sign the book before departing.
- c) No visitors may stay overnight in a student's room. It is an offence punishable by ejection from the hostel for any student to keep overnight in his/her room, any such Visitors of the same sex may be allowed inside the rooms between the following hours:
Monday - Friday, 5.00p.m. to 7.00p.m. Saturdays, Sundays and Public Holidays. 10.00a.m. to 7.00.p.m.
- ii) Visitors of the opposite sex may be allowed inside the rooms between the following hours: Monday -Friday, 5.00pm to 6.00pm. Whenever available, the students' common room must be used to receive visitors, and not inside the students' room.

10. **MOVEMENT REGISTER**

Students in hostels who are traveling out of town or staying out for a night or more should complete a movement register in their hostel.

11. **PETS**

For health and sanitary reasons, the keeping of pet animals, birds, fish and or reptiles is prohibited in and around Polytechnic hostels.

12. **EXPECTANT MOTHERS**

No provision is made by the Polytechnic for child bearing in the hostels. Expectant student mothers should make arrangements to secure accommodation outside the campus during the period of their confinement.

No rebate will be paid to such a student for part of the semester she stays out as a result of child-birth.

13. **CATERING**

The Polytechnic provides the refectory and the kitchen but does not undertake to feed the students. The student leaders together with the Dean, Student Affairs arrange the feeding with an outside contractor. The Pay As-You- Eat system is adopted. Meals may not be taken into the students' room except in cases of illness where, a recommendation of the Director of Medical and Health Services is obtained or the Dean, Division of Student Affairs approves.

14. **SOCIAL PARTIES AND MEETINGS**

While students are free to hold meetings, and social parties the following conditions shall apply:

- i) **Meetings:** A written permission issued by the Dean, Students' Affairs (DSA) on behalf of the Rector must be obtained by any group wishing to hold a meeting at least four days before the date of the proposed meeting.
- ii) **Social Parties:** A written approval from the Dean, Students' Affairs (DSA) must be obtained by the organizers of the party at least four days in advance.
- iii) No party or meeting whatsoever shall be held in any room in the hostel, other than the students' common room.
- iv) Where the Polytechnic Refectory and other facilities are used, the group organizing the party will be collectively and severally responsible for their safety, cleanliness and orderly -rearrangement. Where fees are charged, they must be paid in advance to the Bursar.
- v) No approved student parties or meetings shall be held beyond 12.00 midnight.
- vi) The holding of-meetings and parties in defiance of the above rules will be regarded as a grave offence and the organisers may be suspended or expelled.

15. **RESIDENCE DURING VACATION**

Students are not allowed to remain in residence during vacation. If for any special reason, any exception is made to this rule, a charge of N50.00 per day for hostel accommodation is made and must be paid in advance by the student or the sponsor to the Bursar.

16. **HOSTEL GOVERNMENT**

Hostel Government is organized for each hostel or group of hostels under the general guidance and direction of Hostel Warden. A hostel Committee is formed with officers elected and assigned special responsibilities. The Warden supervises students' activities in the hostel. He/she sees to the general welfare of the inmates and makes recommendations to the Dean, Students' Affairs Division (DSA) on any trial which he/she considers will promote healthy and harmonious living in the hostel.