

جامعة القلم، كاتسنا، نيجيريا
AL-QALAM UNIVERSITY KATSINA



STUDENT HANDBOOK

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www.auk.edu.ng

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UNIVERSITY CREST

The University Crest is designed in the shape of a traditional wooden slate with a traditional pen, and the word *Al-Qalam* written in Arabic on the wooden slate. The pen and the slate are symbols of learning and scholarship in the Muslim Community of Nigeria, and the world at large, for more than a thousand years.



Al-Qalam University Katsina, Nigeria
Motto: Knowledge is Light

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www.auk.edu.ng

GRAND PATRON



His Eminence Ahaji Muhammad Sa`ad Abubakar, CFR, mni, The Sultan of Sokoto

PATRON



**His Highness Alhaji Abdulmumini Kabir Usman CFR, LLD
The Emir of Katsina**

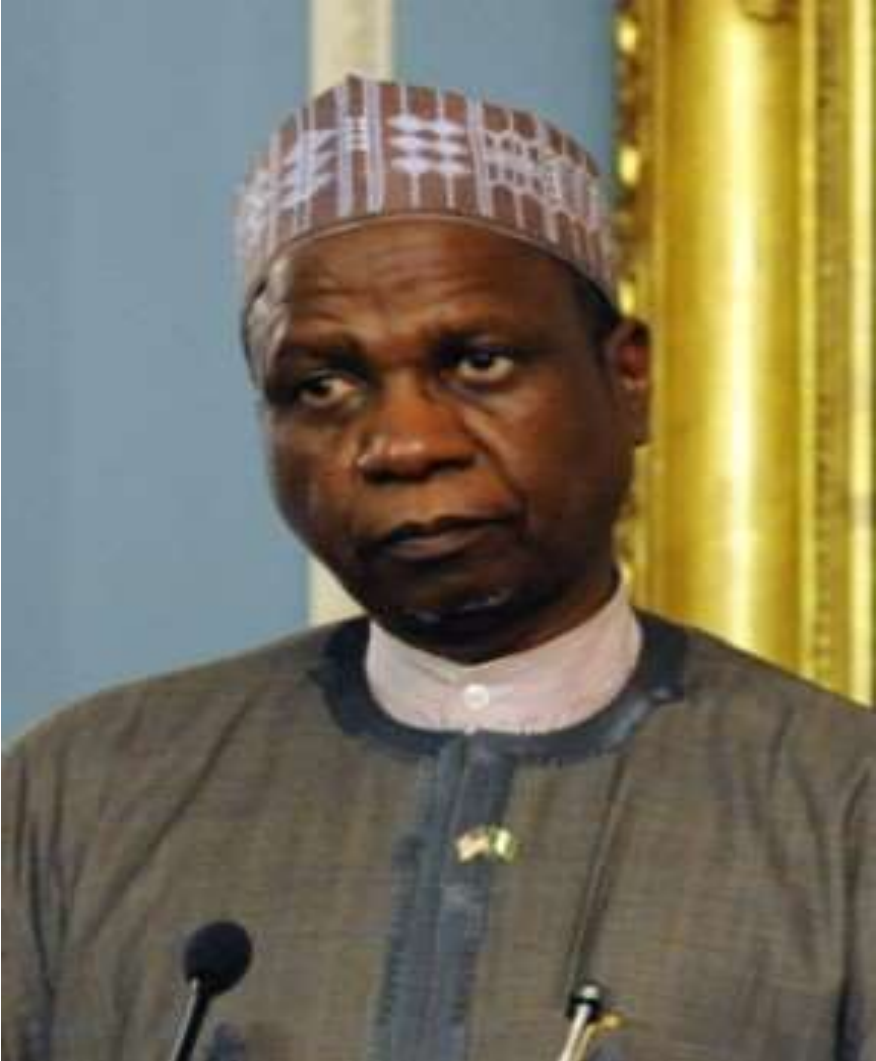
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(Wazirin Garki)
BSc, MSc & PhD (ABU)**

DEPUTY VICE-CHANCELLOR



Dr. Muhammad Kabir Kado
B.Ed. (ABU), M.ED& PhD (UDUS)

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Muhammad Rilwan Hussain

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FOREWORD

The idea of establishing an Islamic University in Nigeria was conceived immediately after the commissioning ceremony of the Islamic University in Niger Republic established by the Organization of Islamic Conference (OIC). The Niamey Islamic University commenced studies in 1987 and that gave impetus to the Nigerian Muslims to crave for a similar University in Nigeria. Al-Qalam University Katsina, came into being in January 2005 consequent upon a license given by the National Universities Commission. A time-table drawn by the Academic Advisory Committee ensured the take-off of academic activities in October, 2005 with students in four academic Departments namely: Arabic, Computer Science, English and Islamic Studies. The main distinguishing feature between Al-Qalam University Katsina and other conventional universities is in the conduct of moral and academic regulations expected to raise an educated, morally sound and Allah fearing society which is the pride of any community or nation. The University is designed to specialize in Humanities and Sciences. On June, 20, 2014, approval of change of name from Katsina University Katsina to Al-Qalam University Katsina was obtained.

**Prof. Shehu Garki Ado
Vice-Chancellor**

VISION AND MISSION STATEMENTS

VISION: The vision of the University is to impart meaningful and relevant knowledge with high moral standard and fear of Allah (SWT) through provision of up-to-date teaching and research facilities in Informatics, Sciences and Humanities thereby serving as a model to similar institutions in Nigeria.

MISSION: The mission of the University is to pursue academic excellence in Islamic, morally sound, efficient and conducive learning environment. The University will provide quality education and promote research and community service through high standards in students' admission and staff recruitment.

RATIONALE FOR THE CURRICULUM

The philosophy of the University is to provide qualitative education and avoid incessant strikes by both staff and students. The University aims, as its philosophy, to provide balanced education for its students with a view to inculcating Islamic values in them and integrating sound values with knowledge in selected disciplines. Prophet Muhammad (S.A.W) said “knowledge is the lost property of a believer; he takes it wherever he finds it”. Therefore, knowledge is universal just as explained by the renowned scholar, the late Waziri of Sokoto, Alhaji Junaidu, that knowledge has a cultural stamp. In other words, each society shapes knowledge in accordance with its way of life, which determines its values, its hopes and aspirations. The moral decadence in the world today, makes the need for modern education doused with religious and moral underpinnings to raise an educated, morally sound and Allah fearing society which should be the pride of any community or nation.

CHAPTER ONE
ENTRY REQUIREMENTS

Admission into Al-Qalam University is of different categories; thus, requirements depend on the Department and the level into which a candidate is applying. However, there are general and departmental requirements. For general requirements, irrespective of any Department in the University, a candidate must have five 'O' Level Credit Passes, which must include English and Mathematics. However, in case of Mathematics, concession can be given to some Humanities programmes. The other three credits must be relevant to the Department/Programme of interest to the candidate. All enquiries related to programmes available should be directed to the Registrar's Office. Besides, there are three modes of entry into the University as follows:

- A. Unified Tertiary Matriculation Examination (UTME)
- B. Direct Entry (DE)
- C. Special Admission (for HND and First Degree Holders)

Unified Tertiary Matriculation Examination

To get admission through UTME, a candidate must have a minimum cut-off point approved by the Joint Admission Matriculation Board (JAMB) at its Annual Policy Meetings for each academic session.

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Also, a combination of UTME subjects must be relevant to the programme of choice as prescribed in the University Brochure.

Direct Entry

Candidates applying for DE admission must first notify JAMB by filling Direct Entry form and uploading their Diploma, National Certificate in Education (NCE) or any recognised 'A' Level result by JAMB for DE admission. The 'A' Level results must be at least Pass and must be relevant to the programme of choice before giving any consideration.

Special Admission

This admission is meant for students with Higher National Diploma (HND) who wish to upgrade to Bachelor Degrees in their fields of study. It is also meant for those who graduated with Pass Degrees and want to upgrade the level of their class of degree. These candidates must apply through the University portal and present the application printout alongside with their documents for physical screening.

For all the categories of admission above, satisfying Senior Secondary Certificate Examination (SSCE) requirements is necessary before a candidate is considered.

CHAPTER TWO
ACADEMIC PROGRAMMES IN THE UNIVERSITY

The University runs twenty-six degree programmes in four (4) Colleges. The following is the classification of programmes under each College of the University.

A. College of Education

- a. B. Sc. Ed. Biology
- b. B. Sc. Ed. Chemistry
- c. B. Sc. Ed. Mathematics
- d. B. Sc. Ed. Physics
- e. B. A. Ed. Arabic Language
- f. B. A. Ed. English Language
- g. B. A. Ed. Hausa Language
- h. B. A. Ed. Islamic Studies

B. College of Humanities

- a. B. A. Arabic
- b. B. A. Hausa
- c. B. A. English
- d. B. A. Islamic Studies

C. College of Natural and Applied Sciences

- a. B. Sc. Biology
- b. B. Sc. Biochemistry
- c. B. Sc. Chemistry
- d. B. Sc. Computer Science
- e. B. Sc. Mathematics
- f. B. Sc. Microbiology
- g. B. Sc. Physics
- h. B. Sc. Science Laboratory Technology
- i. B. Sc. Software Engineering

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D. College of Social and Management Sciences

- a. B. Sc. Accounting
- b. B. Sc. Business Administration
- c. B. Sc. Economics
- d. B. Sc. Political Science
- e. B. Sc. Sociology

The requirements for each programme are explained below:

COLLEGE OF EDUCATION

S/N	Programme	Direct Entry Candidates	UTME Candidates	UTME Subjects
1	Islamic Religious Knowledge Education	1) NCE with a merit minimum of 'C' grade in Islamic Studies and education 2) IJMB with a minimum of 'E' grade in all the three subjects including Islamic Studies 3) Any recognized diploma in Islamic Studies with a minimum of Merit Pass. 4) ND Islamic Studies from any recognized institution with a minimum of Lower Credit.	Five 'O' level credits which must include English Language and Islamic Studies.	Use of English, Islamic Studies and any other two arts or social science subjects.
2	Mathematics Education	1) NCE with a merit minimum of 'C' grade in Education and Mathematics.	Five 'O' level credit passes including English	Use of English, Mathematics and any

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		<p>2) IJMB with a minimum of 'D' grade in Mathematics and minimum of 'E' grade in two other subjects</p> <p>3) ND with a minimum of Merit Pass in Mathematics.</p> <p>4) Any recognized diploma in Mathematics Education with a minimum of Merit Pass.</p>	Language and Mathematics	other two science subjects
3	Chemistry Education	<p>1) NCE with 'C' in Education and Chemistry.</p> <p>2) IJMB or 'A' level with a minimum of 'C' grade in Chemistry and a minimum of 'D' grade in other Science subject from Biology, Physics, Geography.</p> <p>3) Any recognized diploma in Chemistry Education with a minimum of Merit Pass.</p>	<p>Five 'O' level credit Passes which must include English Language and Mathematics, Chemistry and Biology, plus Physics /Geography.</p> <p>TC II with credit pass in integrated science, English</p> <p>Language</p>	Use of English, Chemistry and any other 2 science subjects.

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			and any other three subjects.	
4	Biology Education	<p>1) NCE with ‘C’ grade in Education and Biology.</p> <p>2) IJMB or ‘A’ level passes with ‘C’ grade in Biology and ‘D’ in one other science subject from Chemistry, Physics, Integrated Science or Geography.</p> <p>3) Any recognized diploma in Mathematics Education with a minimum of Merit Pass.</p>	<p>Five ‘O’ level credit in Biology, Mathematics, English language and Chemistry and any other from physics or Geography.</p> <p>TC II credit passes in English Language, and any other three subjects.</p>	Use of English, Biology and any other 2 science subjects.
5	Physics Education	<p>1) NCE with ‘C’ grade in Education and Physics.</p> <p>2) IJMB or ‘A’ level passes with ‘C’ grade in Physics and ‘D’ in one other science subject from from Biology, Integrated Science or Geography.</p>	<p>Five ‘O’ level credit in Physics, Mathematics, English language and Chemistry and any other from Biology or Geography.</p>	Use of English, Physics and any other 2 science subjects.

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		3) Any recognized diploma in Physics Education with a minimum of Merit Pass.	TC II credit passes in English Language, and any other three subjects.	
6	Hausa Education	1) 'A' Level/IJMB passes with 'C' grade in Hausa and one other subject. 2) Any recognized Diploma in Hausa with minimum of merit pass. 3) NCE with minimum of 'C' grade in Hausa.	Five 'O' Level credit passes including English Language and Hausa.	Use of English, Hausa and any other 2 arts or social science subjects.
7	Arabic Education	1) 'A' Level passes/IJMB passes with 'C' grade in at least two subjects which must include Arabic. 2) Any recognized Diploma in Arabic and Islamic Studies with minimum of merit pass 3) NCE with minimum of 'C'	Five 'O' Level credit passes including English Language and Arabic.	Use of English, Arabic and any other 2 arts or social science subjects.

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		grade in Arabic.		
8	English Education	1) 'A' Level/IJMB passes with 'C' grade in English and one other subject. 2) Any recognized Diploma in English with minimum of merit pass. NCE with minimum of 'C' grade in English.	Five 'O' Level credit passes including English Language and Literature in English.	Use of English, Literature in English and any other 2 arts or social science subjects.
COLLEGE OF HUMANITIES				
S/N	Programme	Direct Entry Candidates	UTME Candidates	UTME Subjects
1	English	1) Two 'A' level/IJMB passes in Literature in English and any other Arts or Social science subject. 2) A credit/merit pass in recognized Diploma in English or Literature in English	Five 'O' level credit passes to include Literature in English and English Language, and any other two Arts or Social Science subjects.	Use of English, one Arts subject and two other Arts or Social Science subjects.
2	Arabic	1) Two 'A'	Five 'O' level credit passes	Use of English,

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		<p>level/IJMB passes including Arabic and other Arts subject.</p> <p>2) A credit/merit passes in recognized Diploma in Arabic.</p>	<p>including English Language, and Arabic plus any other two Arts or social science subjects</p>	<p>Arabic and any other two subjects from Arts or Social Sciences.</p>
3	Islamic Studies	<p>1) Two 'A' level/IJMB passes including Islamic Studies and other Arts subject.</p> <p>2) Any recognized Diploma at credit level</p> <p>3) NCE in Islamic Studies</p>	<p>Five 'O' level credit passes including English Language and Islamic Studies and any other two Arts subjects.</p>	<p>Use of English, Islamic Studies and any other two arts or social science subjects.</p>
4	Hausa	<p>1) Two 'A' level/IJMB passes including Hausa and other Arts subject.</p> <p>2) Any recognized Diploma at credit level</p> <p>3) NCE in Hausa</p>	<p>Five 'O' level credit passes including English Language and Hausa and any other two Arts subjects.</p>	<p>Use of English, Hausa and any other two arts or social science subjects.</p>

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COLLEGE OF NATURAL AND APPLIED SCIENCES				
S/N	Programme	Direct Entry Candidates	UTME Candidates	UTME Subjects
1	Biology	<ol style="list-style-type: none"> 1) Two 'A' level/IJMB passes which must include Biology or Botany and Chemistry in addition to O/L requirements. 2) NCE Biology in addition to O/L requirements. 	Five SSCE credit passes in English Language, Chemistry, Mathematics, Physics and Biology.	Use of English, Biology, Chemistry and Physics, Mathematics or Geography.
2	Biochemistry	<ol style="list-style-type: none"> 1) Two 'A' level passes chosen from Chemistry, Mathematics Physics and Biology. 2) NCE/ND/HND in related field plus UTME requirement. 	Five SSCE credit passes in English Language, Chemistry, Mathematics, Physics and Biology.	Use of English Biology, Chemistry and Physics, Geography or Mathematics.
3	Microbiology	<ol style="list-style-type: none"> 1) Two 'a' level passes to include one of Botany, Zoology, Biology or Chemistry. 2) ND/NCE in related fields. 	Five SSCE credit passes to include English Language, Mathematics, Chemistry, Biology and any other	Use of English Biology, Chemistry and Physics, Geography or Mathematics.

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			Science subject.	
4	Chemistry	1) Two 'A' Level passes/IJMB passes in Chemistry and Mathematics or Physics in addition to O/L requirements 2) NCE Chemistry in addition to O/L requirements.	Five 'O' level credit passes in English Language, Chemistry, Mathematics, Geography, Biology or any other Science subject.	Use of English, Chemistry, Biology and Physics, Mathematics or Geography.
5	Science Laboratory Technology (SLT)	1) Two 'A' Level passes/IJMB passes in Chemistry and Mathematics or Physics in addition to O/L requirements 2) Candidates having HND SLT with minimum of a credit pass can be admitted to 400 level through special placement examination and interview.	Five 'O' level credit passes in English Language, Chemistry, Mathematics, Geography, Biology or any other Science subject.	Use of English, Chemistry, Biology and Physics, Geography or Mathematics.
6	Physics	1) Two 'A' level/IJMB passes which must include Physics,	Five 'O' level passes in English Language,	Use of English, Physics, Mathematics

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		<p>and Mathematics.</p> <p>2) NCE Physics/Mathematics in addition to O/L requirements.</p> <p>3) Recognized Diploma in Physics with Upper Credit in addition to O/L requirements.</p>	<p>Mathematics, Physics and two other Science subjects.</p>	<p>and Chemistry, Biology or Geography.</p>
7	Mathematics	<p>1) 'A' level/IJMB passes in Mathematics and any other two of Chemistry, Physics, Biology, Geography and Geology.</p> <p>2) NCE Mathematics and any of Chemistry and Computer Science.</p> <p>3) Recognized Diploma in Mathematics with Upper Credit in addition to O/L requirements.</p>	<p>Five 'O' level credit passes in English Language, Mathematics and three other subjects two of which must be sciences (Chemistry, Physics, Biology and Geography).</p>	<p>Use of English, Mathematics and any two of Chemistry, Physics, Biology and Geography.</p>
8	Computer Science	<p>1) 'A' level/IJMB passes in Mathematics and any two of Chemistry,</p>	<p>Five 'O' level credit passes in English Language, Mathematics,</p>	<p>Use of English, Physics, Mathematics, and any</p>

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		<p>Physics, Biology, Geography and Geology.</p> <p>2) NCE Mathematics/Computer Science and any of Chemistry, Physics, Biology, Geography and Geology.</p> <p>3) Recognized Diploma in Mathematics/Computer Science with Upper Credit in addition to O/L requirements.</p>	<p>Physics and two other subjects which must be sciences (Chemistry, Biology, and Geography).</p>	<p>other science subject</p>
9	Software Engineering	<p>1) 'A' level/IJMB passes in Mathematics and any two of Chemistry, Physics, Biology, Geography and Geology.</p> <p>2) NCE Mathematics/Computer Science and any of Chemistry, Physics, Biology, Geography and Geology.</p> <p>3) Recognized Diploma in Mathematics/Com</p>	<p>Five 'O' level credit passes in English Language, Mathematics, Physics and two other subjects which must be sciences (Chemistry, Biology, and Geography).</p>	<p>Use of English, Physics, Mathematics, and any other science subject</p>

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		puter Science with Upper Credit in addition to O/L requirements.		
COLLEGE OF SOCIAL AND MANAGEMENT SCIENCES				
S/N	Programme	Direct Entry Candidates	UTME Candidates	UTME Subjects
1	Accounting	1) Two ‘A’ level/IJMB passes in Management/Social Science subjects one of which must be Economics. 2) A Credit/Merit Pass in recognized Diploma in Accounting, Banking or Insurance	Five ‘O’ level credit passes including English Language, Economics, Mathematics and any other two management /social science subjects.	Use of English, Economics , Mathematics and any management or social science subject
2	Business Administration	1) Two ‘A’ level/IJMB passes in Management/Social Science subjects one of which must be Economics. 2) A Credit/Merit	Five ‘O’ level credit passes including English Language, Economics, Mathematics and any other two management /Social Science subjects.	Use of English, economics , Mathematics and any management

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		Pass in recognized Diploma in Accounting, Banking or Insurance Management		or social science subject
3	Economics	Two 'A' level/IJMB passes one of which must be Economics	Five 'O' level credit passes including English Language, Mathematics and Economics plus any other two Arts or Social Science subjects.	Use of English, Economics, Mathematics and any other Arts or Social Science subject.
4	Political Science	Two 'A' level/IJMB passes which must include Government or History.	Five 'O' level credit passes including English Language, Government or History, Economics and any other two subjects with at least pass in Mathematics	Use of English, Government/History, Economics and any other subject

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5	Sociology	Two 'A' level/IJMB which must include either Sociology or Government/History, and any other subject.	Five 'O' level credit passes in English Language, Government or History, Economics, Geography, CRK/IRK or any other subject with at least a pass in Mathematics	Use of English, Government/History and two other subjects
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Information for each programme regarding course contents and other details can be found in the Students' Departmental Handbooks.

**CHAPTER THREE
REGISTRATION PROCEDURE**

A student is entitled to be registered into the University and accorded all students' rights and privileges provided he/she satisfies the following:

1. Secures admission into the University through legal and acceptable procedures laid down by both the Joint Admission and Matriculation Board (JAMB) and the University;
2. Pays his registration fees through the approved payment channels of the University;
3. Not a student already in the University, as no student is allowed to apply for or register two programmes concurrently in the University;
4. Ensures presenting the evidence of payment from the ICT and receipts from the Bursary Units of the University to the College Officers for registration.
5. Returns to the ICT after collecting registration numbers to update their portals;
6. Ensures filling of Course Registration Forms(CRF) online, after which he/she do the necessary signings and filings within the stipulated period at the Departments;

Student Handbook

7. Returns All forms/files to the various units within the specified period of the registration. Defaulters will be surcharged.

Note: Students must be Aware of the Following:

1. Add and Drop

Dropping a course means from a student's record whether or not it is replaced by another course. **Adding** means taking a course in addition to (or as a replacement for) the course earlier registered. This exercise may be carried within the period of normal registration or during a given period of grace (normally two weeks). A course successfully dropped is not reflected in a student's record at all.

- i. When dropping a course it is advisable to contact the Head of Department whose course is to be dropped first. It is when he approves the "dropping" that a student may proceed to the next stage. It is the duty of a student to make sure that such changes are correctly recorded.
- ii. Course already pursued beyond limits set cannot be dropped or added. Of course a student may abandon the course later if the result is unfavorable and substitute another, but his records will reflect his performance in the course, which will be part of his credit load.

2. Change of Programme

- i. A student placed on probation two times and still his CGPA less than 1.00 should be advised to withdraw from the programme. At the end of every session, level coordinators are required to draw the attention of the withdrawn students immediately so that they take heed to what is necessary. The Registrar should ensure that withdrawn students are advised immediately.
- ii. Withdrawn students for poor academic performance can apply for another programme of interest within the University, and acceptance of such students will be at the discretion of the Heads of Department (HODs) provided the students meet the entry requirements. The HODs are advised not to reject those students if qualified.
- iii. After being accepted, the affected students should immediately notify the JAMB for the development to straighten their records. Also, new registration numbers will be issued to such students in the new programmes.
- iv. A student, who applies for transfer to another Department due to poor performance, may be placed in 200 level if he is moving to a related discipline. In this case, his academic records for 100 level in the former programme will still count.

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If he is placed in a discipline not related to his first one, then he should start afresh from 100 level.

Semester System

In semester system, all courses are divided into four or more levels. For a student who does not fail any, the levels correspond to his years of study, being numbered 1, 2, 3, etc. Any student passing a course earns a number of credits equal to the number of units appropriate to that course. A unit is awarded a total of 15 hours of lectures or equivalent practice effort. A certain minimum number of credits, usually 30 are required at each level for the award of a degree.

The system is particularly advantageous for students who fail some courses. Such students do not have to repeat all the courses at a particular level. They can proceed to courses at the next level, provided they have passed the courses which are specified as being required. Such courses are known as pre-requisites. Courses not passed are repeated in the next year. Such students may be able to graduate at the same time as students who do not fail any course. Because of this, re-sit examinations have been dispensed with. A students' academic advisor (level coordinator) should discuss a programme of study with him at the start of each semester. This will

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enable him to catch up with the lost ground in the year following a few failures.

Credit Unit System

The unit system involves breaking up of the academic year into time dimensions and it is referred to as “Credit System”. It is a quantitative system where the curriculum is organized such that the subject areas are broken down into units which are examinable and for which students earn credit(s) if passed. The courses are arranged in progress namely; year one (100 level), year two (200 level), year three (300 level), year four (400 level).

- (a) Credit Unit(s) indicates the measures of workload which describes the student-teacher contact per week, per semester. It is also measured by weighting the total number of contact hours per week, per semester.
- (b) Student is required to register for a minimum of 34 credits and maximum of 48 credit units per academic session. However, this may vary slightly from programme to programme.

Note:

- (i) Only courses registered by students should be credited and where a student fails to register a course, he should not be allowed to sit that course.

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(ii) Student's registration forms should be referred to when computing their results.

Grading System

The actual percentage raw score for a given course is converted into a letter grade and the letter grades are assigned points. They are classified as in the table below.

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

a. Credit Units Registered (CUR)

This refers to the sum of all the credit units of all the courses that a student registered within a given semester.

b. Credit Units Earned (CUE)

This refers to the sum of the credit units of all the courses that a student has successfully passed in a given semester. If C.U.R = C.U.E, then the student has passed all the registered courses.

c. Weighted Grade Point (WGP)

This is the sum of Grade points of each student multiplied by its corresponding credit units covering the courses registered in the

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semester. If Student A scores 60-69% in a 3 credit units, this implies B Letter grade and “4” as Grade Point. Therefore, $4 \times 3 = 12$.

d. Grade Point Average (GPA)

This is the average of weighted grade points earned in the courses taken in a semester. The GPA is obtained by multiplying the GP attained in each course by the number of credit units assigned to it, summing these up and dividing by the total number of credit units taken in the semester.

If the student A above registered for 40 credit units in first semester and obtained a total of 150 WGP, his GPA shall be $150/40 = 3.75$.

e. Cumulative Grade Point Average (CGPA)

CGPA means the up-to-date of the Grade Points earned by a student in a programme of study. It is an indication of the student’s performance at any point in the programme of study. This is obtained by totaling Grade Points multiplied by the respective credit units for all semesters to date and dividing by the number of credit units completed.

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If Student A has just finished second semester examination and has scored a total of 160 WGP and has registered for 38 credit units, the CGPA should be calculated as follows:

Semester	WGP	CUR
1st	150	40
2nd	160	38
Total	310	78

$$\text{CGPA} = 310/78 = 3.97.$$

f. Probation

Probation is a status granted to a student whose academic performance as measured by the CGPA falls below 1.00. It is a warning that if the student's performance does not improve in the next academic session, he may face automatic withdrawal from the programme.

g. Withdraw

A candidate whose Cumulative Grade Point Average is below 0.5 at the end of a particular period of probation shall be advised to withdraw from the programme.

h. Carry Over (CO)

This is a situation where a student's academic performance on a particular course is between (0-39%). The student may be allowed to repeat the failed course at the next available

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opportunity. When doing that, he/she is said to be carrying over the course.

SCENARIO: Student A 1st Semester Results

Course Code	Credit Unit	% Score	Letter Grade	Grade Point	WGP
CSC 1201	2	40	E	1	2
BIO 1201	2	59	C	3	6
CHEM 1202	2	60	B	4	8
MTH 1301	3	67	B	4	12
MTH1302	3	71	A	5	15
STS 1201	2	57	B	4	8
PHY 1201	2	43	E	1	2
GEO 1201	2	57	C	3	6
Total	18				59

GPA = WPG/CR HRS = 59/18 = 3.27778 or 3.28

Student A 2nd Semester Results

Course Code	Credit Unit	% Score	Grade Letter	Grade Point	WGP
CSC 1201	2	36	F	0	0
GSP 1404	4	46	D	2	8
MTH 1303	3	60	B	4	12
PHY 1201	2	58	C	3	6
PHY 1202	2	74	A	5	10
PHY 1203	2	72	A	5	10
PHY 1204	2	82	A	5	10
STA 1311	3	45	D	2	6
Total	20				62

GPA = WGP/CU = 62/20=3.10

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CGPA = Cumulative Grade Points/Cumulative Credit Units

Where: Cumulative Grade Point is the total WGP in ALL the semesters (in this case semesters 1 and 2), i.e. $59+62=121$ Cumulative Credit Units is the total credit units registered in all the semesters (in this case semesters 1 and 2) i.e. $18+20=38$

Therefore: $CGPA = 121/38 = 3.18421$ or 3.184

Note that dividing the total GPA for the 2 semesters, by 2 will not give correct CGPA. In the above example, for instance, the sum of the two GPA is 6.38 ($3.28 + 3.10$). If you divide this number by 2 the CGPA would have been 3.19, which is wrong!

Graduation Requirements

Students can be graduates of this University after spending a period of four years, three years, and two years for those whose modes of entry are UTME, DE and Special Admission, respectively. Total credit units required for graduation must be a minimum of 120, for UTME candidates, 90 for DE candidates and 60 for candidates on Special Admission. In addition, a graduate of Al-Qalam University must take and pass courses that are peculiar to the University, in order to ensure meeting the objectives of establishing the University.

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The courses are introduced to provide basic Islamic teachings and inculcate Islamic moral values to students.

Change of Name

A student is not allowed to change the name he got admission into the University. All the names on the credentials used to apply for admission must tally with those on students' JAMB credentials. Change of name is allowed only on two circumstances: in a situation whereby a student changes his religion or her marital status. Apart from these, under no circumstances whatsoever a student's name will be changed.

Spill Over

- a. Students who are not able to graduate at the end of their approved period of study shall be allowed to carry over such courses into the following session. This period shall be referred to as "Spill Over I". All grades scored in that session shall be fully credited to the student and scored class of degree awarded.
- b. Failure in any course during the Spill Over I leads to Spill Over II.
- c. Students who could not graduate at the end of the Spill Over II shall be considered for a Pass Degree subject to Senate

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approval. It should be noted that the period of study of any undergraduate programme shall not exceed by half of the normal period approved for the study and two semesters for Diploma/Certificate students.

**CHAPTER FOUR
NOTIFICATION OF RESULTS**

Semester Examination Approved Results

No results of examinations may normally be announced until after Senate approval. However, the Chairman of the Senate may give approval on provisional basis subject to Senate ratification in case where special urgency demands.

- i. The result of semester examination for all levels except final year should be released after the approval of the Senate.
- ii. Unless otherwise approved in advance by Senate, written statement of first semester's result shall not be issued to a student or other persons.
- iii. In some cases, Deans and Heads of Department may make known to students either verbally or by posting lists in a public place within the University area, the letter grades which they have obtained in their courses.
- iv. After the Senate has approved the results of an examination; a report of each session's performance (except the final "classified" performance) shall be issued to each student by the Departments within one month.

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- v. Transcript of examination results shall be signed and stamped by HOD, Dean and counter-signed by the Registrar or his representative and shall be in such a form as may be approved from time to time. Numerical marks in individual courses shall not be given but letter grades shall be shown.
- vi. Students shall report in writing immediately to the Head of Department any discrepancies in the grade communicated to them.

Final Year Approved Results

- i. Students shall be given Statement of Results after graduation as evidence of completion of study.
- ii. Statement of Results shall show the class of degree obtained except unclassified.
- iii. Statement of Results approved by the Senate shall include the date of Senate approval, sealed with the common seal of the University and signed by the Registrar.
- iv. Certificates of the degrees shall show the class obtained except unclassified.
- v. Certificates of the degrees approved by the Senate shall be sealed with the Common seal of the University and signed by the Vice-Chancellor and the Registrar.

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Collection of Statement of Results

- i. Graduated students collect their Statement of Results through the following procedure:
 - a. To collect and fill clearance form from the Academic Office
 - b. To be cleared by the Department, Library and Student Affairs.
 - c. To return the form to the Academic Office, where it will be attached to the student's file and forwarded to the Bursary for final clearance.
- ii. Student is only considered for issuance of Statement of Result after the Bursary Department ascertains that he/she is not owing the University by duly signing the clearance form.

Aegrotat Degree

An aegrotat degree may be awarded to a student if he applied for it and if the Senate is satisfied:

- i. That the student has successfully completed the relevant programme of study except for a part or all the final examinations;

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- ii. That the student was prevented from successfully completing the final examination by serious illness or other valid cause; and
- iii. That the record of the student's progress through the programme indicates beyond reasonable doubt that, had he been able to complete the final examinations in normal circumstances, he would have been awarded the degree.

Convocation

Convocation ceremonies are held from time to time as approved by the Senate and Council of the University. It is:

- a. An occasion where graduates are conferred with certificates, diplomas and degrees of the University having been found worthy in character and learning. In addition honorary degrees are conferred on distinguished deserving personalities.
- b. Convocation is usually preceded by various events, which make up the convocation week.

Transcript of Academic Records

- a. The Registrar shall be responsible for issuing certified copies of the official transcripts of academic records.

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- b. The transcript shall be issued upon an application to the Registrar and payment of the required fees.
- c. Copies of the official transcript shall be sent on request only to institutions or to prospective employers.
- d. No official transcript shall be issued directly to a student.

Collection of Certificates

- a. Students wishing to collect their certificates are to present themselves to the Academic Secretary with the following:
 - i. Original of the Statement of Result issued by the University;
 - ii. Identity Card of the University used by the student;
 - iii. A copy of the clearance certificate duly signed by all the designated officers of the University;
 - iv. Evidence of payment of certificate fees and alumni contribution by the student applying for the transcript.
- b. Certificates shall not be issued to any persons other than the owners.

CHAPTER FIVE EXAMINATION MATTERS

Hints on Examinations

In the academics, examination is viewed as a process of testing ones knowledge or skill after having passed through an academic programme with a view to measuring the trainee's level of understanding or ability in applying the acquired knowledge or skill in solving societal problems and promoting advancing its well-being. Al-Qalam University, like its counterparts in the country conducts two semester examinations each session. These are the first and the second semester examinations. Each semester examination is conducted after students have undergone a minimum of twelve weeks of classroom work. The results of these examinations are calculated based on marks obtained by the candidate in continuous assessment (C.A.) and semester examinations. In order to have successful examinations, the University ensures that only eligible candidates are allowed to sit for them and measures are taken to make sure that the exercise is conducted hitch-free.

Eligibility for Writing Examinations

A candidate is eligible to sit for examination when he/she:

1. Is fully registered with an admission number issued to him by the University.

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2. Has registered for the course unit for the examination.
3. Satisfies the mandatory attendance percentage prescribed by the University.
4. Is in possession of his/her identity and examination cards duly signed by the authorized officers.
5. Is not in possession of any unauthorized material prohibited in the examination hall.
6. Is not more than 30 minutes late after the commencement of the examination.
7. Is not a rusticated student.

Measures for Successful Conduct of Examinations

1. All Deans, Academic Directors, HODs and Examination Officers must participate in the invigilation during examinations.
2. As all degree holders among library staff are academic staff, they should be part of the invigilation exercise.
3. Each invigilator should ensure collection of examination question papers and other relevant documents from the HODs' office.
4. Invigilation time-table should be collected by each invigilator personally from his Department.

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5. Change of venue or paper must be communicated to the students at least two days before the examination.
6. More than 30 minute late by the invigilator(s) shall be considered absence.

Examination Regulations

These regulations are made by the Senate of the University. *Sections I to XII* of these regulations shall apply to all programmes of study for first degrees, diplomas, certificates and remedial courses. These regulations shall not apply to programmes of studies for Higher Degrees or Postgraduate Diplomas.

Section I –General Regulations

1. Definition of Examination and Related Terms

In these Regulations, unless the context otherwise admits:

- a. **“Examination”** means any examinations required by the Senate in a programme of studies to which these Regulations apply”
- b. **“Session”** means an academic year of two semesters as determined by the Senate.
- c. **“Semester”** means a sub-division of a session/year of study into two. A semester normally should last about 18 weeks (including registration, teaching and examination periods) provided that no less than 12 weeks are devoted to teaching.

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- d. **“Year of study”** means the total aggregate of course units undertaken by a student within a session.
- e. **“Programme of Study”** means the total aggregate of course units undertaken by a student which together form a first degree, diploma, certificate or remedial courses.
- f. **“Core/Compulsory Course”** means a course which every student must compulsorily take and pass in any particular programme at a particular level of study.
- g. **“Required Course”** means a course taken by students at a level of study and must be passed before graduation.
- h. **“Elective Course”** is 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.
- i. **“Optional Course”** refers to a course taken based on interest and may count towards the minimum credit unit required for graduation.
- j. **“Pre-requisite Course”** is a course which students must take and pass before taking a particular course at a higher level.
- k. **“Course units”** mean those units of teaching the examination results of which are aggregated to determine a student’s overall

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assessment for year of studies. It is a quantitative system of organization of the curriculum in which subject areas are broken down into unit courses which are examinable and for which students earn credit(s) if passed. The courses are arranged in progressive order of difficulty or in levels of academic progress. Each examinable course unit spans for one semester.

1. **“Credit Unit”** consists of specified numbers of student-teacher contact hours per week per semester. Credit units are used in two complementary ways: as a measure of weighting and as an indicator of student workload.
 - i. **As a measure of course weighting:** a course of two credit units for fifteen weeks of the semester, means one hour lecture plus two hour practical per week per semester of fifteen weeks.
 - ii. **As a measure of workload:** a one credit course means one hour of lecture or tutorial per week per semester. For other forms of teaching requiring student-teacher contact, the following equivalent may apply:
 1. Two hours of seminar
 2. Three hours of laboratory work, fieldwork, studio work, practicum, stadium supporting activity.

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3. One week of industrial attachment.
2. Notwithstanding any provisions to the contrary in these Regulations, the Senate reserves to itself the power to decide any case on the basis of what appears to it to be fair and just in the circumstances of the case; to approve examination results in spite of any breach of these Regulations, if the Senate is satisfied that the said breach has not substantially affected the examination results.

Section II – Conduct of Examinations

- i. The University Senate reserves the power under the law establishing the University to decide exclusively on all academic matters;
- ii. At the end of each semester, examinations are conducted for courses taught in the Departments. Such examinations may take the form of written papers, oral examination, practical, clinical, submission and defense of written projects, etc as approved by the University Senate;
- iii. A timetable for examinations shall be fixed on the Notice Boards in the University stating the date, time and venue of all examinations.

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- iv. Students who have clashes in the examination on the timetable should immediately intimate their Department/College Examination Officers.
- v. Students who fail to intimate the appropriate officers of the University of impending clash in examinations shall blame themselves for any difficulty or eventuality that may arise.
- vi. Continuous assessment would be included in determining the final score of candidates in the examination results.
- vii. Any student who absents himself/herself from any examination without University approval and has not withdrawn from the course of study would be graded “F” for such course(s) and the grade(s) would be reflected in the calculation of his/her GPA for the semester.
- viii. Subject to the approval of the Senate, the University may grant concessions to student(s) who could not complete or write all the examinations due to certified illness or other exigencies acceptable to the Senate. Where the Senate accepts any reason as genuine, it shall be at the pleasure of Senate to determine the nature of concession(s) to be so given.

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- ix. Students who satisfy the requirement for examination shall be issued with examinations cards, which shall be presented to the invigilator in all examinations.
- x. No student shall be allowed to enter the examination hall without the University identity card and examinations card.
- xi. All female students allowed into the examination hall/class shall expose their faces including ears regardless of their mode of dressing.

Section III – Specific Examination Regulations

- i. Candidates should be in the vicinity of the examination room 30 minutes before the commencement of the examination.
- ii. Signing-in and signing-out on the attendance slip at the examination venue are compulsory to every student. Failure to do so deliberately by a student is equal to failing the course.
- iii. No candidate will be permitted to enter examination room more than 30 minutes after the commencement of the examination.
- iv. No candidate will be allowed to leave the examination room 45minutes to the end of the examination.
- v. Candidates are not permitted to introduce paper(s) of any kind into the examination room.

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- vi. Cell/mobile phone or any electronic device(s) is not permitted into the examination room. Such devices include, but not limited to, smart watches, pens, lens, rings, jewelry, buttons, spy reading glasses, USB/CDs and similar storage devices, cameras, recorders, microphones, earpiece, ink/pen readers, Bluetooth devices and key holders.
- vii. Handbag(s) or any other valuable must be kept away from the examination venue.
- viii. Attracting the attention of the invigilator should be only through the raise of candidate's hands.
- ix. Each page of the answer sheet or any other supplementary sheet must carry the registration number of the candidate.
- x. Absolute silence must be maintained during examination.
- xi. A Student may be permitted by an invigilator to leave the examination hall during the course of an examination provided that:
 - a. The invigilator is satisfied that the student does not carry on his/her person any unauthorized material and such student shall be accompanied by an attendant;

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- b. A student must submit his/her answer booklet to the invigilator before leaving the examination hall/room if he/she does not intend to return.

Section IV – Academic Assessment

A Student should be continuously assessed and at the end of each semester examined in all courses taken during the semester. The semester examination shall carry sixty percent of the total marks and the continuous assessment component shall be the remaining forty percent. Therefore, continuous assessments and semester examination shall account for one hundred (100) percent of the marks awarded.

Each lecturer shall mark all answer scripts of the courses taught and examined by him/her in accordance with the moderated marking scheme. Such scripts shall be submitted to the Head of Department who shall arrange for the internal moderation of the marking.

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1. Grading of Courses

The assessment on each course shall be graded as follows:

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

A. Grade Point Average (GPA)

A student's performance in any academic session is reported in terms of Grade Point Average. This is the average of the weighted points earned in the courses taken in a semester. The Grade Point Average is obtained by multiplying the gradepoint attained in each course by the number of credit units assigned to the course, and then summing these up and dividing by the total number of credit units taken for the semester.

B. Cumulative Grade Point Average (CGPA)

This is the up-to-date mean of the Grade Points earned by a student in a programme of study. It is an indication of the student's overall performance at any point in the training programme. To compute the Cumulative Grade Point Average, the total Grade Points multiplied by the respective Credit Units for all the sessions are added and then

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divided by the total number of credit units for all the courses registered by the student.

Final Year Research Project

Final year students are required to write research projects and submit three bound copies at a date not later than three weeks after the second semester examination. The research project should be written under the guidance of a supervisor appointed by the Head of Department. An External Examiner shall moderate the grading of the projects.

2. Classification of Degrees

Degrees are classified as follows:

Class of Degree	CGPA
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	1.50 – 2.39
Pass	1.00 – 1.49

Section V- Appointments and Duties of Examiners

Examinations in any academic discipline shall be conducted by:

- a) Chief Examiner;
- b) Internal Examiners; and
- c) One or more External Examiners.

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1. Chief Examiner

- a. A Chief Examiner is the Head of the Department /Director concerned with the academic discipline.
- b. The duties of a Chief Examiner shall be to arrange for examinations in his Department and in particular the preparation and security of examination papers, marking and the determination of results.
- c. The Chief Examiner shall arrange for all marked scripts and mark sheets to be securely kept in the Department under the Chief Examiner's control. No scripts shall be destroyed within five years after the graduation of the students. No person or organization outside the University except an External Examiner may possess any marked scripts or sheets.
- d. Draft examination papers shall be prepared as set out in Part II of these Regulations. The Chief Examiner will ensure that each bears appropriate rubrics showing:
 - i) The date and time on which the paper is to be taken;
 - ii) The number of questions to be answered and restrictions as to choice; any additional materials to be supplied by the invigilator to candidates; and any

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- iii) Other necessary instructions to students.
- iv) At all stages, draft papers shall be passed by hand only between persons directly concerned and in envelopes marked “Confidential”.
- e. The Chief Examiner shall arrange for the examination papers to be printed or duplicated in secure conditions, ensuring that persons not authorized do not have access to them and that, all spare copies, stencils etc. are destroyed.

2. Internal Examiners

- a. Internal Examiners for all examinations shall be members of academic staff of the Department that are qualified to teach in the programme.
- b. The duties of an Internal Examiner shall be:
 - i. To prepare and sign examination papers for which the Chief Examiner assigned responsibility;
 - ii. To preserve the secrecy of examination papers at all stages until the papers have been sat by the candidates;
 - iii. To mark answer scripts before they are moderated by the External Examiner; and

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- iv. To perform any other examination duties assigned by the Chief Examiner.

3. Appointment of External Examiners

- a. External Examiners shall be appointed by the University on the recommendation of the Department through the College. Normally Departments should recommend External Examiners not below the rank of Senior Lecturer working in a recognized University.

If for some reasons, a Department finds it necessary to nominate an external examiner from outside the University system, it must satisfy the University that there is no other person within the system of higher or comparable academic standing for the job. In addition, the Department will be required to provide detailed information about the nominee's research and other relevant qualifications. If such a person is appointed as external examiner, the Department must nominate another second external examiner of lower academic standing within the University system to serve jointly with the person nominated from outside the University System. Each Department is entitled to two external examiners for two years and renewable once.

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An External Examiner shall be remunerated as determined from time to time by the Senate.

b. External Examiners are appointed under the following conditions:

- i. For all examinations at the beginning of each academic year.
- ii. By the Senate on the recommendation of the College Board.
- iii. Except in a case, which, in the opinion of the Senate, represents an emergency, no person who is employed by the University or is a member of a College Board or, of the University Council shall be an External Examiner; nor shall any person who previously taught in the University be an External Examiner if any student whom he taught is a candidate in the examination concerned.
- iv. When recommendations for the appointment of an External Examiner are submitted to the relevant College Board and to Senate, his degrees, relevant professional qualifications, and current University or other appointments shall be stated.

4. Duties of External Examiners

- a. The External Examiner shall review all final degree examination question papers before the examinations and shall send any comments on them to the Vice-Chancellor. Arising from this, the Head of Department shall arrange to send all the final degree examinations questions for moderation;
- b. To moderate and certify draft examination papers in order to ensure the maintenance of good standard and to recommend such alterations as he may deem fit;
- c. To moderate the marking of all papers in the academic discipline for which he is an examiner at the end of year of study;
- d. To certify the mark list in any subject examined by him and where possible the relevant overall pass list or lists;
- e. If possible, to attend the meeting or meetings of the Departmental Board of Examiners and to report to the Vice Chancellor and the Chief Examiner concerned and when he thinks it is appropriate to the College Board and Senate on the following matters:

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- i. The standard of the examinations
- ii. The standard of the marking by the Internal Examiners
- iii. The standard of project or course work examined
- iv. The pass list and any Honours classification; and
- v. Any other matter that calls for comments.

Section VI - College Examinations Officer

- a. In each College, a College Examinations Officer and an Assistant College Examination Officer(s) shall be appointed and be responsible to the Dean.
- b. Each College Examinations Officer shall, in consultation with the Dean and Head of appropriate Departments appoint:
 - i. Invigilators for each examination hall; if the number of students in one hall exceeds 50, then two invigilators shall be appointed for that hall.
 - ii. Assistant Invigilators, as necessary, so that at least one of the Invigilators or Assistant Invigilators is a man in a hall where there are male students, or a woman in a hall where there are female students.
- c. College Examination Officer shall perform all necessary functions concerning ordering and control of examination

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materials, arranging of rooms for examiners, collection of sealed packets of examination papers and their distribution to invigilators. He shall oversee and be available throughout each examination and shall report to the Dean on any case of serious illness, disturbance or irregularity in the conduct of examinations, and where appropriate the Dean shall report to the College Board.

- d. The College Examination Officer shall publish within the College or Colleges concerned, the dates, time and place of the examinations at least two weeks in advance.
- e. After the examinations have been held, the College Examinations Officer shall send one copy of each paper to the Registrar and three copies to the University Librarian.
- f. The Examination Officers concerned shall be remunerated as determined from time to time by the Committee of Deans and Directors.

Section VII – Duties and Provisions of Invigilation

- a. Each Academic Staff shall invigilate in the examinations;
- b. Heads of Department and Senior Academics are assigned as Chief Invigilators.

A. Duties of Chief Invigilators (Examination Monitoring Committee)

- i. Take attendance to confirm that all invigilators are present at the designated venues;
- ii. Attend to reported cases on the conduct of the examination;
- iii. Endorse reports on examination malpractices from an invigilator for further investigation;
- iv. Submit report on the conduct of the examinations to the Dean; and
- v. Ensure the smooth conduct of the examinations.

B. Duties of Assistant Chief Invigilator

The duty of Assistant Chief Invigilators is to assist the Chief Invigilators in the discharge of their responsibilities.

C. Duties of Invigilators

- i. To collect examination materials from the Department;
- ii. To admit students into the examination venues;
- iii. To take attendance to confirm that only eligible students were admitted at the start of examinations;
- iv. To ensure that students sign-out attendance sheet and submit them to the Department along with the

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- examinations scripts/materials at the end of the examination;
- v. To report any difficulties encountered during the conduct of the examinations to the Chief Invigilator;
 - vi. To report cases of examination malpractice to the Chief Invigilator;
 - vii. To ensure the smooth conduct of the examinations.

Section VIII– Registration of Students for Examination

- a.** In order to be admitted to any examinations, a student must have been registered for the courses to be examined, and must have fulfilled all university requirements concerning residence, fees or other matters. At least 75% attendance is required in all cases, tutorials, laboratories, clinics’, field studio practical/theatre training etc, to qualify to sit for semester examinations. He must also have fulfilled all College requirements regarding attendance at or satisfactory completion of any course-work, practical assignments, projects or other matters. The standards necessary to satisfy these College requirements shall be determined from time to time by a College Board on the recommendation of the Departments, and any changes shall be made known to the students at the beginning of the semester.

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- b.** The Registrar shall prepare examination cards with appropriate examination numbers for issuance to students at least two weeks before the examinations begin. These cards will be issued on the basis of list of students submitted by each College Examination Officer, who shall certify that the students have been registered for the programmes of studies shown for them and have not infringed on any College requirements or, on any University requirements for admission to the examination.
- c.** Before issuing an examination card to any student, the Registrar shall confirm that the student has been registered in the Academic Office for the programme of study, and has not infringed on any University requirements for admission.
- d.** It shall be the responsibility of each student to make sure that he registered for the appropriate examinations and that he knows the dates, times and places of the examinations which he registered.

Section IX – Other Examination Rules

- i.** Three copies of the attendance sheet should be made and forwarded to the Office of the Dean, Department and the Chairman, Examination Monitoring Committee.
- ii.** No communication between students is permitted during an examination. Thus:

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- i. A student shall not pass or attempt to pass any information or instrument to another student during examination;
 - ii. A student shall not copy or attempt to copy from another student or engage in any similar activity;
 - iii. A student shall not disturb or distract any other student during an examination.
- iii.** The use of scrap paper is not permitted; all rough works must be done in the answer booklet and crossed neatly, or in supplementary answer books, which must be submitted to the invigilator. Except for the printed question paper, a student must not remove from the examination hall/room any paper or other materials supplied. The invigilator shall ensure compliance.
- iv.** Students should not in any way mutilate or interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the invigilator.
- v.** At the end of the time allotted, each student shall stop writing and shall gather his/her answer booklets/scripts together in order for collection by the invigilator.
- vi.** A candidate shall comply with all lawful instructions given by the invigilator(s) and other officers of the university charged with the responsibility of conducting the examination.

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- vii.** A candidate shall comply with all instructions set out on the question paper, answer booklet or any material supplied during examination.
- viii.** A student shall not write anything on the question paper or any other material.
- ix.** On entering the examination venue, it is the responsibility of the candidate to draw the attention of the invigilator to any paper or material on his or her seat, table or on the floor around him/her to enable such materials to be removed from the Hall before the examination starts.
- x.** A student apprehended for an alleged Examination Misconduct shall be allowed to continue with the examination, while a report is being compiled, provided he/she causes no disturbances.
- xi.** The following shall not normally be accepted as reasons for being absent from an examination:
 - i. Misreading the examination timetable;
 - ii. Forgetting the date or time of examination;
 - iii. Inability to locate the examination hall;
 - iv. Inability to rouse oneself from sleep in time for the examination;
 - v. Failure to find transport;
 - vi. Loss of relation;

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- vii. Pregnancy, etc.

Section X – Examination Misconduct

A. Offences

- i. Leakage of examination questions in the form of having any knowledge or possessing examination questions before the examination;
- ii. Possession of unauthorized materials related to the examination;
- iii. Copying from prepared notes or from the script of a colleague during the examination;
- iv. Giraffing (looking over other student's shoulders) in order to cheat;
- v. Impersonating another student or allowing oneself to be impersonated;
- vi. Assisting or attempting to assist, obtaining or attempting to obtain assistance from a student;
- vii. Consulting or trying to consult any books, notes or other unauthorized materials during examination;
- viii. Disturbing other student(s) or distracting their attention;
- ix. Verbal or physical assault on student(s), an invigilator or any other examination official over an alleged misconduct;

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- x. Destroying materials suspected to help establish a case of examination misconduct;
- xi. Writing after the duration of the examination has ended;
- xii. Fabrication of data by claiming to have carried out experiments, observations, interviews or any sort of research which have not in fact been carried out or claiming to have obtained results which have not in fact been obtained;
- xiii. Plagiarism by copying other people's work and pretending it is one's own or substantial use of other people's work and the submission of it as though it was one's own;
- xiv. Presenting/using forged examination card, receipt or any means of identification during examination and
- xv. Soliciting of marks or change of grade from the examiner or examination officer through any undue advantage.

B. Investigating Examination Misconduct

The investigation of examination misconduct shall be handled by:

- i. College Standing Committee on Examination Misconduct; this committee shall handle all cases of examination misconduct that was referred to it by the Dean of the College;
- ii. University Central Standing Committee on Examination Misconduct; this committee shall handle all cases referred to

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it by the College Standing Committee on Examination Misconduct through the Deans of the Colleges.

- iii. Examination misconduct cases should first be treated at the College level before proceeding to the main Academic Misconduct Committee (AMC). However, the AMC and the Central Examination Committees' secretaries, as well as, the staff who reported the case should be in-attendance at the College proceedings.

C. Procedure for Reporting Examination Misconduct

- i. If any student is suspected or found to be infringing on any of the provisions of the Examinations Rules, a report in writing using the prescribed forms shall be made by the invigilator to the College Examination Officer of the alleged misconduct;
- ii. The suspected student shall be caused to sign the invigilator's report;
- iii. The College Examination Officer shall in turn report the alleged misconduct to the Dean on receipt of the invigilator's report;
- iv. The Dean will cause the College Standing Committee on Examination Misconduct to investigate the circumstances of

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- the alleged misconduct on receipt of the report of the College Examination Officer;
- v. The Standing Committee shall investigate the alleged misconduct and report its findings and recommendations to the Dean of the College on the alleged misconduct;
 - vi. If further actions are recommended by the College Standing Committee on Examination Misconduct, the Dean shall forward the case for further investigation to the University Central Standing Committee on Examination Misconduct;
 - vii. The University Central Standing Committee on Examination Misconduct shall be responsible to recommend the appropriate sanctions on all cases of examination misconduct for the consideration of the Senate.

Section XI– Penalties for Examination Misconduct

The penalties for examination misconduct are categorized into three groups, A, B and C. The University Central Standing Committee on Examination Misconduct shall handle all cases in Group A and ratify cases in Group B while the College Standing Committee on Examination Misconduct shall recommend penalty for cases in Group B and decide on cases in Group C as follows:

GROUP A

Expulsion: This is complete termination of a student's academic activities from the University.

- a. A student accused of examination misconduct shall be invited to appear before the College Examination Misconduct Committee. Failure to honor the invitation of the Committee by a student so accused attracts expulsion.
- b. Any student who mutilates or removes his/her answer booklet or any other unauthorized material from the examination hall/room shall be liable to expulsion from the University.
- c. Impersonation shall attract expulsion for the student impersonated. If the two students involved are *bona fide* students of the University, both shall be expelled.
- d. Any student caught for the second time with material(s) which is/are capable of giving him/her undue advantage in the examination being conducted shall be liable to expulsion because of the repeat of the misconduct.
- e. Violence against invigilator or any other person involved in examination administration shall attract expulsion from the University.

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- f. Life-threatening, assault or blackmail to invigilator, examiner or any other constituted authority shall attract expulsion from the University and such a case shall be handed over to the police.

GROUP B

Rustication: This is the suspension of a student's academic activities for a specified period.

- a. Once a student is accused of any examination misconduct he/she would be requested to write his/her statement. Refusal to write the statement by the accused shall attract two semesters rustication and cancellation of the candidate's papers.
- b. Any student caught for the first time with material(s) which is/are capable of giving him/her undue advantage on the examination being conducted, but have not used the material(s), shall be liable to rustication for at least one semester and cancellation of the candidate's paper.
- c. Any attempt to suppress, mutilate or destroy evidence of misconduct (including chewing, swallowing, burning or concealing of the written material, question paper, answer script, etc.) by a student is considered to be as grave as the misconduct

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- alleged and shall attract rustication for at least two semesters and cancellation of the candidate's paper.
- d. Writing anything on the question paper, proof shall be the question paper of the candidate in question, shall attract rustication for at least one semester.
 - e. Failure to write name, registration number or signing attendance sheet by the student attracts cancellation of the paper.
 - f. Any candidate who removes a question paper from the examination hall/room before the time candidates are allowed to leave the examination hall/room shall be liable to rustication for two semesters and cancellation of the candidate's particular paper.
 - g. Any student who gives or accepts any assistance whatsoever from any student/person within or outside the examination hall/room shall be liable to rustication for one semester and cancellation of the candidate's paper.
 - h. Any student who misbehaves to an invigilator, examiner, member of the Senate Committee or any other officer connected to the examination shall be liable to two semester rustication.
 - xii. Introduction of any unauthorized electronic devices into the examination hall shall attract rustication for two semesters.

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Such devices include, but not limited to, smart watches, pens, lens, rings, jewelry, buttons, spy reading glasses, USB/CDs and similar storage devices, cameras, recorders, microphones, earpiece, ink/pen readers, Bluetooth devices and key holders.

GROUP C

Other Punishments

- a. Writing after the examination has ended shall attract loss of five marks for the examination paper.
- b. Fabrication of data shall attract cancellation of the candidate's paper.
- c. Plagiarism shall attract cancellation of the candidate's Long Essay or Project.
- d. Where sufficient evidence has not been established to punish a student under A, B and C above, the University may issue a letter of warning to discourage the student from future involvement.
- e. Wherever it is established that students had attempted to gain unfair advantage in an examination, a grade leading to failure shall be awarded and the candidate warned.

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Any act, whether mentioned or not in this handbook, which in the opinion of Examination Misconduct Committee (EMC), constitutes misconduct, shall be considered and penalised appropriately.

Section XII- Miscellaneous Issues Related to Examination

1. Writing Examination from Hospital Bed

- a.** A hospitalized student shall apply to his/her Head of Department through his/her physician, at least 7 days before the examination of the affected course, indicating willingness to sit for the examination.
- b.** The Head of Department shall within 24 hours of receipt of the application, forward his/her recommendation to the Dean of the College.
- c.** Subject to availability of facilities, the Dean may approve the application and notify the Vice-Chancellor through the Registrar.
- d.** A copy of the approval shall be made available to the Chairman, Examinations Committee for necessary action.
- e.** The approval shall be communicated to the student at least 24 hours to the examination.

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- f.** A sum of five thousand naira only (N5,000.00) per paper shall be paid by the student, being expenses for the conduct of examination.
- g.** Examination materials (question papers and answer scripts) for the student should leave the main examination hall within 2 minutes of the commencement of the examination and should reach the hospital within 45 minutes of commencement.

2. Maternity Leave

- a.** A female student must submit a medical certificate, showing her Expected Date of Delivery (EDD), not less than six weeks in advance of the date, and can be granted dispensation from coursework for a period of 12 weeks commencing six weeks before the date of delivery.
- b.** Postponement of examination occurs within a period beginning six weeks before the EDD and ending nine weeks after the actual date of delivery. A College Board may at its discretion extend this period on receipt of medical statement indicating exceptional circumstances. Dispensation from coursework during maternity leave as above is permitted only once during a programme of study. If the EDD interferes

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considerably with a semester programme, the Department concerned may require the semester to be deferred and taken at the next available opportunity.

3. Sick-Leave Certificate

- a.** If a student falls sick while resident in the University Campus or in Katsina town, a sick-leave certificate must be obtained from the hospital to which the student was referred from the University Clinic. The certificate should be on official headed form stamped and counter-signed by the Head of Hospital or the Medical Superintendent in charge of the Hospital.
- b.** If a student falls sick outside Katsina, or is taken in emergency to a hospital in Katsina, he must similarly obtain a certificate from a Medical Officer employed by a University or by a government hospital on an official headed form stamped and counter-signed by the Head of Department or Medical Superintendent in charge of the hospital.
- c.** If a student falls sick outside Nigeria, he must send without delay an official sick-leave certificate to the Director, University Health Services, who may at his discretion, refer the certificate for authentication to the Nigerian Diplomatic

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representative in the country concerned or to any other appropriate body.

- d. If a student is granted sick leave or maternity leave before the examination and if he/she decides to take the examination, the sick leave or maternity leave shall be withdrawn and he/she will be obliged to take all the examinations.

4. Submission of Medical Certificate

- a) If a student obtains sick-leave certificate from the University Clinic as stated above, he must present it personally or through a messenger without delay to the HOD, who should acknowledge receipt.
- b) If the certificate was obtained from a hospital to which he is referred in Katsina, it must be presented personally or through messenger without delay to the Director, University Health Services for authentication before submission to the HOD, who would acknowledge receipt.
- c) If the certificate was obtained in another State within Nigeria or abroad, it must be sent immediately by messenger or by registered post to the Director of University Health Services for authentication before submission to the HOD, who would acknowledge receipt. If sent by post, the student must retain a

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copy. The student must meanwhile endeavor to notify the HOD by text message, email, telephone, and telegram or by messenger, stating his exact address, and number of days of sick leave given.

- d) In all cases, receipt for delivery or posting of the certificate and a copy where appropriate, must be retained and produced to the HOD if required later.
- e) On receipt of a certificate issued by another hospital, the Director, University Health Services, will notify the HOD of the student. The Director may consider it necessary to send a member of Health Service Staff to verify the student's condition, and any change of address or condition must be communicated to the Director without delay. The Director will not consider the certificate if the address given is found to be false.

5. Medical Panel

Disputed cases will normally be referred for advice to an approved consultant or the University's Medical Panel.

6. Pilgrimage Leave

A student may apply for permission to go for *Umrah/Hajj* on condition that the semester would be deferred if he could not meet

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the mandatory 75% class attendance. Again, no special examination would be arranged for the student after returning from the pilgrimage, the permission granted notwithstanding.

CHAPTER SIX
STUDENT AFFAIRS DIVISION

Student Affairs is a Division in the University responsible for guiding students to live in the University in harmony within the laid down rules and regulations. It is responsible for ensuring that students are guided through proper orientation on how to resolve all encountered challenges during the period of their studies in the University. The Division ensures provision of students' basic needs such as shelter, water etc. in the University. The Division has the following offices:

Hall Administration Unit

This unit is responsible for the University's accommodation for both male and female students. The students' hostels and visiting procedure are explained below.

i. Accommodation

The University has one hostel for male students built by Kano State Government in 2014 (Kano House). There are also hostels for female students. Among the female hostels are: Ulul-Albab, Sani Zangon Daura, Old Hostel and Usman Nagoggo Hostel. Another Hostel for females of 500-capacity is under construction in the University. The University also has a temporary female hostel off-campus. Apart from the Kano House, the University rents houses to accommodate

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male students outside the campus. These houses are treated as part of the University campus. It is an offence for any student to accommodate another person in the hostel without permission from the University.

ii. Visitors to the Student Hostels

Female students may receive visitors between 9:00 am and 6:00pm at the hostels. It is the duty of students to ensure that their visitors sign the visitor's book kept by the porter on arrival and departure.

- a. Students are not allowed to accommodate guests, who will stay overnight in their rooms.
- b. Male visitors, whether they are outsiders or members of staff or students of the University, are not allowed to enter the rooms or other restricted areas of the hostels of the female students whether or not they are related to the student by blood. They can only see their hosts after signing the visitors' book, and the students concerned indicate through the porter that they are available to receive them.
- c. Female visitors, whether they are outsiders or members of staff or students of the University, are not allowed to enter the rooms or other restricted areas of the hostels of the male students whether or not they are related to the students by

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blood. They can only see their hosts after signing the visitors' book and the students concerned indicate through the porter that they are available to receive them.

- d. Students are responsible for the conduct of their visitors.
- e. Visitors are not allowed into the male hostels after 9:00 p.m. and after 6:00 p.m. for female hostels.
- f. Consumption or bringing of alcohol and other related intoxicants/drugs into the University are prohibited.
- g. The University campus and all its designated hostel areas are smoking free zones.
- h. Physical combat and assault on persons are prohibited.
- i. Visitors are not allowed to take laws into their hands. All complaints should be lodged with the Porter or the security personnel.

**CHAPTERSEVEN
SPORTS DIRECTORATE**

The Sports Directorate provides sport and recreation opportunities for students in the University. The University has many indoors and outdoors facilities such as table tennis, football, badminton and volleyball fields. In addition, the University is working towards provision of recreational facilities in the near future.

Sporting Facilities

The University attaches great importance to games and sports. This is due to the benefit of physical activities to students. Some facilities available for the use of students include:

- i. Table Tennis
- ii. Volley Ball
- iii. Handball
- iv. Football
- v. Lawn Tennis
- vi. Badminton
- vii. Basketball

CHAPTER EIGHT

COUNSELING AND HUMAN DEVELOPMENT CENTRE

The Counseling and Human Development Centre (CHDC) provides a wide range of counseling and psychological services to help students cope with the rigours of academic career, personal, social, spiritual and study problems, which interferes with their education. To meet these needs, the centre offers to students and staff a variety of services with the goal of resolving peculiar difficulties, as well as nurturing personal growth. The services can be in form of individual or group counseling. Some of the functions of the centre include:

1. Help students to derive maximum benefit from his/her educational, social and vocational experiences to enable him/her discover his/her full potentials.
2. Help students to anticipate, circumvent and forestall difficulties which may arise in future.
3. Help students experiencing difficulties out of the problems.
4. Conduct workshop on study habits, drug abuse, financial management; conduct of seminars, attending to job interviews, effective parenting, etc.
5. Other services available at the centre include, but not limited to, students orientation, career counseling, career talk, career library, recruitment interviews, scholarship and

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bursary, part-time work, accommodation on health ground, financial management, registration of international students, etc.

6. Some of the common problems students bring to the centre include: roommate problems, feeling of isolation and depression, problem of change of programme, lack of concentration, lack of interest, anxiety about examinations, relaxation problems, victimization and intimidation, etc.

Confidentiality

Counseling is strictly confidential. No information given by a client is revealed to anybody without the clients consent. Students are free to come to the centre for any personal, social, academic, of family problem, for proper guidance and advice. Students can come with their problems anytime within working hours and or by prior appointment.

**CHAPTER NINE
REGULATIONS GOVERNING THE GENERAL CONDUCT
OF STUDENTS**

a. Smoking

Smoking is not permitted anywhere in the University. Moreover, for smoking inside the classroom or examination hall, the cigarettes shall be seized and the erring student shall be liable to rustication for one semester.

b. Indecent dressing

Students are advised to dress decently whether on campus or outside the campus.

Students should note that a decent dress is if, and only if:

- i. It covers the body from the shoulders to ankles;
- ii. It is not transparent and
- iii. It is not tight to the extent of making the shape of any part of the body covered to appear conspicuous.

c. Relationship with Staff

It is an offence for any student to fight with or abuse any University staff in the course of discharging his/her lawful duties.

d. Conduct Outside Campus

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All students are expected to be good ambassadors of the University when outside the campus. Any student reported to the University Authority for misconduct shall face disciplinary measures.

e. Fighting

Fighting among students or bullying other students or causing bodily harm will not be tolerated by the University Authority.

f. Stealing

Stealing of any form is prohibited in the University. Any student found guilty of stealing in any form shall be expelled from the University and handed over to the police for prosecution.

g. Membership of Illegal Associations

Students found to be members of illegal associations, clubs, fraternity or confraternity shall be made to face Disciplinary Committee for appropriate punishment.

h. Raping

Any student found guilty of rape shall be expelled from the University and handed over to the police for prosecution.

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i. Forgery

Forgery is a criminal offence. Any student found guilty of forgery shall be dealt with according to the provision of the University Law.

j. Illegal Demonstration

No student is permitted to stage any form of demonstration against an individual, the University, the Senate or State/Federal Government of Nigeria. Students found guilty of this offence shall be expelled from the University and prosecuted for any effect or consequence of their action.

k. Wanton Destruction of Public/University Property

Any student of the University found guilty of destruction of public/University property shall be surcharged at the current rate of the items. In addition to the surcharge, such a student shall face further appropriate disciplinary action.

l. Publication of Seditious, Inciting and Scandalous Letters or Articles against Individuals or the University

Any student engaged in sedition and scandalous writing against individuals or the University shall face Disciplinary Committee for appropriate punishment.

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m. Embezzlement of Association's Funds

Any student member of a registered association in the University found guilty of embezzling association's funds shall be deemed to have committed offence and shall be made refund the money. In addition, the student(s) shall be made to face Disciplinary Committee for further appropriate punishment.

n. Membership of Secret Cults

Secret/Cult Associations or its membership in the University are prohibited. Accordingly, all forms of cult activities are proscribed. Any student found involved in the activities of secret cults shall be expelled from the University.

o. Insubordination

Any student of the University found guilty of act of insubordination towards constituted authority shall be dealt with accordingly.

p. Assault

Any student found guilty of assault in any form shall be made to face Disciplinary Committee for appropriate punishment.

q. Illegal Conduct of Events

Students are not permitted to conduct any occasion unless in line with Islamic guidance and the University rules and regulations.

- i. All events and ceremonies by students must be performed under the supervision of the Dean Student Affairs. Students must file a formal application to the Dean and obtain a written approval.
- ii. Males and females are not allowed to make indiscriminate intermingling at any occasion outside or within the University premises.
- iii. Indecent dressing is prohibited in or outside the University.
- iv. Music of any kind is prohibited without permission.
- v. Students are not allowed to perform any occasion outside the University premises without permission.

CHAPTER TEN UNIVERSITY CLINIC

The University has a clinic with qualified doctors where students and staff are treated during sickness or ailment.

1. **Schedule of Duty:** The Clinic opens Mondays through Sundays, 24/7.
2. **Staff Strength:** The Clinic has adequate health assistants, Nursing Officers, Pharmacists and qualified medical Doctors.
3. **Services Offered:** The clinic treats different types of ailments with available drugs within the University; however, difficult cases are referred to higher health institutions relevant to the reported case(s) for further management. An ambulance is available on standby for emergencies.

CHAPTER ELEVEN

SCHOOL OF BASIC AND REMEDIAL STUDIES (SBRS)

The SBRS prepares students for admission into degree programmes. The directorate trains students to acquire basic knowledge and necessary requirements for admission into either 100L or 200L depending on the programme. Thus, it runs two programmes: Pre-Degree programme and Interim Joint Matriculation Board (IJMB) Programme.

Pre-Degree Programme

This prepares students that are not qualified for admission into 100L either due to 'O' Level deficiency or due to failure in UTME. The students participate in the programme in order to gain knowledge that would help them to acquire necessary admission requirements before the next academic session. The students remedy their deficiency in both the UTME and SSCE before they gain admission into the University.

Interim Joint Matriculation Board (IJMB) Programme

This is a one year programme designed to prepare students for admission into 200L. The candidates must fill JAMB DE Forms before they are considered for admission. Therefore, all IJMB students apply through JAMB for admission with the IJMB results.

CHAPTER TWELVE
GENERAL STUDIES PROGRAMME (GSP)

General Studies Directorate is responsible for taking care of General Study Courses in the University. The courses are meant to help the students meet the minimum credit units stipulated by the National Universities Commission (NUC). In addition, the University introduced other courses in order to give the students background in Islamic knowledge and moral. A student must learn how to recite and memorise at least three *Hizbs* of Qurán before graduation. Entrepreneurial skills training, Peace and Conflict Resolution, Disaster Management, etc. are also covered in the GSP.

**CHAPTER THIRTEEN
BILYA SANDA (KHADIMUL ISLAM) LIBRARY**

The university Library is dedicated to serving the intellectual needs of its user community; students, staff and researchers through providing relevant educational resources that support teaching, learning and research activities.

The library also promotes intellectual growth and creativity through developing its collections, facilitating access to information resources and making impact on research skills of its user community. The University Library is named after Alh. Bilya Sanda, called Alhaji Bilya Sanda Khadimul Islam Library. It is an evolving Academic Library endowed with infrastructures and equipment poised to serve its immediate academic community of students and staff in Nigeria and to extend such services to the global network of users. Presently, the University Library operates a hybrid system which combines the traditional age-old pleasure of turning the pages of books with the modern means of accessing information by clicking a mouse or tapping a keyboard of a computerized system.

As a foremost University Library, we have a mission to fulfill through the following objectives:

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- a. Providing Bibliographic information in print or Non-Print format to support the teaching, learning and research activities in the University.
- b. Build a repository of research resources that will attract scholars and subsequently bridge the gap between academic and the community outside the University family.
- c. Promote the reading culture of the user community in order to stem the tide of low reading culture that afflicts the present generation of students for brighter future.
- d. Use its Information and Communication Technology (ICT) resources to complement the effort of the other units of the University to produce ICT literate graduates.

In promoting these objectives, students are to note that all academic Library systems of any size are complex in the sense that services rendered by them may be in response to special needs of groups of people or the individual user. This guide is therefore written with a view to helping users make maximum use of the library's resources of all formats. In addition to the information in this guide, users are to approach the Library staff whenever they are in difficulty. Never think the staffs are too busy and therefore cannot help. All

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complaints should be addressed to the University Librarian at librarian@auk.edu.ng

University Library Services

In order to provide effective library services, the university library is structured into four (4) major departments as follows:

1. Administrative Department
2. Technical Services Department (TSD)
3. Reader Services Department (RSD)
4. Electronic Library Unit

In addition, there is also a College Library located at each College of the University. In particular, the College Library of the Colleges of Education, Humanities & Natural and Applied Sciences has started full operation while that of College of Social Sciences would be reactivated during the next academic year *insha Allah*, All these Departments and the College Libraries are meant to help the central Library in providing relevant information resources and services to the university community.

At the beginning of each session, an orientation programme for new students is arranged which includes lectures on how to use the library and a familiarization tour to the library for proper guide.

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Library Opening Hours

The University Library Operates as follows:

Mondays - Fridays	8:00 a.m. – 8:00 p.m.
Saturdays	9:00 a.m. – 2:00 p.m.
Sundays	Closed
During Public Holidays	Closed

During Vocation/Breaks

Mondays -Fridays	8:00am – 4:00pm
Saturdays and Sundays	Closed

E-Library Facilities

The University e-library is equipped with modern Information and Communication Technologies (ICTs) that allow for users to have access to the available on-line and off-line information resources. The university library subscribes to electronic databases of EBSCOHOST & SCIENCE DIRECT. The e-Library provides a number of workstations to enable both staff and students access the electronic information resources easily and remotely. The e-library also has an independent ICT facility NITDA Digital Divide Bridge Centre (DDBC) donated by NITDA for PG Students and the Academic staff of the university.

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Online Databases

In particular, the university subscribes to online databases of EBSCOHOST & SCIENCE DIRECT through the Database Service Providers in order to provide access to the global information resources and to enable staff and students make their research effectively. Library users should note that, the use of online databases are being monitored by the providers to enable them evaluate the constructive use made by the University community and researchers. The use of these may be challenging for first-time users but the library staff have been trained to assist users whenever they are in difficulty. In addition, the e-library provides access to electronic information resources via the following:

1. Access to University Repository Services and Open Educational Resources (OER)
2. Access to Internet Search Engines (Like Google, Yahoo etc)
3. Access to Virtual/Calibre Offline E-books
4. Access to KOHA Library Management System for Cataloging and Indexing. services
5. Access to Plagiarism Software/Checkers
6. Access to Directory of Open Access Journals (DOAJ).

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7. Access to Directory of Open Access Books (DOAB).
8. E-books Request for staff and students via Library WhatsApp Group (limited to 256 number of users)
9. E-books Request for staff and students via Telegram App (unlimited)
10. Access to Library Facebook Page for Research News, Scholarships, New Books Arrivals and News Updates.
11. Access to University e-learning Moodle Platform (access via ICT)
12. Access to Britannica Encyclopedia CD
13. Access Microsoft Encarta CD
14. Access to Offline/Online Dictionaries
15. Software (System & Application).
16. Antivirus Programs
17. *Maktaba Asshaamila*
18. Laptop Computers for access to internet

In addition, the e-library uses KOHA for the management of its library operations. Basically, KOHA is an open source integrated library system (ILS) for automating any system which supports MARC2 and UNIMARC bibliographic records. KOHA is true enterprise class (ILS) with comprehensive functionality which

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includes basic or advanced options. KOHA therefore includes modules for Acquisition, Cataloguing, Circulation, Serials, Reserves, patron management and branch relationships. Besides, it is used by many libraries of all sizes. The library chose to adopt the KOHA software because of its enhanced features with library standards and protocols that ensure migration to any other Library system in the future.

Online Public Access Catalogue

How to Search the OPAC

- i. Type – Author, Title, Subject or Keyword and press ENTER to click on the search button.
- ii. Select – From the items displayed on the window, click on the item.
- iii. Select – The title that matches your need and full details of need will be displayed.

Note that all entries are filled in strict alphabetical order. These include all documents that are entered into the database of the Library. Readers must bear in mind that it is a wrong step to look for any document without prior use of the catalogue to find out its existence and location in the library. Many books for instance are on loan and their location may be so identified through the library catalogue. A check first in the catalogue/ (OPAC) enables the users

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to know the location of the material(s) which may be recalled and placed on reserve if found to be on loan.

Library Rules and Regulations

1. Students and senior staff of the university may use the library. However, the university librarian can give permission to others to use the library.
2. No person shall be allowed to borrow any book or any other material until he has been properly registered.
3. The following materials are for use within the library only: reference books, fine art books with plates, books on Reserve section, manuscripts, Rare Books or Special Collections, Micro films, Journal publications and bound Volumes of Newspapers and Government Documents.
4. It is a very serious offence to remove or damage any part of a book or periodical.
5. On leaving the library, all library users must surrender their books and papers to the library officials at the entrance for inspection.
6. Library users must not attempt to put books back on the shelves. Once taken off the shelves, the books should be left on the tables.

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7. Senior staff may borrow books for a period of one month while student and others for a period of two weeks.
8. Fines are charged on all overdue books at the rate of N50 per day. Books that are recalled are charged at the rate of N150 per day from 72 hours after the date on which the notice was sent. .
9. Failure to return books or other materials to the library within the stipulated time could lead to suspension from using the library.
10. Students are allowed to borrow 4 books at a time, while teaching staff are allowed up to 6 books.
11. Admission of students in to the library is granted only on presentation of identity card. No student would be allowed in to the library without his card.
12. No briefcase or handbags are allowed in the library.
13. Smoking, eating, drinking, spitting and group discussions are prohibited in the library.
14. Pets must not be taken into the library.
15. Children under the age of 8 years, unless escorted by an adult, are not allowed into the library.

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16. Silence must be observed in and around the library at all times.
17. Reading tables and chairs must not be removed from their positions.
18. Library users should not reserve sit in the library. Another person can use any sit not physically occupied.
19. Library users are advised to take away their belongings and books whenever they are leaving the library.

The University Librarian may suspend any person from using the library for neglect of these rules subject to reporting such action to the Library Management Committee.

CHAPTER FOURTEEN UNIVERSITY SECURITY

The University maintains vigilante security system. The University security personnel work to ensure safety and protection of staff and students' lives and properties within the University. They work in collaboration with the national Security Agencies to accomplish its objectives. The students should therefore be aware of the presence of the security in every corner of the University and ensure compliance to the rules and regulations throughout their stay in the University. For policy issues and other affairs of the security, the University has an enlarged Central Security Committee.

Prevention of Drug Abuse

The University has never and will never condone drug abuse attitude among the students. The University has mandated the Security to identify and prevent drug abuse in all the University premises. Necessary measures are being taken to ensure that the University premises and her students are free from this menace. If a student becomes a victim of this undesirable behaviour, after the University uses her own laws to punish him, he shall also be handed over to the anti-drug abuse agency, i.e. National Drugs Law Enforcement Agency (NDLEA).

**CHAPTER FIFTEEN
ANTI-CORRUPTION AND TRANSPARENCY UNIT**

Anti-Corruption and Transparency Unit was inaugurated on 16th December, 2014 upon the instruction of National Universities Commission (NUC) in conjunction with Independent Corrupt Practices Commission (ICPC). Its role is to serve as the eyes and ears of the commissions in the Nigerian universities. Hence, the Unit has power to investigate, find, and report any matter of corrupt practice to the University Management if it involves non-management staff of the University. It also has the mandate to report to the ICPC if the culprit(s) is among the Management members of the University. The following are some, but not limited, duties of the Unit:

- a.** To act as eyes and ears of the ICPC in the University.
- b.** To receive and carry out preliminary investigations on any report of corruption made to it.
- c.** To report all alleged or reported cases of corruption within their organisations to the commission, with copies sent to the heads of the organisations.
- d.** To report cases involving the University community through seminars, workshops, lectures, posters, billboards on how to identify corruption prone practices.

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- e.** To prevent the occurrence of any form of corruption within the University system
- f.** To raise awareness of staff and students on how to report such cases whenever they occur.
- g.** To help student from becoming victims of corruption in the University
- h.** To help in establishing justice in any case of corruption in case it involves staff and students

The students are therefore advised to feel free to contact the University ACTU whenever facing a kind of difficulty related to the above issues.

**CHAPTER SIXTEEN
UNIVERSITY STUDENT CENTRE**

Student Centre is an avenue where a number of shops and stalls within the Campus, where items ranging from food, refreshments recharge cards, exercise books and other stationeries can be bought. This contributes ease and comfort to students. Students are free to visit the cafeteria whenever the need arises.