ELIZADE UNIVERSITY

ILARA-MOKIN

ONDO STATE, NIGERIA.

STUDENT HANDBOOK OF INFORMATION

2024/2025 – 2028/2029

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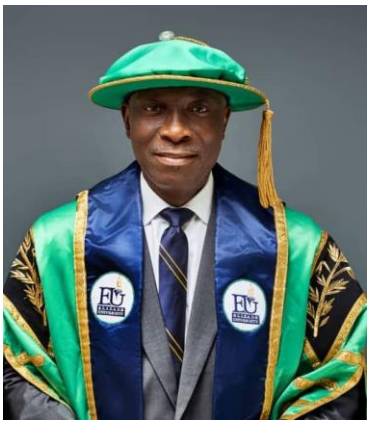
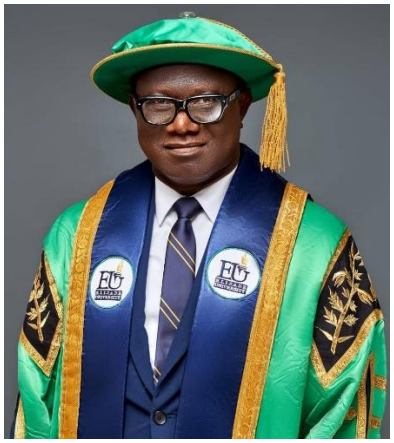
Chief Michael Ade. Ojo, OON
THE FOUNDER

PRINCIPAL OFFICERS OF THE UNIVERSITY

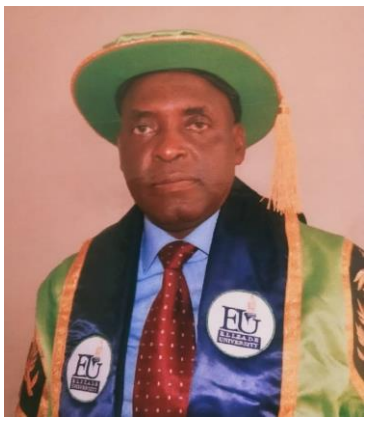


Prof. Kayode Ijadunola
Vice-Chancellor



Mr. Omololu Adegbenro
Registrar

Emeritus Prof. Olufemi Bamiro
Pro-Chancellor



Mr. Olusegun Ajeigbe
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FACULTY OF BASIC AND APPLIED SCIENCES COMPLEX

FACULTY OF ENGINEERING COMPLEX

Senate Building

University Cafeteria

CHAPTER ONE

1.0 INTRODUCTION

1.1 The University

Elizade University is positioned as a citadel of excellence in the delivery of quality University education in Nigeria. The University represents the crowning effort of the Elizade Ojo Educational Foundation (EOEF) and its Board of Trustees to contribute to the growth and development of education in Nigeria. A University, being the apex of the educational system, presents the best medium for affecting society in the most significant manner by training men and women leaders, entrepreneurs, managers, professionals, and future Chief Executives. The goal of the Elizade Ojo Educational Foundation in setting up the University was to further accentuate the objectives of the National Policy on Education which guarantees equal access to education for all Nigerians and as well ensures that education meets the needs of the individual and the nation's quest for development.

1.2 Historical Background

Sustainable development and the resolution of the multi-faceted problems and challenges of human societies can only be achieved through the provision of functional higher education geared towards the production of the required/needed critical mass of human capital that would be the drivers of the societal development process.

In the new and knowledge-driven society in which we find ourselves, natural endowments are no longer the measure of a nation's prosperity and growth but the quality and quantum of the available human resources. The non-availability of skilled manpower is often responsible for the gaps between rich and poor nations and socio-economic development and economic status of citizens. This further deepens the disparities in educational opportunities and socio-economic well-being among social, political and religious groups within the country.

The indigenes of Ilara-Mokin have suffered some social and economic marginalisation over the years largely because of the prevailing high rate of

illiteracy. The underdevelopment of the town was a major worry for Chief Michael Ade Ojo, *OON*, Chairman, Elizade Ojo Educational Foundation (Proprietor of Elizade University) and his late wife, Chief (Mrs.) Wuraola Elizabeth Ade Ojo and have decided to positively improve the educational standing of the town by establishing a higher educational institution with world class teaching/learning facilities in Ilara-Mokin. This is with a view to providing education and needed skill acquisition for the empowerment, upliftment and emancipation of the indigenes and Nigerians in general.

This initial idea of setting up an international secondary school was based on the disturbing dearth of skilled man power including technicians and artisans. These shortages have led to sourcing for competent technicians from neighbouring West African countries and while the army of uneducated and unskilled youth parade the streets of many Nigerian cities. The technical positions and jobs requiring advanced skills in industries, private establishments and even homes remain unfilled and this unsavoury state of affairs has been a source of great concern to Chief Michael Ade. Ojo*, OON* especially given his vast experience in the automobile business where the problem of shortage of competent man power to handle modern cars is very glaring. This encouraged him, and his late wife, to propose the establishment of Elizade Polytechnic for the purpose of skills acquisition where technical and entrepreneurial skills would be imparted to youths from Nigeria and beyond.

The decision to establish Elizade University rather than a polytechnic was borne out of the desire to provide the highest level of training in sciences, engineering and technology to the teaming population of Nigerian youths.

Elizade University aims to be a citadel of learning comparable to the best University in the world in the teaching of Science, Engineering and Liberal Arts. The University shall offer programmes mainly in the Sciences and Technology and with opportunity for a top-grade education in the Arts (Languages, Performing Arts and Music) as well as in Management Studies. The University will emphasise research, development and community service.

1.3 The Vision

Elizade University seeks to be a globally competitive institution that produces entrepreneurial, innovative and ethical graduates.

1.4 The Mission

To produce graduates with the appropriate skills and knowledge for the development of the nation and global competitiveness.

1.5 Philosophy

Our philosophy is anchored on the following:

i. Adopting pedagogical approaches that emphasize practical skills acquisition rather than rote learning;
ii. Creating an enabling atmosphere, with the state-of-the-art facilities and employing quality staff, where teaching, learning and relevant research are celebrated; and
iii. Producing through her teaching and research activities, thinkers, researchers, scholars and leaders of tomorrow.

1.6 Objectives

i. To produce world-class graduates in different disciplines who are highly skilled, ethically conscious, well-rounded and will be useful to government, industries and commercial ventures soon after their graduation or capable of establishing their own businesses, thus becoming employers of labour in the shortest possible time;
ii. To ensure appropriate industrial and commercial inputs in its formal education and training by forging a dynamic link with industry and commerce through the involvement of captains of industries and commerce in training and research programmes;
iii. To produce graduates that could compete favourably with their peers internationally;
iv. To create and expand access and opportunities for education for physically challenged students; and attract and retain quality students, researchers, and

teachers, thereby assisting in developing human capital and mitigating the brain drain currently afflicting Nigeria;

v. To encourage and promote the advancement of learning and hold out to all persons without distinction of race, creed, sex, religious or political conviction the opportunity to acquire University education;

vi. To play a critical role in the development and incubation of engineering and technology knowledge and in the dissemination of that knowledge;

vii. To carry out basic and applied research leading to the domestication and application of new technology to the Nigerian context through collaborative linkages with other academic and research institutions in Africa and the rest of the world;

viii. To establish a centre for entrepreneurial studies to stimulate job creation and innovative abilities in students from onset of their studies, in such a way that graduates shall be resourceful, self-reliant and job creators;

ix To attempt to reverse the craze for overseas studies by Nigerian youths by providing world standard facilities in terms of human and physical structures for students;

x. To undertake other activities appropriate for teaching, research and community service as expected of a University of high standard.

1.7 Logo

The logo of the Elizade University consists of the following features:

i. A fusion of letters E & U with an icon, which is a combination of the torch handle carrying the tip of a golden fountain pen.

ii. The torch handle gives the base to the golden fountain pen head, which symbolizes the high worth and value of a top-quality pen as well as the

depth of diligent craftsmanship. This represents what the University deposits into everyone of its graduates to prepare them for the real world – a much-needed requirement for National Development at this stage in our country's existence.

iii. The blue colour symbolizes Authority, Maturity, Responsibility and Stability. It gives strong visual recognition and recalls value for brand identity. The nib of the pen is golden yellow, which symbolizes vibrancy and zest, both symbolizing youthful energies.

1.8 Motto

The motto of the Elizade University is 'Pragmatic Innovation for Development" (PID). This motto identifies and emphasizes the connection between knowledge and development in the modern world/society.

1.9 University Colours

The colours of the University are Blue and Golden Yellow. The relevance of the colours is as follows:

- **Blue** – this symbolizes Authority, Maturity, Responsibility and Stability.
- **Golden Yellow** – this symbolizes Vibrancy and Zest.

The combination of these colours symbolises youthful energy which is inherent in our students.

Colours of Faculty Hoods

The colours of the hoods for the various faculties of the University are:

- Green for the Faculty of Agricultural Technology;
- White for the Faculty of Allied Health Sciences;
- Blue for the Faculty of Basic and Applied Sciences;
- Purple for the Faculty of Engineering;
- Yellow for the Faculty of Environmental Sciences:
- Red for the Faculty of Humanities;
- Black for the Faculty of Law;
- Orange for the Faculty of Social and Management Sciences;

1.10 Personal Development Plan

Elizade University is dedicated to providing a very strong support for the personal, professional and career development of all her members in accordance with her vision, mission and philosophy.

To achieve this goal, we aim to support individuals in the continual development of a variety of skills to enhance their present and future career. In doing this, the University is committed to providing opportunities and support for all her students to achieve their full potential both personally and professionally.

CHAPTER TWO

2.0 ADMINISTRATIVE STRUCTURE OF THE UNIVERSITY

2.1 Introduction

The organisational structure of Elizade University is not markedly different from the preponderant organisational structure in the Nigerian University System. The administrative structure of the University is hierarchical and consists of the Proprietor and Board of Trustees as well as other organs and officers whose functions facilitate policy formulation, implementation and decision-making processes to ensure the smooth operations of the University. The major components of the organizational structure include:

i. Proprietor and the Board of Trustees
ii. Chancellor and Convocation
iii. Pro-Chancellor and the Governing Council
iv. Vice-Chancellor and the Senate
v. Deputy Vice-Chancellor
vi. Congregation
vii. Registrar
viii. Bursar
ix. University Librarian
x. Deans of Faculties
xi Dean of Students' Affairs
xii. Director of Academic Planning
xiii. Director of Physical Planning, Works and Services
xiv. Director of Health Services
xv. Heads of Departments

2.2 Proprietor

The Proprietor of Elizade University is Elizade Ojo Educational Foundation (EOEF). The Proprietor appoints members of the Board of Trustees as provided for in the University Law. The Proprietor, through the Board of Trustees, has control over the property, the income and expenditure of the University.

2.3 Board of Trustees

The Board of Trustees is the highest governing body of the University and is charged with the overall policy of directing and financing of the University. The membership of the Board of Trustees is defined in the University Law.

2.4 Chancellor

The Chancellor is the highest Principal officer of the University and takes precedence over all other members of the University. The Chancellor is the Chairman of Convocation ceremonies and other assemblies of the University held for the conferment of degrees, diplomas, certificates and other awards.

2.5 Convocation

The Convocation, the assemblage of the staff and students of the university, for the purpose of the award of degrees and diplomas is one of the statutory organs of the University. The Chancellor is Chairman at all meetings of Convocation.

2.6 Pro-Chancellor and Chairman of Council

The Pro-Chancellor takes precedence before all other members of the University except at Convocation where the Chancellor takes precedence. The Pro-Chancellor is the Chairman of the Governing Council. The Pro-Chancellor guides the institution towards full and continued development.

2.7 Council

The Council is in charge of the general management of the affairs of the University and in particular the control of the property and expenditure of the University.

2.8 Vice-Chancellor

The Vice-Chancellor has the general function, in addition to any other functions conferred on him by the University Law or otherwise, of directing the activities of the University and to the exclusion of any other power or authority, is the Chief Executive and Academic Officer of the University and Chairman of the Senate. The Vice-Chancellor is specifically charged with the smooth running of the University and exercises such functions as may be conferred on, or imposed upon him by the University Law, statutes and regulations and subject to the provision of the University Law, exercises general supervision over disciplines in the University, monitoring the efficiency and good order of the University.

2.9 Senate

The Senate is the highest decision-making body on academic matters relating to the University. The Senate, with the approval of Council and the National Universities Commission, can establish new campus, Faculty, Department, School, Institute or other teaching and research units. The Vice-Chancellor is the chairman of Senate.

2.10 Congregation

The Congregation provides an opportunity for all graduate members of the University community to meet and express their views on all matters affecting the interest and welfare of the University and its members. The Vice-Chancellor is the Chairman at all meetings of Congregation.

2.11 Deputy Vice-Chancellor

The Deputy Vice-Chancellor shall assist the Vice-Chancellor in the performance of his functions and shall perform such other functions as the Vice-Chancellor or the Council may, from time to time, assign to him/her.

2.12 Registrar

The Registrar is the Chief Administrative Officer of the University and is responsible to the Vice-Chancellor for the day-to-day administrative activities of the University. The Registrar is the Secretary to the Governing Council, Senate, Convocation and Congregation and the custodian of the seal and other legal documents of the University.

2.13 Bursar

The Bursar is the Chief Finance Officer of the University, and is responsible to the Vice-Chancellor for the administration and control of the financial affairs of the University.

2.14 University Librarian

The University Librarian is responsible to the Vice-Chancellor for the administration of the library services in the University and for any other matters relating to the library.

2.15 Dean of Faculty

The faculties of the University are supervised by Deans. The Dean of a Faculty is a Professor, elected by the Faculty Board. The Dean is the Chairman at all meetings of the Faculty Board.

2.16 Dean of Student Affairs

The Dean of Student Affairs is appointed by the Vice-Chancellor to coordinate Student Affairs services of the University. The Dean ensures the provision of adequate support services for students of the University. The Dean cultivates effective and efficient system of communication between students and the Management of the University.

2.17 Director of Academic Planning

The Director of Academic Planning is an accomplished academic planner with a sound knowledge of government policies relating to University education and advises the University Management appropriately.

2.18 Director of Physical Planning, Works and Services

The Director of Physical Planning, Works and Services is responsible to the Vice-Chancellor for the proper planning, orderly development and maintenance of physical facilities of the University.

2.19 Director of Health Services

The Director of Health Services is responsible to the Vice-Chancellor for health care delivery to staff and students. He or she is responsible for running a well-equipped Medical Centre on campus by ensuring the provision of qualified staff, drugs and other facilities.

2.21 Head of Department

Each academic Department of the University has a Head of Department who is responsible to the Vice-Chancellor, through the Dean of the Faculty for coordinating, guiding and supervising, teaching, examinations, research and other activities in the Department.

2.22 The University Organogram

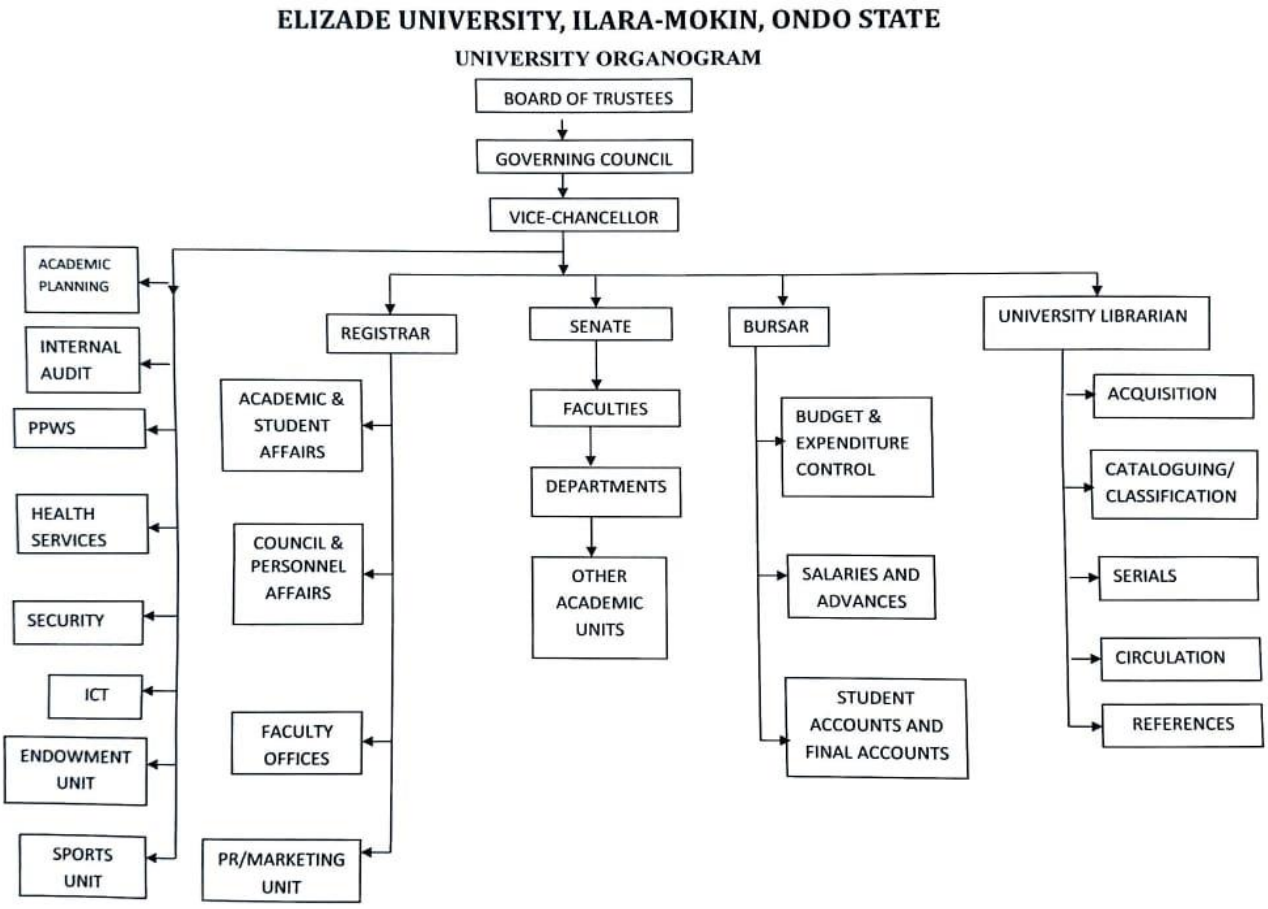


Figure 2.1: Organogram of Elizade University

CHAPTER THREE

3.0 ACADEMIC MATTERS

3.1 Being a Student

It is commonly known that a University is an institution of learning. It can also be conceived as a 'Community of Scholars' who are in different Faculties but share the same values. Every student of Elizade University, right from the point of admission is encouraged to see himself/herself as a part of this community. Accordingly, he or she is motivated to pursue his/her studies independently. The University will provide the appropriate learning opportunities, timely advice, guidance and feedback. It is, however, left for individual student to explore such opportunities to achieve excellent result.

Although Elizade University will always organize an orientation programme for the freshers, one critical point that needs to be stressed from the onset is the need for each student to stay informed. Since Elizade University is ICT driven, most information will be sent to the students through the internet. It is, therefore, important for each student to check his/her University E-mail box at least once a day. Your lecturers and Course Advisers will also interact with you through the internet. When sending a message to a member of staff, it is important for you to adhere to the conventions of polite and professional communication.

Begin your message with 'Dear Sir/ma, and finish it with your full name. E-mail is not text-messaging you share, therefore avoid the abbreviations that are common for mobile phones. It is important to note that the University and the members of staff will NOT send messages to a private email account of the student. All official communications will be done through the University email account.

In addition, information will be pasted, from time to time, on the notice boards in the lobby of the Faculty Building and the hostels, either as a back up to the email messages or due to the nature of the information to be passed across, such as the examination time table. Students are encouraged to read them carefully and act accordingly and promptly.

Finally, not all information can be passed to the students or their parents through the internet. Some letters will have to be posted or sent through courier service. All

students should therefore, report all changes in their postal or residential addresses to the Faculty Office immediately.

3.2 Teaching

The principal mode of knowledge delivery in Elizade University is teaching. Teaching takes place in various forms. It is important for each student to understand what is expected of him or her. First, each student should understand the following basic concepts associated with teaching and learning.

Programme: By a programme we mean the whole degree course, for example CSC in Computer Science.

Module: This refers to one of the units that a course of study has been divided into, each of which can be studied separately in the Semester. The lecture method is commonly used to present the content of each module. Typically, lectures are given by a lecturer or professor to the entire class. By class, we mean the group of students enrolled for a particular course. Lectures are often given at great speed with very little time for fully worked examples. If handouts are provided, they usually give the students an overview and rarely cover the material in depth. Although attendance at lecture is strictly monitored, it is unwise for any student to assume that he or she can fully understand the content of the module from written source alone.

Exercise Classes: Many modules have exercise classes to support the lectures. Here, the students have the opportunity to work some examples and some problems under the watchful eyes of a demonstrator or supervisor. From experience, it is during such exercise classes that students discover that they do not understand the course content as well as they had thought. Working on small assignment is the only way to turn passive knowledge absorbed in the lectures into active knowledge; that is, such knowledge that will allow the student to do well in the exams and in the workplace in the future.

Tutorials: The holding of tutorial classes is considered an important aspect of teaching in each course. A course of 2 units is expected to be accompanied by at least one hour of tutorials. A tutorial is a gathering where a small group of students meet with a tutor or lecturer to discuss the weekly assignment. Attendance of tutorials is closely monitored.

Academic Advisers: The University runs an academic advisory scheme which assigns every new student to a course adviser. This arrangement gives each student the

opportunity to discuss any aspect of his/her studies with fellow students and the member of staff so designated as the Course Adviser. While the University will normally make suggestions to course adviser, the idea is that a student should feel free to raise any topic he/she does not fully understand in any of the modules. The Course Adviser can also take the initiative of directing a student to the counseling unit, when necessary.

3.3 Learning

In order to be successful, a student should understand the difference between the different schedule events and how to use them most effectively. The principles highlighted below will help you to get the best:

1) Be an active learner. Many students often find the lectures in University radically different from the experience in the sixth form or a college. There is, therefore a tendency to assume that attendance at lectures require little more than their physical presence. Without active participation, a student will achieve very little. The following guidelines will help you to be an active learner.

    i). Take notes, especially of any examples that the lecturer may write on the board.
    ii). Ask questions when your understanding begins to lag. Most lecturers are grateful when challenged in this way. It livens up the delivery and new insights might be gained.
    iii). Don't be late for a lecture or you may miss some important information that sets the whole lecture in context.
    iv). Don't sit in the back if there are still places further to the front.
    v). Set aside time every week to go through your own notes and other lecture materials; amend your notes using text books or materials sourced from the internet.
    vi). Read ahead of the class and work other examples on the topic. Photocopying the notes of other students will not help you in the long run.
    vii). Attempt all homework assignments. If you are stuck, discuss them with colleagues and others but **ALWAYS FORMULATE THE ANSWER IN YOUR OWN WORDS**. This will help you to avoid plagiarism.

2) Use the University library. All the recommended textbooks for each course are kept in the library. You are also likely to find model answers to some questions. The library is also a place where a group of students can brainstorm to find solution to a common assignment provided, they can keep their voices down.
3) Develop a Personal studying Timetable. A personal studying timetable will help you to use your time wisely and to remain focused. The timetable should normally reflect the periods allocated to the reading of different subjects, working on assignments and of course relaxation. Relaxation has been proven to be necessary for the brain to absorb and properly organize new information.
4) Use Feedback Proactively. Oftentimes, students bemoan their low marks and cast their test scripts into the dust bin. Such attitude is self-defeating. Instead, you should read the lecturers' comments on your work carefully and ask yourself a number of questions that can help to improve your performance.

3.4 Requirements for Admission

Admission into Elizade University is open to candidates with the requisite qualifications and subject to written and/or oral examination as the University may determine.

3.5 Undergraduate Programmes

The admission requirements into the undergraduate programmes of the University are as follows:

i) Admission into the University is open to all persons irrespective of nationality, religion, ethnicity, gender, creed or disability;
ii) A**ll** admissions into the University are through the Joint Admissions and Matriculation Board (JAMB);
iii) For admission to 100 Level (via UTME), candidates must: obtain five (5) credits at SSCE (or equivalent) in relevant subjects at not more than 2 sittings including credit passes in English and Mathematics; and attain acceptable points in UTME in relevant subjects;
iv) For admission by direct entry (200 Level), candidates should, in addition to having five (5) SSCE credits, obtain at least two (2) A' level (or its equivalent)

passes in relevant subjects, or possess OND with upper credit, or possess a good first degree in another field as the case may be;

v) The requirements for Direct entry also include JUPEB and IJMB

vi) Credit passes in English Language and Mathematics are compulsory for admission into all courses;

vii) Those who meet the requirements for admission are subject to the screening interview conducted by the University; and students must, in addition to meeting the general admission requirements, also satisfy the Faculty and Departmental requirements detailed below:

Table 3.1 Faculty of Allied Health Sciences

Programme	Admission Requirements		Remarks
	UTME	Direct Entry	
Human Anatomy	Five Credits at SSCE (or its equivalent) in English, Mathematics, Physics, Chemistry and Biology.	Two 'A' level passes chosen from Biology and any one of Chemistry and Physics	UTME subjects are: English, Physics, Chemistry and Biology
Bachelor of Medical Laboratory Science	Five Credits at SSCE (or its equivalent) in English, Mathematics, Physics, Chemistry and Biology.	Two 'A' level passes chosen from Chemistry and any one of Physics and Biology; MLT Certificate awarded by MLSCN; B.Sc. In relevant Biological Sciences such as Microbiology, Biochemistry	UTME subjects are: English, Chemistry Physics, and Biology
Bachelor of Nursing Science	Five Credits at SSCE (or its equivalent) including English, Mathematics,	Two 'A' level passes chosen from Biology, and any one of Chemistry and Physics; Registered	UTME subjects are: English, Biology, Chemistry and Physics

	Biology, Physics and Chemistry.	Nurse Certificate from accredited School of Nursing or Registered Midwife Certificate from accredited School of Nursing or School of Midwifery will be considered for admission into 200 level	
Human Physiology	Five Credits at SSCE (or its equivalent) in English, Mathematics, Physics, Chemistry and Biology.	Two 'A' level passes chosen from Biology and any one of Chemistry and Physics	UTME subjects are: English, Biology Chemistry and Physics

Table 3.2 Faculty of Basic and Applied Sciences

Programme	Admission Requirements		Remarks
	UTME	Direct Entry	
Applied Geophysics	Five Credits at SSCE (or its equivalent) in English, Mathematics, Physics, Chemistry and Biology or Agric.	Two 'A' level passes in Physics and Mathematics or Chemistry.	UTME subjects are: English, Physics, Mathematics and Chemistry
Physics with Electronics	Five Credits at SSCE (or its equivalent) in English, Mathematics, Physics, Chemistry and Biology	Two 'A' level passes in Physics and Mathematics or Chemistry.	UTME subjects are: English, Physics, Mathematics and Chemistry or Biology
Computer Science	Five Credits at SSCE (or its equivalent) in English, Mathematics, Physics plus two others from:	Two 'A' level passes in Chemistry, Mathematics and Physics.	UTME subjects are: English, Mathematics, Physics and one of Biology, Chemistry, Agric Science, Economics and Geography.

	Biology, Chemistry, Agric Sci, Economics and Geography.		
Biochemistry	Five Credits at SSCE (or its equivalent) in English, Mathematics, Physics, Chemistry and Biology.	Two 'A' level passes chosen from Chemistry and any one of Physics, Mathematics and Biology.	UTME subjects are: English, Chemistry and two of Physics, Biology and Mathematics.
Microbiology	Five Credits at SSCE (or its equivalent) in English, Mathematics, Biology, Physics and Chemistry.	Two 'A' level passes in Biology and chemistry or Zoology or Botany.	UTME subjects are: English, Biology, Chemistry and either Physics or Mathematics.
Biotechnology	Five Credits at SSCE (or its equivalent) in English, Mathematics, Physics, Chemistry and Biology.	Two 'A' level passes in Biology and any one of Chemistry, Physics and Mathematics.	UTME subjects are: English, Chemistry, Biology and physics or Mathematics.
Environmental Management and Toxicology	Five Credits at SSCE (or its equivalent) in English, Mathematics, Biology, Physics and Chemistry.	Two 'A' level passes in Chemistry and any one from Biology, Physics or Mathematics.	UTME subjects are: English, Biology, Chemistry and either Physics or Mathematics.
Cybersecurity	Five Credits at SSCE (or its equivalent) in English, Mathematics, Physics plus two others from: Biology, Chemistry, Agric Science, Economics or Geography.	Two 'A' level passes in Chemistry, Mathematics and Physics.	UTME subjects are: English, Mathematics, Physics and one of Biology, Chemistry, Agric Science, Economics and Geography.

Table 3.3 Faculty of Engineering

Programme	Admission Requirements		Remarks
	UTME	Direct Entry	
Automotive Engineering	Five Credits at SSCE (or its equivalent) including English Language, Mathematics, Chemistry, Physics and any other Science or Social Science subject	Two 'A' level passes in Physics, Chemistry or Mathematics; OND and HND at minimum of upper credit level may be considered for 200 and 300 levels respectively.	UTME subjects are: English, Mathematics, Chemistry and Physics
Civil Engineering	Five Credits at SSCE (or its equivalent) including English Language, Mathematics, Chemistry, Physics and one Science or Social Science subject	Two 'A' level passes in Physics, Chemistry or Mathematics; OND and HND at minimum of upper credit level may be considered for 200 and 300 levels respectively.	UTME subjects are: English, Mathematics, Chemistry and Physics
Computer Engineering	Five Credits at SSCE (or its equivalent) including English Language, Mathematics, Physics, Chemistry and any other Science or Social Science subject	Two 'A' level passes in Physics, Chemistry or Mathematics; OND and HND at minimum of upper credit level may be considered for 200 and 300 levels respectively.	UTME subjects are: English, Mathematics, Chemistry and Physics
Electrical/Electronics Engineering	Five Credits at SSCE (or its equivalent) including English Language, Mathematics, Chemistry, Physics and one Science or Social Science subject.	Two 'A' level passes in Physics, Chemistry or Mathematics; OND and HND at minimum of upper credit level may be considered for 200 and 300 levels respectively.	UTME subjects are: English, Mathematics, Chemistry and Physics
Information and Communication Engineering	Five Credits at SSCE (or its equivalent) including English	Two 'A' level passes in Physics, Chemistry or Mathematics; OND and	UTME subjects are: English, Mathematics, Chemistry and Physics

	Language, Mathematics, Chemistry, Physics and one Science or Social Science subject	HND at minimum of upper credit level maybe considered for 200 and 300 levels respectively.	
Mechanical Engineering	Five Credits at SSCE (or its equivalent) including English Language, Mathematics, Physics, Chemistry and one Science or Social Science subject.	Two 'A' level passes in Physics, Chemistry or Mathematics; OND and HND at minimum of upper credit level may be considered for 200 and 300 levels respectively.	UTME subjects are: English, Mathematics, Chemistry and Physics.

Table 3.4 Faculty of Environmental Sciences

Programme	Admission Requirements		Remarks
	UTME	Direct Entry	
Architecture	Five Credits at SSCE (or its equivalent) including English Language, Mathematics, Physics, and any other 2 subjects from Geography, Technical Drawing, and any other Science subject.	Two 'A' level passes in Physics, Chemistry or Mathematics; OND and HND at minimum of upper credit level may be considered for 200 and 300 levels respectively.	UTME subjects are: English, Mathematics, Chemistry and Physics

Table 3.5 Faculty of Humanities, Social and Management Sciences

Programme	Admission Requirements		Remarks
	UTME	Direct Entry	
Accounting	Five Credits at SSCE (or its equivalent) in English, Mathematics,	A level passes in Accounting/ Financial studies or economics in GCE, SSCE BY WAEC,	UTME subjects are: English, Economics, Mathematics and any Social Science subject.

	Economics, and any other two social science subjects.	NECO, NABTEB, JUPEB, IJMB or Final Certificate in ATS, CITN, CIS or their equivalents. Ordinary National Diploma (OND) in Accountancy at least with lower credit preferably Upper Credit in Accountancy or any related disciplines from approved polytechnics. OR Candidate with final certificate of professional bodies such as: ACA, ACCA, ANAN e.tc in addition to five credit passes which must include English language, Mathematics, Economics in not more than two sittings.	
Business Administration	Five Credits at SSCE (or its equivalent) in English, Mathematics, Economics and any other two Social Science subjects.	Two 'A' level passes chosen from Economics, Accounts, Business Management, Government, Geography or Statistics.	UTME subjects are: English, Economics, Mathematics and any Social Science subject.
Economics	Five Credits at SSCE (or its equivalent) in English Language, Mathematics, Economics, and any other two Social Science subjects.	Two (2) 'A' Level passes in Economics and any one (1) of Mathematics, Statistics, Geography, Physics, Chemistry, Agricultural Science, Accounting, Business Management, and	UTME subjects are: English, Mathematics, Economics and any Social Science subject.

		Government OR Ordinary National Diploma (O.N.D) at least with upper credit in Accounting, Business Administration and Management and other related disciplines from approved Nigerian Polytechnic PLUS Five Credits at SSCE (or its equivalent) in English Language, Mathematics, Economics, and any other two Social Science subjects.	
English	Five Credits at SSCE (or its equivalent) including English Language, Mathematics, Literature in English, and any two in Humanities or Social Science subjects.	Two 'A' level passes to include English, Lit.-in-English and one other Humanities subject.	UTME subjects are: English, Lit.-in-English, one other Humanities subject and one Social Science subject.
Human Resource Management	Five Credits at SSCE (or its equivalent) in English, Mathematics, Economics, and any other two Social Science subjects from Accounting, Business Methods, Commerce, Govt., Geography, Statistics.	Two 'A' level passes chosen from English, Economics, Accounts, Business Management, Government, Geography or Statistics.	UTME subjects are: English, Mathematics, Economics and two other Social Science subjects.

International Relations	Five Credits at SSCE (or its equivalent) including English Language, Mathematics, Government or History and any two subjects from Arts and Social Science.	Two 'A' level passes in English, Government or History and any other related subject.	UTME subjects are: English, History/Government any other two subjects from Arts and Social Science.
Mass Communication	Five Credits at SSCE (or its equivalent) in English Language, Mathematics, Economics, and any other two Social Science subjects.	Two 'A' level passes chosen from Literature-in-English, Government, Economics and any other Social Science subjects.	UTME subjects are: English Language and one other Social Science or Arts Subjects.
Performing Arts	Five Credits at SSCE (or its equivalent) including English Language, Lit.-in-English and any three subjects from Arts and Social Science.	Two 'A' level passes in Literature in English, a Nigerian language or any Arts subject in addition to the O-Level requirements Diploma in Theatre, Dramatic, Performing, Arts of a recognised University with credit pass grade. A National Certificate of Education (NCE) from a recognized College of Education with at least merit pass grade.	UTME subjects are: English, Three subjects from Arts and Social Science.
Political Science	Five Credits at SSCE (or its equivalent) including English	Two 'A' level passes in English Language, Mathematics,	UTME subjects are: English, Government, and any other two

	Language, Mathematics, Government and any other two Social Science subjects.	Government and History or Economics.	subjects from Arts and Social Science.
Sociology	Five Credits at SSCE (or its equivalent) including English Language, Mathematics, Economics and any other two Social Science subjects.	Two 'A' level passes chosen from Economics, Geography, Government.	UTME subjects are: English, Mathematics and any one of Social Science Subject.
Tourism and Hospitality Management	Five Credits at SSCE (or its equivalent) in English, Mathematics, Economics and any other two Social Science subjects.	Two 'A' level passes chosen from Biology, Food and Nutrition, Geography, Economics, Mathematics, Accounting.	English, Mathematics, Economics and any Science or Social Science subject.

Table 3.6 Faculty of Law

Programme	Admission Requirements		Remarks
	UTME	Direct Entry	
LL.B. Law	Five Credits at SSCE (or its equivalent) including English Language, Lit.-in-English and any three arts/social sciences subjects	(i) Two 'A' level passes to include Lit. in English and two other arts/social sciences subjects. (ii) A good first degree not below second class lower. (iii) A two or three year Diploma certificate in Law from any recognised University by the Senate of Elizade University	UTME subjects are: Lit -in- English, English Language, one other Arts subject and another Arts or Social Science subject.

3.6 **International Students**

Welcome! As a student considering enrolling in an African University, you have a wide range of options from which to choose. However, studying in Nigeria is an experience like no other and Elizade University (EU) truly epitomizes all that Nigeria has to offer. This University is known for the breadth of its programmes; its tranquil rural setting; its world-class 18-hole golf course, but most of all, it is known for its distinguished faculty drawn from different parts of the world.

No matter what your area of interest – business, the arts, sciences, engineering, or law, you will have a unique advantage studying at EU Ilara-Mokin. The University has affiliations with some of the top hospitals, healthcare facilities, manufacturing, and service industries in the country. This provides opportunities for our students to have practical experiences in their related fields during vacation breaks.

EU welcomes many international students like you. Our goal is to make the enrollment process for you as easy as possible, so that you can concentrate on your education. This section of the handbook provides all that you will need to get started. So, check out our list of majors, learn more about admissions requirements and most importantly, fill out an Online Application!

GETTING STARTED/THE APPLICATION PROCESS

The application process for admission to EU provides you with the opportunity to share information about yourself that goes beyond transcripts and test scores. Your application is reviewed by the Office of the Registrar/Admissions as well as the Dean superintending the relevant degree programme, to not only assess your academic achievement and standardized test scores, but to evaluate the curricular rigour of your academic history, your leadership potential, the depth of your participation in extracurricular activities and your overall interest in attending EU.

APPLICATION GUIDELINES

To assist the Office of the Registrar in the review of applications, candidates are encouraged to submit a "complete" application package. Meaning, they should

submit the application, fees, transcripts and all other documentation listed below at one time.

The submission of a complete application package will ensure that all credentials and supporting documents are matched efficiently, thus leading to a quicker turnaround for the admissions and the review processes.

Below are the general application guidelines as well as the guidelines for specific populations of students.

1. Complete application package
2. Application Fees
3. Transcripts
4. Letter of recommendation
5. 250-word minimum personal statement
6. Official copy of SAT/'A' Level or equivalent
7. Official copy of TOEFL if English is not student's native language
8. Evidence of financial support

Please note, if you are not able to submit a "complete" application package, you should attempt to:

Send in your credentials as quickly as possible to avoid delaying the review of your application.

Include your name and your date of birth on the top of each page of a separate credential that you are submitting to the Admissions Office.

Note: PLEASE DO NOT FAX DOCUMENTS. Applications will not be reviewed until the Registrar's Office receives all official documentation. This can be done by sending them to the University email – admissions@elizadeuniversity.edu.ng

INTERNATIONAL UNDERGRADUATE AND TRANSFER APPLICANTS

APPLICATION PROCESS AND PROGRAMME DEADLINES

While most programmes do not have a specific application deadline, the sooner an international student submits a completed application for review the earlier the student could receive a final admission decision. Students applying to the University are encouraged to submit their completed application not later than April 15th for the fall term to ensure that an admission decision can be completed in a timely manner to enroll.

COMPLETE APPLICATIONS

Application evaluation is based on several criteria including programme space availability. Students are encouraged to submit completed **(see "complete application guidelines" below)** applications as early as possible for the preferred term of entry so as to be given full consideration for admission.

International Freshmen Applicants:

The Common Application (paper or on-line) requires a non-refundable application fee; Official transcripts from your high school showing the most recent, completed coursework; or official copy of GED score report. Current high school seniors are encouraged to submit senior year grades and, in some cases, first-quarter or mid-year grades will be required for review. Applicants who have graduated from high school should provide an official, final transcript that shows proof of high school graduation.

Official copy of SAT or ACT test scores from ETS if not included on your official high school transcript (see "Standardized Testing: SAT, ACT, and tests of English as a foreign language" for more information).

Official copy of TOEFL if English is not the student's native language; students may also provide evidence of English proficiency with a minimum of 420 or higher on the SAT Critical Reading section.

One letter of recommendation from instructor, guidance counselor, adviser or supervisor is required. (Additional requirements related to letters of recommendations may apply; **see specific program guidelines below.)** 250-word minimum personal statement

International Transfer Applicants:

The Common Application (paper or on-line) requires a non-refundable application fee; Official transcripts from each University attended (additional course descriptions may be required for admissions or credit evaluation). Transfer students with fewer than 24 college credits must submit an official high school transcript showing proof of graduation or official copy of GED score report.

Official copy of SAT or ACT tests scores from ETS if not included on your official high school transcript **(see "Standardized Testing:** SAT, ACT and test of English as a foreign language" for more information."

Official copy of TOEFL if English is not the student's native language; students may also provide evidence of English proficiency with a minimum of 420 or higher on the SAT Critical Reading section.

One letter of recommendation from instructor, transfer advisor, or supervisor is required. (*Additional requirements related to letters of recommendations may apply; **see specific program guidelines below.)**

250-word minimum personal statement

All applicants seeking a student visa are required to submit an affidavit of financial support equaling one year of tuition, room and board.

SUBMITTING APPLICATIONS AND SUPPORTING CREDENTIALS

Students applying using paper application are required to send the application, along with the University's required application fee (cheque or money order) to:

Elizade University
Office of the Registrar,
P.M.B.002
Ilara-Mokin
Ondo State,
Nigeria.

Students applying using the on-line application are required to send the University's required application fee (cheque or money order) to the address listed above. Students should send all supporting credentials to the Office of the Registrar at the above address.

International Students

International students are welcomed to study at EU. Freshmen and transfer students are evaluated for overall academic achievement as well as English language proficiency. Students meeting the academic admission standards for a programme of study but not meeting English proficiency requirements may be offered Conditional Admission. Students offered conditional admissions may enroll in a degree program after successfully completing the ELI level 8 of the Intensive English Language Programme or providing evidence of English proficiency.

In order to enter Nigeria to study, an international student will need a Certificate of Eligibility for Nonimmigrant Student Status. When applying for a visa, the applicant must submit a valid EU Letter of Admission to the Nigerian Embassy or Consulate in his or her country. In addition to this letter, the applicant will have to present a passport and evidence of financial support.

Elizade University requires the following information to prepare an EU Letter of Admission:

Name – first and last (exactly as it appears on one's passport)

Address (foreign home address)

Mailing address (if different from home address)

Country of citizenship

Country of birth

Copy of passport (pages with biographical information only)

Elizade University will send the EU Letter of Admission to the applicant after he or she has gained admission, submitted evidence of financial support and submitted evidence of payment of the required non-refundable acceptance fee.

NOTIFICATION OF ADMISSION DECISION

Please note: the Office of the Registrar utilizes a blend of media channels to communicate with students including: traditional mailings through Postal Service, e-mail and telephone outreach. Please be sure to check all addresses and points of contact for messages from the Office of the Registrar and other Enrollment Officers.

ACCEPTANCE

Students will be notified of the admissions decision including the programme of study if admitted, shortly after all the necessary documents (application, official transcript(s) and official test score report) are received. Students admitted on or before April 1st for the fall semester are required to indicate their intent to enroll no later than May 1st. students admitted after April 1st for the fall semester, are required to indicate their intent to enroll by the date indicated on their offer of admission. Students must indicate their intent to enroll by submitting evidence of payment of the non-refundable University acceptance fee (cheque or money order); the acceptance fee may vary for some programmes of study. Please refer to the offer of admission for the exact amount required. Students with questions about the required deposit should contact the Office of the Registrar for assistance.

DENY

Student not offered admission to their primary choice of study will be evaluated automatically for alternative choice majors and may be evaluated for admission to PAS (Programme for Academic Success). Students not admitted to the University are strongly encouraged to pursue other academic options and welcome to reapply for a future term.

WAIT LIST

In some cases, depending on space availability, the Office of the Registrar may offer candidate a place on a Wait List. EU Wait List decision is neither an offer of admission nor a decision to deny admission. The Wait List indicates that the student will be notified, generally after May 1st, if space has become available in the program of choice. Students offered a place on the Wait List will be given the opportunity to indicate an alternate choice of programme, if not listed on the application, for admission review. Admission to the alternate choice of review is not guaranteed. If a student is admitted to the alternate choice, they will no longer be eligible for admission to the original choice of major and taken off the Wait List for that programme.

Student who elects to remain on the Wait List will be notified about the status of the Wait List not later than July 1st; if students are placed on the Wait List after July 1st the Office of the Registrar will notify students of their status not later than August 15.

In the event that space is not available, the Office of the Registrar will notify students and provide the students the opportunity to select an alternative major. Admission to an alternative choice of major is not guaranteed.

DEFERRING AND REACTIVATING

Students admitted for a current/active semester may elect to enroll in a future term. In order to qualify for a deferral or reactivation, students must:

- Be admitted
- Not have already attended a class/course for semester admitted

- Indicated prior to the start of the semester the student wishes to enroll for a future semester
- Student deferring should have matriculated, paid the non-refundable acceptance fee and paid the session tuition in full or in half (for 1 semester) in order to retain his/her studentship
- Students who wish to “defer” are not intending to enroll in courses at any other college or University. Deferred students will be moved to a future term without re-evaluation of academic record.
- Reactivated students are requesting that their application be moved to a future term for consideration. However, admission for that future term is not guaranteed. Often students electing to enroll at another college or University for the interim between original admit term and future intended enrollment term are considered “reactivated” students. Reactivated applicants must submit all updated academic records for the re-evaluation process.

NEW STUDENT ENROLLMENT

Once students have completed the commitment process to enroll at EU, they are required to complete several steps that will prove useful for a seamless transition to the University community. The following outlines the New Student Enrollment process:

Once the acceptance fee and tuition deposit/intent to enroll is received students will receive a New Student Enrollment Guide that outlines important “next steps” and enrollment information.

International students are required to pay a deposit in order to receive their EU Letter. Once students receive their EU Letter released by the Registrar, they are able to begin the process of obtaining a visa to study in Nigeria.

Students are required to submit all final official transcripts (high school and/or college transcripts) prior to enrolling in the fall

Students may also be required to submit additional information or meet admissions conditions (some conditions may require completion through the student's first

semester or first year of study). It is the student's responsibility to follow through with completing their admission/enrollment conditions. Failure to do so may impact future term registration.

Students are required to complete and return health and immunization forms to the University Medical Centre.

Readmission to EU

Students who have interrupted their studies for a semester are required to file a readmission application to the University Senate through the Office of the Registrar. This application should be presented at least one month before the beginning of the semester that the student wishes to enter. Readmitted students must fulfill graduation requirements to reflect the year of readmission.

Probationary students who withdrew from the University and are applying for readmission must have the approval of the University Senate.

Visiting Students

Students attending and in good standing at other accredited universities who wish to enroll at EU may apply as Visiting Students (non-matriculated). Inquiries should be directed to the Office of the Registrar. Admission as a Visiting Student does not imply admission to a degree program at EU, and Visiting Students are not eligible to receive EU financial aid. Visiting Students who wish to pursue a degree at EU must apply at the Office of the Registrar.

3.7 Duration of Programmes

Undergraduate programmes of the University have different durations as provided for in the NUC Minimum Academic Standards. The durations are:

i) a minimum of 8 semesters and a maximum of 12 semesters through UTME and a minimum of 6 semesters and a maximum of 9 semesters through Direct Entry for a four-year full-time degree programme in the Faculties of Humanities, Social and Management Sciences, Basic and Applied Sciences.

ii) a minimum of 10 semesters and a maximum of 15 semesters through UTME and a minimum of 8 semesters and a maximum of 12 semesters through

Direct Entry for a five-year full-time degree programme in the Faculties of Allied Health Sciences, Engineering, Environmental Sciences and Law.

iii) a student accepted on transfer is obligated to spend at least two or three sessions in the University before graduating;

iv) any period of authorised withdrawal is not included in the normal duration of an academic programme; and

v) part-time undergraduate programmes of the University have durations that are one session longer than the full-time undergraduate programmes.

3.8 Requirements for Graduation

Elizade University requires her undergraduate students to take and pass all courses specified and offered, including industrial attachment where applicable, by the Faculty/Department and approved by the Senate before graduating from the chosen programme of study. The minimum pass mark is 40% (E) for all courses offered in the University, except in selected professional courses where the pass mark is 50% (C). A student repeats a course in which he/she fails to obtain the minimum pass grade so as to be used in the computation of his/her CGPA. Other undergraduate graduation requirements are:

i) the University awards its degrees on the authority of Senate only to students who have been found worthy in character and in learning;

ii) students are to successfully complete and pass all prescribed examinations for courses required for a degree programme;

iii) students are not to be involved in gross misconduct, such as, but not limited to: examination misconduct; convicted felony; other convicted criminal offences; and association with or membership of secret cult or of any organisation proscribed by the University or government;

iv) students are to submit a research project which, as much as possible, develop the research skills of students;

v) students are to earn: not less than 120 credit units for programmes that have durations of 4 years; and not less than 150 credit units for programmes that have duration of 5 years. These must be spread strictly at a minimum of 30 passed credit units at each level of study. Students directly entering at 200 Level can graduate with 30 credit units less than what is specified above for their respective programmes;

vi) students are required to complete their studies in not more than one and a half times the normal duration of the programme to qualify for an Honour's degree except in cases of ill-health or as determined by Senate;

vii) for a student to be in good academic standing, the student must obtain a minimum cumulative grade point average of 1.00 on a scale of 5.00 at the end of each session. A student who fails to do so is placed on academic probation. If at the end of the probation year the CGPA still falls below 1.00 on a scale of 5.00, such a student is asked to withdraw from the programme registered without prejudice to being admitted into another programme in the University;

viii) students are to first register their backlog of required courses before they can, within the ceiling of 48 credit units, be allowed to register for other courses;

ix) students who absent themselves for two consecutive semesters without a valid reason may be asked to withdraw from the University, irrespective of their CGPA;

x) students, for good reason and with the approval of Senate and upon recommendation by the Dean, may suspend their programme of study for a maximum of one calendar year; and

xi) students who transfer from one programme to another or from another University may be credited with those course credit units earned which are relevant to the curriculum of the new programme.

3.9 Classification of Degrees

The classification of the undergraduate degree programmes of Elizade University is determined by the Cumulative Grade Point Average (CGPA) earned by students. Professional degrees however maybe awarded unclassified in some disciplines. The classification shall be:

Class of Degree	**CGPA**
(5-Point Scale)	
1st Class Honours	4.50 – 5.00
2nd Class Honours (Upper Division)	3.50 – 4.49
2nd Class Honours (Lower Division)	2.40 – 3.49
3rd Class Honours	1.50 – 2.39
Pass	1.00 - 1.49

3.10 Titles of Degrees

The University awards the following degrees:

Undergraduate Degrees

i. Bachelor of Arts (B. A.)
ii. Bachelor of Science (B. Sc.)
iii. Bachelor of Engineering (B.Eng.)
iii. Bachelor of Law (LL.B)
iv. Bachelor of Nursing Science (B.N.Sc.)
v. Bachelor of Medical Laboratory Science (B.MLS.)
vi. Bachelor of Architecture (B.Sc. Arch.)

3.11 Time Tabling, Contact Hours and General Academic Regulations

Semester System and Course Credit System

The University operates the semester system for its academic programmes. Each academic session comprises two semesters while the duration of each semester is eighteen (18) weeks consisting of three (3) weeks for registration, fifteen (15) weeks for lectures and two (2) weeks for examination. One week of lectures consists of 40 hours of classroom and/or laboratory activities. Teaching and laboratory activities start daily at 8.00 a.m. and end by 5.00 p.m. with a lunch break in the afternoon.

The first semester normally begins in mid-October each year and ends in February of the following year. The second semester begins in early March and ends in the first week of July, except approved special academic calendar for some professional courses due to their peculiarities in training. The schedule of the academic year of the University is as follows:

Semester	Registration	Lectures	Revision	Examination	Total
1st Semester	3 weeks	14 weeks	1 week	2 weeks	18 weeks
Semester Break					2 weeks
2nd Semester	3 weeks	14 weeks	1 week	2 weeks	18 weeks
Long Vacation					14 weeks
Total					**52 weeks**

Elizade University, in line with NUC guidelines, also operates the course credit system. One credit unit is defined as one hour of lecture or tutorial per week per semester and its equivalents. The following guidelines also apply.

(a) *Grade Point Average (GPA)*

Performance in any semester is reported in Grade Point Average (GPA). This is the average of the weighted grade points earned in the courses taken during the semester. The Grade Point Average is obtained by multiplying the Grade Point obtained in each course by the number of credit units assigned to that 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)*

Cumulative Grade Point Average (CGPA) is the up-to-date means of the Grade Points earned by the 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 CGPA, the total Grade Points multiplied by the respective Credit Units for all the semester are added and then divided by the total number of credit units for all courses registered by the student. The course grading system for Elizade University is as follows:

Credit Unit(s) **(i)**	**Percent Scores** **(ii)**	**Letter Grades** **(iii)**	**Grade Point (GP)** **(iv)**	**Grade Point Average (GPA)** **(v)**	**Cumulative Grade Point Average (CGPA)** **(vi)**
Vary according to contact hour(s) per week/semester and workload.	70 – 100 60 – 69 50 – 59 45 – 49 40 – 44 0 - 39	A B C D E F	5 4 3 2 1 0	Derived by multiplying (i) by (iv) and dividing the sum by the total credit units.	4.50 – 5.00 3.50 – 4.49 2.40 – 3.49 1.50 – 2.39 1.00 - 1.49 <1.00

(c) *Continuous Assessment*

A system of continuous assessment is used for every course and contributes 40% of the total score for each course. Continuous Assessment for students is by means of

term papers, assignments and tests, assessment in workshop/laboratory/ studio/field/clinic/assignments, etc. as may be applicable to respective disciplines. For effective implementation of the course credit system and the continuous assessment scheme, each academic department is provided with essential tools for information storage, retrieval and analysis in the form of micro-computers, along with relevant software.

(d) *Class Attendance*

Class Attendance is considered very important. Any student who does not record up to 75% attendance is not qualified to take examination in that course.

(e) *External Examiners*

The University normally utilises external examiners to review the final year undergraduate examinations and projects so as to verify their qualities and syllabi coverage.

(f) *Failed Courses*

Students are required to carry forward failed courses. Students who carry forward courses are to register for those courses first at the next opportunity before registering for the next level of courses for which passes in the failed courses are prerequisites for registration.

(g) *Course Coding*

The University adopts a course numbering system that uses a prefixed three-letter code to identify the Department offering the course followed by a three-digit number identifying the course. Odd-ended and even-ended numbers are used to identify first semester and second semester courses respectively. The University course numbering system is as follows:

Undergraduate Courses

100 Level: 101-199
200 Level: 201-299
300 Level: 301-399
400 Level: 401-499
500 Level: 501-599
600 Level: 601-699

(h) *Staff to Students Ratios*

To ensure the quality of teaching and learning in the University, the approved NUC minimum teacher to student ratios are adhered to. This guides, in addition to other NUC parameters, the number of academic staff to be employed by the University.

The ratios are as follow:

Arts	1:30
Social/Management Sciences	1:30
Science	1:20
Engineering	1:15
Law	1:30
Allied Health Sciences	1:10

(i) *Student Industrial Work Experience Scheme (SIWES*)

In view of the fact that industrial training is a component of the curricula and the graduation requirements of some degree programmes in the Nigeria University system, Elizade University has a Student Industrial Work Experience Scheme (SIWES) Unit, which coordinates and manages students' industrial training programme. The unit is headed by a Coordinator who is responsible for the day-to-day supervision of its activities. Students in relevant academic disciplines in the University are exposed to industrial training as an essential component of the curriculum in order to facilitate an understanding of the requirements and realities of the world of work as they are being trained in the University so that at the end of their studies, they would fit in comfortably and productively into work situations. The industrial training scheme has the following objectives:

i) to facilitate students' understanding of the different processes involved in the operations of a particular industrial organisation;
ii) to facilitate students' understanding, the job ethics, professional norms and the system of communication and control in an organisation setting;
iii) to promote student's acquisition of the requisite skills for efficient operation in a given organisational setting; and
iv) to afford students the opportunity to put into practice concepts and principles, already taught in the practical solution of real problems.

In respect of relevant programmes, students are to undergo a minimum of 12-weeks and a maximum of 24-weeks industrial training at a stretch (depending on programme) during the third year of study. Students on industrial training are under the tutelage of both external and internal supervisors. External supervisors are those experts in the industrial establishment where students train, while internal supervisors are expert staff from the academic departments of the University. At the end of the programme, students' log books, confidential reports and supervisors' reports are to be returned to the Coordinator for evaluation. Similarly, students' reports are to be submitted to the department for grading. The University also has the Students Internship Programme where all students irrespective of their programme of study, are made to work during the long vacation for a minimum of six weeks or half of the holiday period.

3.12 Student Workload

An undergraduate full-time student of the University is required to register for a minimum of fifteen (15) credit units and a maximum of twenty-four (24) credit units per semester.

The minimum total workload expected to be covered for the award of undergraduate qualification of the University is:

i) a minimum of 120 credit units for a four-year degree programme; and
ii) a minimum of 150 credit units for a five-year degree programme.

3.13 Courses and Course Descriptions

There are four categories of courses for the undergraduate degree programmes of Elizade University, namely:

i) ***General Studies Courses***: which enhance students' capacities in various fields of study, namely; Communication skills, Arts and Humanities, Social and Behavioural Sciences and Natural Sciences;
ii) ***Major Courses (Core Courses)***: these are mandatory courses in the students' main field of study. These account for not less than 70% of credits earned;
iii) ***Required Courses***: these are compulsory courses in related or relevant fields and contributes not less than 15% of total credits earned; and
iv) ***Elective Courses***: these are non-mandatory courses outside the student's major field of study designed to give the students basic principles of all major

fields of knowledge as they exist in inter-relationship. These account for not more than 10% of total credits earned.

The details of the courses and their descriptions for the undergraduate programmes of the University are contained in Volume II of the Academic Brief and the Faculty Handbook.

3.14 Requirements for Students Probation, Transfer and Withdrawal

(1) Probation for Students

Students placed on probation are those whose academic performance, measured by the Cumulative Grade Point Average (CGPA), fall below 1.00 at the end of a Session. Such students are to register for the courses failed as well as some courses from the next level provided the total credit load taken does not exceed the maximum allowed. A student whose CGPA falls below 1.00 at the end of a probation period is required to withdraw from the programme of study without prejudice to being admitted into another programme in the University.

(2) Withdrawal of Students

(a) Voluntary Withdrawal

Conditions for voluntary withdrawal from the University are as follows:

i) a student who wishes to withdraw from the University is required to notify the Registrar in writing through the Dean of the Faculty and the Head of Department and the withdrawal approved by the Senate;
ii) new students are to give notice of withdrawal not later than two weeks after matriculation. Other students are to give notice of withdrawal not later than four weeks after the beginning of the semester;
iii) a student withdrawing from the University is required to give the reason(s) for and the effective date of the withdrawal;
iv) the University would refund fees paid in excess of the period spent in the University;
v) a student retains grades earned for the semester examinations preceding the date of voluntary withdrawal;

vi) a student who voluntarily withdraws from the University is to, in order to be re-admitted, send a formal application to, and receive clearance from the Registrar; and

vii) Senate provides guidelines to be followed before a student who voluntarily withdrew can resume the programme of study after a period of withdrawal.

(b) Withdrawal without Authorisation

A student who withdraws from Elizade University without the approval of the Senate can only be considered for readmission after the case has been addressed by the appropriate authority and the approval of Senate obtained for readmission.

(c) Withdrawal for Health Reasons

A student may be asked to withdraw for health reasons certified by the University's Director of Medical Services or by a recognised hospital. Such a student may be readmitted only after a valid medical report from an approved medical doctor and certified by the Director of the Medical Centre.

(d) Disciplinary Withdrawal and Expulsion

A student suspended on disciplinary grounds is only readmitted with the approval of the Senate. A student is expelled from Elizade University as a result of gross misconduct, examination misconduct or any other offence as determined by the laws and regulations of the University. Such a student is given the opportunity to defend himself/herself, but shall not be readmitted to the University at any other time if expelled.

3.15 Transfer of Student

A student may be considered for transfer from another University to Elizade University at 200 or 300 level of a similar programme for a 4-year or 5-6year programme respectively, provided the candidate has attained a CGPA of not less than 2.5.

3.16 Academic Worries

There are times a student may feel so confused and extremely anxious about a particular course. With time, such a student could lose interest in his studies and may eventually be asked to withdraw from the University on the ground of poor

performance. The warning signs would have been there but could have been ignored or misread. Below are some of the early warning signs and their popular interpretation.

- You stop attending classes because they are a waste of time. In reality, you find them frustrating because you can't solve any of the questions in the assignment.
- You stop attending certain lectures because they are boring! In reality, you can't follow what the lecturer is trying to explain.
- You stop submitting course work because they are not worth much for the final mark! In reality, you have fallen behind and have difficulty understanding even the questions.
- You stop coming to the weekly advisorials because "not much is happening anyway"! In reality, you can't take part in the group discussions because you don't understand enough, and you are embarrassed to be found out.
- You stop reading your email because "none of the messages are of any importance"! In reality, you are afraid of reading a message that asks you for a meeting with the Class Adviser.
- You stop reading a particular difficult course because there is still time to work through this in detail during revision time! In reality, revision time is too short even for a bright student to pick up completely new material.

Any student that finds himself/herself in any of this position should first speak to the course lecturer or class advisers. It is important to realize that the more a student falls behind, the harder it is to get back on track. Only the course lecturer can suggest the best strategy of recovery. A course or module has general topics or relatively independent parts. The lecturer is able to suggest a point where the student can make a fresh start. Where necessary, additional tutorials can be arranged to help those in this category.

Oftentimes, it also helps to discuss the problem with your friends and colleagues. You may discover that you are not alone in this predicament. As quickly as possible, bring the problem to the attention of the course lecturer. It is often difficult for a lecturer to assess the level of understanding of the students in a very large class. Any doubt or misunderstanding that may arise during the course of a lecture should

be pointed out, as the lecturer would be grateful if informed that the lecture delivery is too fast.

3.17 Academic Advisers

Each student is assigned to a member of staff who would be the academic adviser throughout the duration of his/her study. In order to improve the level of inter-personal relationship and to provide additional help with the academic content of the courses, the Faculty organizes weekly meetings between the Advisers and the students in the first semester. These are sometimes referred to as advisorials. In such meetings, the advisers interact with the small group of students (the advisees) and encourage group discussions on questions arising from the various modules. All academic advisers have scheduled office hours during which they are available to see the advisees. Such contact hours are usually posted on the University web site or on the door of the Adviser. During the second year, each student is still required to meet with the Adviser. Self-assessment forms will be used as basis for progress meetings from this stage. Each student is expected to fill this midway into each semester. In the last week of each academic year, there will be a Progressive Review Tutorial to receive advice on the outcome of the examinations.

CAREER BOARD

The University has a Career Board which includes the representative of Government and other employment agencies. The terms of reference are:

1) To advice and counsel students on opportunities for appointment
2) To organize and maintain contact between University and prospective employers
3) To organize talks, lectures and seminar on career so as to acquaint students with the requirements of employing agencies
4) To arrange vacation training schemes
5) To help build up a Library on career involving official publications and brochures of employing agencies to serve as information Centre for students
6) To organize visits to places of employment so that students can observe the various organization’s work.

CHAPTER FOUR

4.0 REGISTRATION AND ORIENTATION FOR NEW STUDENTS

4.1 Orientation Programme

The orientation programme is normally arranged for new students by the Students' Affairs Office of the University. An orientation programme is intended to enable new students to settle down, adjust and familiarize with the University environment. As part of the orientation programme, fresh students are able to meet the Vice-Chancellor, Principal Officers, and Deans of Faculties, Heads of Department, Senior Administrative Officers and Hall Masters/Wardens. They are also introduced to the various facilities and put through the use of the University Library.

4.2 Procedure for Registration

Registration of courses by students will take place within the first week of any semester. Late registration will attract a penalty as specified by the University authority. No registration will be allowed after the expiration of the fourth week of any semester. Registration guidelines shall be distributed to students at the beginning of the registration exercise.

4.3 Matriculation and use of Matriculation Number

All admitted candidates are required to take part in a Matriculation Ceremony which is the official acceptance of studentship into the University. Students are required to take oath and sign the declaration as a commitment that they would observe all the rules and regulations of the University. After the matriculation, students sign the matriculation register that contains the names and matriculation numbers serially arranged by departments in alphabetical order. No official student document may be regarded as complete or valid unless it carries the correct matriculation numbers and use these numbers on all official transactions including payment of school fees. A student retains the matriculation number even if he/she changes faculty or programme of study. Any student who attempts to obtain a second matriculation number or is in possession of double matriculation number would be subjected to the University disciplinary procedure.

4.4 Student's Identity Card

Every matriculated and registered student of Elizade University is issued an official student identity card by the Students' Affairs Unit. Any student within the University premises is expected to adorn his/her identity card for proper identification. Some University facilities are open only to students who are able to show their identity cards. Therefore, students are strongly advised to be in possession of their identity cards always within the University premises.

4.5 Registration in the Faculty and Department

Students may be required to undergo some form of registration in their faculties and departments for record purposes. Students are generally advised to adhere strictly to the regulations for their own good.

CHAPTER FIVE

5.0 STUDENT WELFARE

The Student Affairs Office is responsible for students' welfare in the University. The office takes care of students' accommodation, scholarships, loans and bursaries, employment, students' associations, clubs/societies and counseling. The staff are committed to working tirelessly to give students the best service possible.

5.2 Student Affairs Division

This is a division in the Vice-Chancellor's office which deals with the coordination of students' affairs and headed by a Professor with the title "Dean of Student Affairs". The Dean reports to the Vice-Chancellor for the efficient execution of those polices of the University related to Students' management.

The Students' Affairs Office comprises the following five functional Units:

(a) Accommodation Unit
(b) Counseling Unit
(c) Students' Activities Unit
(d) Monitoring Unit.
(e**)** International Students' Unit

The International Students' unit is responsible for the welfare of foreign Students of the University or non-resident Nigerians

In addition, the office takes part in all University Committees dealing with students' matters.

5.3 Student Accommodation

HALLS OF RESIDENCE

The policy of the University is to provide accommodation for all students throughout their course of study. However, students are required to come with their own beddings (i.e. bed sheets, pillow cases and blankets). Students in residence will be responsible for cleaning their rooms and for their laundry. Thus, students are expected to maintain an acceptable level of cleanliness in the room and its environment. Failure to do so will attract disciplinary action.

5.4 University Policy on Accommodation

Resident life of University students is a communal life. It is an ideal place where a student's character and conduct can be moulded. This chapter of the Handbook contains necessary information regarding students' residency on campus.

Guidelines on Behaviour

A student should not

(a) Keep non-students in rooms.
(b) Harbor any squatter in the hall of residence.
(c) Use the accommodation given in the hall of residence for any other purpose than what it is officially meant for.
(d) Be found occupying any room in the hall of residence after the end of the University session unless permitted in writing by the Dean of Students.

Inter-Personal Relationship

A student should not:

(a) Be rude to University officials
(b) Organize any party without official approval
(c) Engage in betting and gambling activities
(d) Engage in hemp-smoking and illicit drug use
(e) Possess, drink alcohol or smoke cigarette in any of the rooms in the hostel
(f) Engage in sexual assault and abuse
(g) Physically, verbally or electronically assault or insult other students
(h) Constitute a threat to the lives of other students
(i) Be a member of any proscribed organisation and cults or participate in any illegal or secret meeting organised by societies/fraternities.
(j) Engage in any act that constitutes an offence under the laws of the country.

University Property

(a) A student shall not use high voltage appliances, tamper with or alter electrical installations in the room.
(b) A student shall not by any action or inaction damage or destroy any University property.
(c) A student shall not take away door keys during vacation/closures.
(d) A student shall not convert-illegally-University property to personal use.
(e) A student shall not move any University property from one hall to another.
(f) Students are expected to vacate the halls of residence, and hand over all the University property in their possession to the University authority at the end of each session.

Environmental Issues

(a) Indecent use of bathrooms, restrooms and external facilities shall not be allowed.
(b) A student shall not wash clothes, plates or other personal items on the verandah.
(c) A student shall not bring motor cycle or motor vehicle to the campus;
(d) Littering of the environment shall not be allowed.

Electrical Appliances, Fire and Fire Prevention

(a) Candles are not allowed in the students' rooms. When there is no electric power supply or low voltage, students are only allowed to use rechargeable lamps.
When there is no electricity, great care and diligence must be taken to avoid any possible fire outbreak.
(b) The use of certain electrical appliances may cause electrical faults and result in fire hazard. Therefore, under no condition must electrical appliances like immersion heaters, heating coils, electric cookers, toasters, grills, television sets, refrigerators, hotplates, irons and multiple outlets be used in students' rooms. Students found encouraging fire hazards will face disciplinary action.

Find below the list of acceptable and non-acceptable items to bring to the University:

THINGS STUDENTS MAY BRING TO CAMPUS

- Air freshener
- Alarm clock
- Back pack
- Band-aids
- Belts
- Blankets
- Bottle opener
- Bowl, cups, pitchers
- Calculator
- Calendar
- Camera
- Clothing-dressy
- Comb
- Computer
- Deodorant
- Desk lamp
- Dictionary
- Ear plug
- Envelopes
- Erasable memo board
- Extension cord
- Fabric freshener
- Flashlight/batteries
- Flip-flops
- Hair brush
- Hair spray
- Hanger
- Hi-lighters
- Laundry basket
- Laundry detergent
- Nail clippers
- Notebook, binders & paper
- Pencil, pen
- Pillows case

- Plastic storage crates
- Shampoo
- Shaving cream
- Sheets
- Shoes
- Shower slippers and bathrobe
- Soap
- Socks
- Sporting equipment
- Stapler
- Staples
- Stationery
- Sport Vest
- Tape-scotch &masking
- Tissue paper
- Toiletry items
- Toothbrush/holder
- Toothpaste
- Towels
- Umbrella
- Boxes
- Pillow
- Bed spread and duvet

THINGS NOT ALLOWED ON CAMPUS

- Halogen lamps- due to health and safety concerns, they are not allowed in any University building
- Microwave oven
- Refrigerator
- Pets
- Candle or incense
- Bread Toaster
- Grills
- Non-prescription Drugs
- Alcohol /Alcohol Displays
- Guns (including paint ball guns)
- Knives as weapons

- Bombs
- Skateboards
- Roller Blades
- Electric lighters
- Pressing Iron

Damage to Rooms

Nail tacks or any other material that can damage the walls must not be used on the walls. There should be no movement of furniture or property from one room to another and no alteration is permitted on the furniture, including fixtures, lights, wood work or locks. Any violation would lead to fines.

Fighting

Fighting is not allowed on campus. Any student found engaged in fighting will face the Disciplinary Committee of the University and may be rusticated or expelled from the University depending on the gravity of the offence.

Night Rules

(a) All students should be in their halls of residence by 10.00pm.

(b) There should be no noise or any other form of disturbance from any place within the Hall of Residence.

Exeat Guidelines

No student should be away from the University campus without an Exeat. A student found to be absent without official Exeat will face strict disciplinary action, and may be rusticated or expelled from the University depending on the gravity.

EXEAT PROCEDURES to be observed by **ALL** students of Elizade University.

1. Students are only entitled to Exeat TWICE in a semester.
2. Requests/applications for Exeat must be made 48 hours online before the date of Exeat.
3. Students should make sure that copies of Exeat are sent to various recipients namely Faculty, Halls, and Gate before they leave the Campus.

4. Students with Health issues must obtain a letter from the Clinic before they would be given Exeat for further treatment outside the University.
5. Students should be aware that Exeat with Parents approval could be TURNED DOWN if reasons given are not genuine.
6. Students who want to sit for Examinations or Attend Interviews outside the Campus must provide official letters in that regard and a letter of permission from the Head of his/her department.

NB: However, it should be noted that all **EXEAT TRANSACTIONS** would be done online. No student should come to the Student Affairs Office on **EXEAT** matter **EXCEPT** such student's request/application had been approved.

Please check for your **EXEAT'S STATUS** to know if your application/request is approved or disapproved.

A strict disciplinary action would be meted out on any student who made use of other people to impersonate as a parent or guardian.

The above is for STRICT COMPLIANCE, Please!

Visitors

(a) Visitors of the same sex with the student being visited are allowed into the student's visitors' room or lounge only between 4.00pm and 6.00pm of week days and between 2.30pm and 6.00 pm on Saturdays, and public holidays.
(b) Visitors of the opposite sex must leave the students common room latest by 6.00pm. Porters will ensure that visitors comply with this regulation.
(c) Visitors must not go directly to students' rooms. Visitors should be received at the lounge room, but must first register at the Porter's Lodge before being allowed in or out.
(d) Halls of residence are out of bounds to visitors.

Security of Personal Property

(a) The University does not accept responsibility for any loss of personal property in the halls of residence
(b) Students are strongly advised to keep all valuables and large sums of money with commercial banks. Doors should always be locked and the keys removed

on leaving the room. Students must not leave personal property in their halls of residence during the long vacation.

Pets

For health and sanitary reasons, pets like birds, dogs, cats, fish and/or reptiles are prohibited in and around the University halls of residence. Any breach of this rule will attract appropriate disciplinary action.

Hall Master

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

Hall Warden

The Hall Warden is also appointed by the Vice-Chancellor. He/she is responsible to the Vice-Chancellor, through the Hall Master, for the general supervision and co-ordination of the students' welfare services and good governance of the Hall. The Hall Warden also assists in counseling students on academic and private affairs, stimulating social and intellectual activities, promoting an amicable staff-student relationship and a good "espirit de corps" in the Hall.

Hall Executive

Each Hall of Residence shall have a Hall Executive who will administer the day-to-day affairs of the Hall and be responsible to the Hall Management Committee. The Executive shall always endeavour to ensure peace, progress and financial accountability in the administration of each Hall. Hall Executives are advised not to imprint their names on any Hall facility and property e.g. letter heads, furniture items and stationery items, electronic equipment etc.

5.6 Counseling Centre

The Counseling Centre has a professional counselor who assists students to cope with academic, vocational, social, personal, spiritual and other related problems that interfere with their educational goals. The Centre offers a variety of services

with the ultimate hope of resolving individual problems. The services are in form of individual and/or group counseling.

Services include:

- Individual Counseling: A student has the opportunity of discussing his/her problem(s) with the Professional Counselor.
- Group Counseling: A student has the opportunity of sharing his/her problems with other students who have similar or related problems. Group Counseling made up of three to five persons is conducted on weekly basis and is led by the Professional Counselor.
- Academic Counseling: Students have the opportunity of discussing educational problems with the counselor. The Counselor organizes training programmes to assist students develop positive attitude to study, culminating in adequate preparations for tests and examinations. Thus, the menace of examination misconduct which is a product of inadequate preparation for examination is reduced to the barest minimum.
- Vocational Counseling: Counselor and students work together to examine and determine several alternative occupational or vocational choices resulting from the students' academic programme.
- Marital Counseling: This service is provided to resolve issues that often arise in homes between couples. The service is offered to students, staff and the public alike.
- Rehabilitation Counseling: This service is often provided for students and other clients who desire change after being involved in certain maladaptive behaviours e.g. Cultism, alcoholism, smoking, indiscriminate sexual behaviour, drug abuse, etc.

5.7 University Library

The University has a modern Library sufficiently equipped and computerized to provide the necessary support for the teaching, learning, and research activities of all the members of the University community towards the realization of its vision, mission, and objectives.

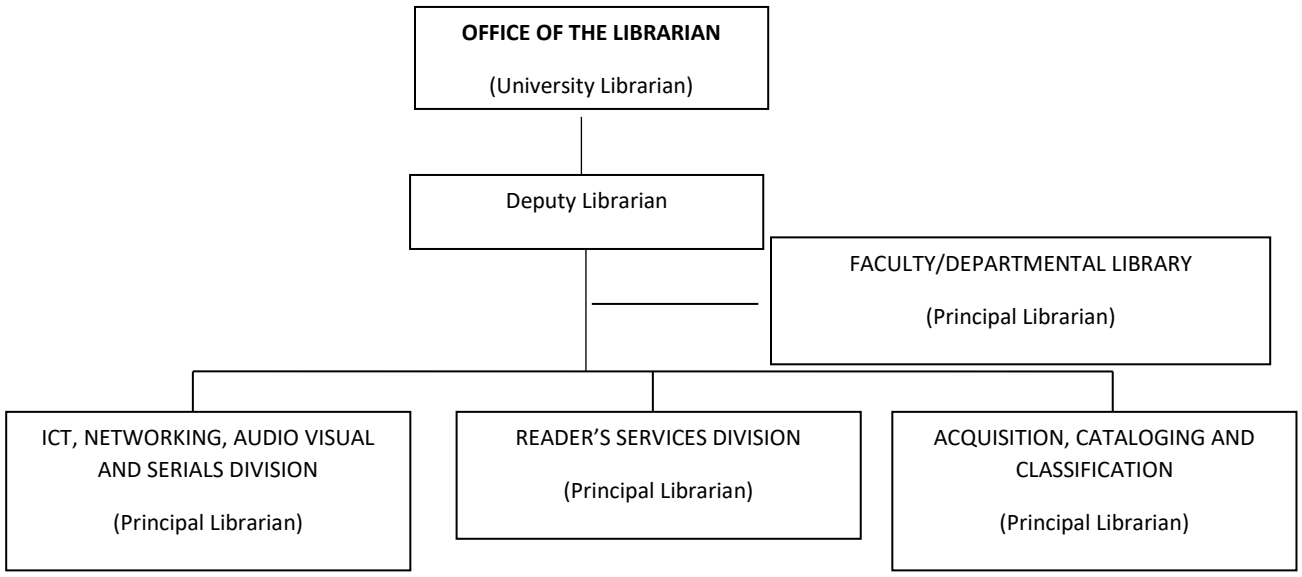
The main University Library is a state-of-the-art electronic Library, with uninterrupted access to major databases in the world through the World Wide Web (WWW). This is complemented by a good stock of current books, journals, and other

periodicals covering the various disciplines that are taught in all the Faculties. The main University Library has a large collection of books and periodicals, with a sitting capacity of over 500 students and it offers 12-hour service. The Library opens from 8.00am - 8.00pm every day, except on weekends when it opens 9.00am - 2.00pm.

The University Library also boasts of e-libraries with adequate workstations for students and staff in various Faculties and Departments in order to enhance students' access to a wide range of physical and electronic learning resources.

The University library is organized into four administrative divisions namely:

- Office of the Librarian
- ICT, Networking, Audio-Visual and Serials Divisions
- Acquisition, Cataloging and Classification
- Readers' Services Division.



Organogram of the University Library

Rules Governing the Use of the Library

i). Smoking, eating and drinking are strictly prohibited in the library.
ii). Any form of disturbance is prohibited in the Library.
iii). Mutilation and/or defacing of Library materials are highly forbidden.
iv). Users who leave their personal property in the library do so at their own risk.

v). All items taken in and out of the library are subject to security scrutiny.
vi). Reading tables or chairs should not be reserved.
vii). Library materials should not be taken out of the library unless they have been date-stamped.
viii). Readers must return all library materials in their possession on expiry of their membership.
ix). All cell phones must be switched off when using the library.

5.8 University Medical Centre

Elizade University is cognisant of the centrality of good health to optimal productivity of its staff and students. To this end, there is a well-equipped Medical Centre with qualified health personnel providing medical services to students, staff, and their immediate families. The National Health Insurance Scheme is fully operational for both staff and students of the University. The Centre has Sanitation

Officers that look after the sanitation of the entire University environment. To maintain a bridge between medical care at home, and the University Medical Centre, there is need for the past medical history of the student to be fully recorded during registration. For registration at the University Medical Centre, therefore:

a) It is compulsory and a pre-condition for admittance into the hall of residence for all students to register with the University Medical Centre.
b) A student may receive medical treatment at the University Medical Centre, only after registration.
c) At registration, every student is expected to complete a form containing his/her bio-data, previous illness, drug history, including allergies and the address of next of kin.
d) New students are also expected to produce a recent X-ray of the chest, two passport-size photographs, and then undergo a full medical examination with laboratory tests.
e) After registration, every student is given a clinic card. This card should be produced at every clinic visit.
f) The University reserves the right to carry out drug screening and other tests on students, as may be necessary.

Services rendered by the Medical Centre

a) Pre-admission and medical examination of students.
b) Health education for students, and the entire University Community
c) Family planning services
d) Environmental sanitation, refuse collection and disposal, and, inspection of food vendors/premises
e) Vaccination against major infectious diseases and injuries
f) Fertility and life awareness education
g) Diagnosis and treatment of common diseases and injuries
h) Provision of essential drugs
i) Laboratory Services.

Opening Hours

The Medical Centre is open 24 hours. However, the following hours of duty are observed for clinic consultation:

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

Emergency cases are attended to at any time of the day or night. There is also a provision for admission into the ward for further treatment and ambulance services for cases referred to other hospital(s). However, Ambulance services are provided only in emergency situations.

Medical Centre Regulations

a) Treatment at the University Medical Centre is based on first come, first served basis, except for emergencies.
b) Students are required to attend clinic at the time approved for them (10am – to 12noon).
c) If a student considers that his/her case is an emergency and comes outside the scheduled time, he/she would be required to see the Nursing personnel who, on evaluation of the case, may place the case note for the Doctor's attention. On the other hand, the Nurses may provide first aid care, and request the student to report for review by the Doctor at the next clinic day and period.
d) On arrival at the clinic, the student presents his/her card to the Medical Records Officer who sends the patient to the Nurses for necessary action(s). The case note is consequently sent to the Doctor for consultation and prescription.
e) Other procedures such as injections, dressings, or admissions into the wards may be ordered by the Doctor. Students and Staff are required to pay a subsidized amount for laboratory tests in the Medical Centre where it is not covered by NHIS.

Conditions for Access to Medical Care

a) Only those who are current students of Elizade University and are duly registered with the Medical Centre are qualified for medical care.

b) Dependants, relatives or friends of students are not qualified for medical treatment at the Medical Centre.
c) Students are not entitled to medical care when the University is not in session except on special recommendation by their Heads of Departments for students carrying out projects during vacations.
d) Parents of students would be responsible for the cost of treatment for students referred to other hospitals.

Endorsement of Sick Leave Certificates for Students

A student may not be able to attend some important academic assignments such as lectures and examinations due to ill health. In this situation, Senate would only consider the cases after appropriate authentication and recommendation by the Director of Medical Services.

The following are conditions guiding the Director of Medical Services in endorsing sick leave certificates, and medical report from outside the University. It is important for students to take note of these conditions to guide their actions when they fall ill:

a) If the University is in session, a student who is ill should report first to the University Medical Centre. The Medical Officer on proper evaluation of this student may decide to refer him/her as appropriate.
b) If after being seen in the Medical Centre, a student for financial or other reasons has to go home for further treatment, the University Medical Officer must be aware of this situation.
c) When the University is not in session, if a student falls ill, and the period of the illness extends to the period of resumption, such student shall notify the University Medical Officer through his/her attending physician immediately. On resumption by the student, he/she shall report at the University Medical Centre for necessary clearance.
d) Other cases that come outside the conditions discussed above will be considered strictly on their own merit. In such circumstances, endorsement of sick leave certificates will not be automatic.

5.9 University Centre

The University Centre caters for the need of students, staff and the general public with the provision of recreational facilities, banking services, indoor games, shopping mall, cafeteria, consultancy services, postal services and IT services. The centre also serves as a venue for social and religious activities.

5.10 Cafeteria Services

The University operates full board, and catering services. The food services follow the strict nutritional philosophy on health. This has been proven, and beneficial to the body system.

Rules to observe in the Cafeteria

(a) Students should exhibit good table manners in the cafeteria. Any student who exhibits an anti-social behaviour in and around the cafeteria will be subjected to disciplinary action.
(b) All students are required to comply strictly with the regulations guiding the canteens as may be formulated from time to time.
(c) The kitchen is for employees only. It is out of bounds to all students
(d) Students are required to dress in modest and decent attires to the cafeteria
(e) Dishes, cutleries and cooking utensils are the property of the University and are not to be removed from the cafeteria. Students found with cafeteria materials shall be liable to surcharge and disciplinary action.

Note:
Under no circumstance shall any meal be cooked in the rooms. Any student found cooking in the room will be rusticated or expelled from the University, in addition to any other disciplinary action.

5.12 Associations, Clubs and Societies

Students are free to form associations, clubs and societies that are academic in philosophy and such that can broaden their outlook to life. However, the following rules must be observed:

- All associations, clubs and societies must be registered with the Student Affairs Office.
- Associations, clubs and societies must not be based on religion, politics, ethnic or state differences.
- All associations with unlawful objectives and purpose in their constitution shall not be registered.
- All associations must first be registered with the University before commencement of activities.

The Vice-Chancellor reserves the right to cancel any of such associations if he/she is satisfied that the activities are inimical to the interest of the University.

CHAPTER SIX

6.0 RULES AND REGULATIONS GOVERNING THE CONDUCT OF EXAMINATIONS

6.1 Students shall register for courses within three (3) weeks of resumption, failure of which would render a student liable to late registration penalty as may be determined by Management. The University registration portal shall be closed to all students after the statutory grace period of late registration has lapsed.

6.1 ELIGIBILITY FOR WRITING EXAMINATIONS

All students who are registered for courses in a given semester are eligible to sit for examination in those courses EXCEPT for students in the following categories:

(a) A Student who fails, refuses or neglects to register;

(b) A student who fails to attend up to 75% of lectures or practical in any course;

(c) A student who is absent from the University for one (1) semester without official notification and permission is deemed by Senate to have withdrawn from the University.

The implementation of cases listed above is normally subject to Senate approval on the recommendation of the Faculty Board.

6.2 INSTRUCTIONS TO STUDENTS

Every student shall:

(a) i. be admitted into the Examination Hall only on the production of the University Identity Card, and/or Examination Card

ii. ensure that he/she acquaints himself/herself with and adhere strictly to the instructions governing examinations in the University, including those printed on the front cover of the answer booklets.

iii. have the full responsibility of ensuring, before the commencement of any examination or test that: nothing incriminating is found in his/her possession or on materials he/she legitimately brings into the examination hall, e.g. rulers, four-figure tables, etc. to aid his/her performance in the Examination

iv. conduct himself or herself in an orderly manner and obey all instructions of the invigilator/examiner.

v. not engage in or attempt any manner of examination misconduct.

(b) Students are not expected in the vicinity of the examination hall earlier than 30 minutes before the commencement of each examination. They are also required to keep strictly to the sitting arrangements. No candidate should, under any circumstances remove chairs arranged in halls used for examination purposes.

(c) Students shall report at the examination venues punctually at the time schedule for their papers. Students arriving later than half an hour for an examination may be refused entry into the examination hall.

(d) Students shall bring with them to the examination hall, their writing materials which may be permitted by these regulations. They are however not allowed to bring any books or papers except those that may be permitted or provided by the Department responsible for the examination being held. Students are warned in their own interest to ensure that lecture notes, textbooks, jotters, scraps/jottings, bags or any other unauthorised materials or aids are not brought into the examination hall.

(e) The invigilator shall search students before they are allowed into the examination hall

(f) To ensure orderliness in the examination hall, seats shall be appropriately arranged for the exercise.

(g) Students are NOT ALLOWED to be in possession of any radio and audio equipment or mobile phone or any related devices in the examination hall, except as may be approved.

(h) Communication of any kind between candidates is strictly forbidden during examination. Any student found to be giving or receiving unauthorised assistance shall face disciplinary action

(i) Silence shall be observed in the examination hall. The only permissible way of attracting the attention of the invigilator is for the student to raise his/her hand.

(j) The use of scrap paper is not permitted. Rough work shall be inside the answer booklets, crossed neatly and boldly written “ROUGH WORK” before submission of the answer script.

(k) Sonly students offering Mathematics or courses requiring technical instruments shall bring their own mathematical or drawing instruments

(l) Personal copies of Mathematical Tables shall not be allowed in examination halls (see regulation on the use of calculators).

(m) Students shall use their matriculation numbers for the examination and not names.

(n) Before handing in their answer scripts at the end of the examination, students shall satisfy themselves that they have inserted, at the appropriate places, their Matriculation Numbers and the number of the questions answered. Except for the question papers and any other materials, they may have legitimately brought with them (as indicated above), students are not allowed to remove or mutilate any paper or materials supplied by the University for the purpose of any examination.

(o) Students shall not normally be permitted to leave the examination hall during the first 30 minutes of any examination.

(p) At the end of an examination, students shall remain seated while invigilators go from row to row to collect answer scripts.

(q) Students are required to sign against their matriculation numbers on the attendance register during the examination.

(r) Students should also note the following:

i) Each student shall monitor the examination timetable and ensure that adequate provisions are made for all courses registered.

ii) Where there are omissions or clashes of courses**,** the student concerned shall promptly draw the attention of his/her Head of Department to the same for immediate action.

iii) Once a student has registered for a course and he/she has not withdrawn from the course by the middle of the semester, he/she is automatically deemed to have registered for the course and shall take examinations in same.

v) Students who fail to present themselves for an examination for reasons other than illness, accident or some exceptional circumstances shall be deemed to have failed the course. Any student absent on the ground of illness must provide a medical report certified by the University Director of Health Services.

6.3 Invigilation of Examinations

a. Invigilators shall familiarise themselves with the rules and regulations guiding the conduct of examinations as contained hereunder.

b. Invigilators shall normally allow the students into the hall not earlier than thirty minutes before the commencement of the examination and to sit in an orderly manner. Blank answer sheets and other necessary required materials shall then be distributed.

c. Students shall not commence writing at the start of an examination session until authorised to do so by the invigilator. Students shall stop writing at the end of an examination session when similarly instructed.

d. About five minutes before commencement of the examination, the sealed envelope containing the question paper shall be opened and the question papers distributed to the students, while they are warned not to start until they are told to do so.

e. At the scheduled time for the commencement of the examination and after the distribution of papers has ended, the invigilator shall ask the students to start the examination. The invigilator shall note and communicate the exact time of the commencement and the time to end the examination.

f. Invigilators shall pass round the students' attendance register corresponding to the examined course(s) for the students to fill and sign during the examination.

g. During the examination, invigilators shall exercise constant and vigilant supervision over the students.

h. In any case of examination misconduct by students, the Invigilator shall require the student(s) concerned to write and fill the irregularity form, and allow the student(s) to proceed with the examination. The Chief Invigilator shall report such case(s) to the Chief Examiner concerned at the end of the examination.

i. Invigilators shall not admit any student into the examination after the first half-hour of the commencement of the examination and no question paper shall be removed from the hall before the first half-hour of the examination has lapsed.

j. If any student finishes his/her paper before the time required, the Chief Invigilator at his/her discretion may allow the student to submit his/her answer booklet and leave the examination hall.

k. Invigilators shall inform students of the time, 30 minutes and five minutes before the close of the examination.

l. Students are required to dress decently and not in a manner that is likely to create a disturbance in the examination hall or to distract the attention of other students.

m. Students attending a practical examination shall comply with the safety requirement of the laboratory in which their examination is held.

n. The invigilator shall enclose the collected answer booklets/scripts and the corresponding attendance registers in the special envelopes provided by the Chief Examiner.

o. The Chief Invigilator shall sign and seal the envelopes and submit them to the Chief Examiner concerned.

6.4 THE USE OF CALCULATORS AND OTHER ELECTRONIC DEVICES

(a) For examinations in certain courses, the use of electronic calculator is permitted but the calculator must be non-programmable. Only one calculator shall be allowed per student. Organizers are not permitted.

(b) The calculator must be small (hand-held), and battery-operated.

(c) A student must not borrow another student's calculator during an examination.

(d) The responsibility for correct operation of the calculator rests with the student alone.

(e) Instruction manuals, calculator packets and containers are forbidden in the examination halls. Invigilators and Examination Assistants shall confiscate them whenever and wherever they are discovered in the examination halls.

(f) Student shall declare their calculators and make them available for inspection by invigilators on entry into the examination hall.

(g) Contravention of any of these regulations shall constitute examination misconduct and shall so be treated.

6.5 ABSENCE FROM EXAMINATION

(a) All students shall present themselves at all University Examinations for which they have registered under these regulations. Students who fail to do so for reasons other than illness or accident or other exceptional causes shall be deemed to have failed that examination.

(b) Misreading of the examination time table and such lapses on the part of students shall not normally be accepted as satisfactory explanation for absence.

(c) A student who falls ill or is involved in an accident and/or other exceptional causes during an examination period should report as soon as possible in writing to the Dean of his/her Faculty through his/her Head of Department with a report from the University's Director of Medical Services.

(d) A student who is absent from an examination on account of illness confirmed by the medical evidence from the University Medical Centre may seek the permission of Senate to make up the examination at the next available opportunity. Approval for the make-up examination shall be by Senate on the recommendation of Faculty Board.

6.6 EXAMINATION MISCONDUCT

TYPES OF EXAMINATION MISCONDUCT

Types of examination misconduct which are by no means exhaustive include:

(a) Possession of question papers before examination/test or attempt to do so.

(b) Swapping/Snatching or attempt thereof of answer booklets/scripts before, during or after examination/test.

(c) Bringing into the examination hall, any unauthorised pieces of paper.

(d) Tattooing: inscription of answers, hints or codes thereof on any part of the student's body/dress, or in any other manner whatsoever.

(e) Passing information from one student to another in the examination hall.

(f) Seeking or soliciting/giving any assistance whatsoever from/to any other student or any other unauthorised person in the examination hall.

(g) Any disorderly conduct before or during any examination or test.

(h) Pre-arranged sitting pattern by any student or group of students in the examination hall with a view to facilitating unauthorised exchange of information.

(i) Impersonation-i.e. candidate arranging with another person to write an examination on his/her behalf.

(j) Unauthorised possession of the University answers booklets or attempt thereof.

(k) Assaulting/manhandling invigilators and/or attendants.

(l) Any action or inaction of any student in and around the examination hall which can demean or undermine the integrity of the University examination

process, such as the offences listed above, shall constitute examination misconduct.

(m) Offering information/assistance and accepting information/assistance from another student during examination is a breach of examination regulation and both carry equal punishment.

(n) Students are not allowed to use unfair means in writing long essays/projects/theses for submission as partial fulfilment of the requirements for the award of any degree of the university. *Unfair* means shall include plagiarism- which means submitting a work that is part or fully from the work of another without due acknowledgements or submitting another person's essay/project/theses already submitted to another institution.

(o) Any other irresponsible act and/or conducts not listed above but that from time to time be considered to jeopardise the essence of a good examination by the University Authority shall be deemed to be an examination misconduct.

6.7 PROCEDURE FOR HANDLING CASES OF EXAMINATION MISCONDUCT

Examination misconduct shall continue to be processed by the Student Disciplinary and Examination Misconduct Committee (SD&EMC).

(a) In any case of examination misconduct by student(s), the Invigilator shall require the student(s) concerned to write and fill the irregularity form and allow the student(s) to proceed with the examination.

(b) The Invigilator shall report to the Chief invigilator who will write a report to the Chief Examiner, who is also the Head of Department concerned for onward transmission to the Registrar for necessary action(s).

(c) On receiving the report, the Registrar shall forward it to the Vice-Chancellor for necessary action.

6.8 PROCEDURE FOR INVESTIGATING ALLEGED EXAMINATION MISCONDUCT

(a) Failure to observe any of the examination rules of conduct or any breach thereof shall clearly constitute examination misconduct generally.

(b) At the discretion of the Chief Invigilator, a student may be asked to leave the examination hall when his/her conduct is judged to be disturbing or likely to disturb the examination. The Chief Invigilator shall submit a written report on any such action to the Head of Department and Dean of his/her Faculty at the end of the examination.

(c) Any student suspected of any examination irregularities shall be required to submit to the Chief Invigilator, a written statement immediately after the examination. Failure to make a written statement shall be regarded as an admission of the allegations against him/her and may also be charged for insubordination. Reports from invigilators shall always be through the Chief Invigilators.

6.9 SANCTIONS FOR PROVEN CASES OF EXAMINATION MISCONDUCT

A. LIST OF OFFENCES & RECOMMENDED PUNISHMENT(S)

S/N	OFFENCE	PUNISHMENT (maximum unless otherwise stated)
1	Indecent/Improper dressing, non-display of ID card and Examination Permit	Student shall not be allowed into the Examination Hall plus Letter of warning
2	Noise making during an examination	Caution and where it persists, the student shall be sent out of the examination hall after filling the Irregularity Form; plus Letter of warning
3	Refusal to submit oneself for search by an invigilator	Not be allowed to sit for the examination

4	Unauthorised possession of the University answer sheet (whether used or unused)	Rustication for one (1) Session, Student should be made to return the Script. Outright failure in the course examined and
5	Mutilation or removal of any paper or answer script supplied	Rustication for one (1) Semester, Student be made to return the Script, Outright failure in the course examined.
6	Failure to submit answer script to invigilator after an examination	Rustication for one (1) Semester. Student be made to return the Script, Outright failure in the course examined.
7	Oral communication between candidates during an examination	Caution and where it persists, the student shall be made to complete the irregularity form and outright failure in the examined paper; plus Letter of warning
8	Communication involving passing of notes or other accessories to aid performance in an examination	Outright failure in the course examined and rustication for one session.
9	Possession or use of any material such as notes, scraps, etc. to aid performance in an examination	Outright failure in the course examined and rustication for one session
10	Preventing, inciting and/or discouraging other students from sitting for an examination	Rustication for one session
11	Smuggling of prepared answer scripts into an examination hall or submission of same under false pretense that they were prepared in the examination hall	Expulsion from the University

12	Possession of mobile phones, radio or audio equipment, any unauthorised electronic device or books into the examination hall (switched off or closed without being caught using it)	Outright failure in the course examined, and rustication for one semester.
13	Possession and Use of smuggled mobile phones, radio or audio equipment, any unauthorised electronic device or books in the examination hall to aid performance	Outright failure in the course examined, and rustication from the University for 1 academic session.
14	Possession and/or acquisition of examination questions prior to the examination	Expulsion from the University
15	Impersonation - arrangement/collusion with another person to write examination on one's behalf	Expulsion from the University
16	Assault on invigilator, supervisor and/or any other examination official	Expulsion from the University
17	Absence from examination without a reasonable reason and/or due permission from authority	Outright failure in the course examined
18	Plagiarism and copying of other peoples' work in a project or Long Essays.	Outright failure in the course examined and Rustication for one session
19	Any other misconduct concerning, connecting with or pertaining to an examination (not being one of those listed above), which is inimical to or subversive of the integrity of the University examination process shall be an offence and shall attract appropriate sanctions at the discretion of the Examination Misconduct Panel.	

CHAPTER SEVEN

STUDENTS DRESS CODE

7.1 INTRODUCTION

The University attaches great importance to modest and good dressing. Dressing adds value to a person's personality, self-confidence and self-worth. The saying that "The way you dress is the way you will be addressed" is instructive.
The Dress Code is one of the unique aspects of Elizade University culture that students MUST IMBIBE to make their academic pursuit a pleasurable one.

The identity cards of all students must be worn at all times and be fully visibly displayed on the chest. The form of dressing that obscures easy identification of students is not allowed. Dressing which is provocative and exposes vital parts of the body that are supposed to be concealed, that is, chest, navel, thigh etc. is prohibited.

7.2 DRESS CODE FOR FEMALE STUDENTS

a. During public lectures, special ceremonies, matriculation, Founder's Day, convocation, and other official events, all female students must be corporately dressed. To be corporately dressed connotes a smart suit, and blouse with appropriate underwear (pants, bra and tight) with a pair of covered shoes.

b. During normal lectures and examinations, female students may not necessarily be formally dressed. They may adorn clean dresses, blouse/shirt and skirts (that must be below the knee) and decent female shoes or sandals. For special events such as Independence Day or cultural programmes, national dress code may be observed.

c. The wearing of sleeveless dresses or dresses with very tiny singlet like straps (spaghetti strap) without a jacket is strictly prohibited in the lecture rooms, and in the university environment.

d. The wearing of dropping shawls or scarves over sleeveless dresses or dresses with very tiny singlet-like straps (spaghetti strap) is strictly prohibited in the lecture and examination halls and in the university environment.

e. The wearing of over-clinging clothing, including body hugs, hip stags, and any clothing made from stretchy, elastic material, is strictly prohibited in the lecture and examination halls and on the university campus.

f. The wearing of revealing blouses, especially low-cut blouses and the type of blouses that do not cover the navel is strictly prohibited in the lecture and examination halls and on the university campus.

g. Wearing of dirty and shredded/ripped jeans of any kind is strictly prohibited in the university environment.

h. No skirt should be above knee length.

i. Female students are advised to wear hairstyles that are neat and becoming of a decent university student. No braided hair should exceed shoulder length.

j. Coloured hair and coloured attachments are strictly prohibited in the University.

k. Moderation should be observed in every area of dressing.

l. Piercing and tattooing of any part of the body, other than the ear by female students (for earrings) are strictly prohibited.

m. Wearing of Stiletto and bogus shoes as well as clothing and jewelry that do not conform to the prescribed dress code is strictly prohibited from the university environment and will be confiscated.

n. Wearing unapproved facial mask is strictly prohibited in the university environment

o. All students shall wear their ID CARDS always, except when they are in the halls of residence

p. All students shall keep short nails

7.3 DRESS CODE FOR MALE STUDENTS

a. During special ceremonies, such as matriculation, Founder's Day, convocation, public lectures, church services, and other events specifically so stated, male students are expected to be corporately dressed. To be corporately dressed connotes a shirt and necktie, a pair of trousers, with a jacket, corporate native attire and a pair of covered shoes with socks. Wearing of slippers to such places is not allowed.

b. All male students are expected to dress decently (and not necessarily formally) to the lecture halls and examination halls. This connotes clean shirts, a pair of trousers, with belts and a pair of shoes or sandals. For special events such as Independence Day or cultural programmes, national dress code may be observed.

c. No male student is allowed to wear scarves, braided hair or earrings in the university.

d. Bushy hair/beards are not allowed on campus – hair must be cut to the barest level.

e. Shirt collars should not be left flying.

f. The practice of pulling down one's trouser to the hip line (sagging) is prohibited in the University environment.

f. Wearing of dirty and shredded/ripped jeans of any kind is strictly prohibited in the university environment.

g. The use of jewelries by male students is strictly prohibited.

h. Wearing unapproved facial mask is strictly prohibited in the university environment

i. Any other kind of dressing not listed above but found not to be in conformity with the University's ideals and aspirations is also prohibited.

j. All students shall wear their ID CARDS always, except when in the halls of residence

k. All students shall keep short nails

7.4 UNIFORM/DRESS CODE FOR PROFESSIONAL COURSES

If any Uniform Dress Code is prescribed for female and male students in any Faculty/Department of the University, particularly those in the professional disciplines, all students involved must adhere to the Uniform Dress Code very strictly. The University Administration will consider any violation of it as a very serious offence and disciplinary action will be taken against defaulters, which may include a written warning, rustication or expulsion.

7.5 PENALTIES FOR IMPROPER DRESSING

(a) Erring students shall be sent out of the lecture room.
(b) A warning letter shall be issued to the erring student and a copy of the letter shall be filed in the University/Department.
(c) The parents/guardians of the erring student shall be informed in writing accordingly.
(d) The student shall be suspended for two (2) weeks subject to (a) and (b) above.
(e) Any repeat offence after serving two (2) weeks suspension shall attract suspension for one (1) academic session or outright expulsion from the University as the case may be.

CHAPTER EIGHT

8.0 GENERAL UNIVERSITY REGULATIONS

8.1 INTRODUCTION

A high standard of personal discipline and integrity is expected of every student of Elizade University. All acts of unethical, immoral, dishonest and destructive behaviour as well as the violations of the University regulations should, therefore, be avoided.

All members of the University Community are to obey the laws of the nation and to embrace the demands of mutual co-existence with their neighbours. Each member should recognize that as he or she values the rights and freedom for himself or herself, so also is he or she expected to respect the rights and freedom of others.

8.2 THE DISCIPLINARY SYSTEM

Under the University Act, the power to discipline students is vested in the Vice-Chancellor, through the Students' Disciplinary and Examination Misconduct Committee (SD&EMC), which has the general function of dealing with individual cases of indiscipline.

8.3 CATEGORIES OF OFFENCES

Student offences fall into two broad categories:

a. Misconduct – cases that fall into this category are referred to the Students Disciplinary and Examinations Misconduct Committee (SD&EMC) for its necessary action.
b. Gross Misconduct – the cases that fall into this category are referred to the Students Disciplinary and Examinations Misconduct Committee (SD&EMC) for necessary action. SD&EMC must ensure that the cases are heard in compliance with the rules of fair hearing and principles of natural justice.

8.4 MISCONDUCT

A UNRULY BEHAVIOUR

S/N	MISCONDUCT	PUNISHMENT
1	Keeping late nights outside the halls of residence after 'light-out' without permission	• The case shall be reported to the Dean, Student Affairs or Student Affairs Officer. • A letter of warning may be issued. • Offender may face the SDC and be suspended for two weeks for subsequent violations.
2	Disturbance of peace of any kind anywhere on campus	• Student shall be reprimanded via a letter of warning • Suspension for two (2) weeks for subsequent violations and 2 weeks of community service on campus
3	Use of threat or violent language of any kind	Rustication for a maximum of one academic session
4	Bullying/Intimidation of any person	A letter of warning shall be issued. Repeated offender shall face rustication for one session depending on the gravity of the brawl
5	Fighting	Rustication for one semester to expulsion, depending on the gravity of the brawl
6	Illegal detention of people	This shall range from rustication for one session to expulsion from the University.
7	Gambling, betting and any other illegal online trading among students	Ranges from rustication from one Semester to Expulsion from the University, depending on the magnitude of offence
8	Any other behaviour that may be classified from time to time as unruly by the University authority	This shall range from a letter of warning to expulsion depending on the gravity of the offence.
9	Improper write-ups and uploading of indecent images	This shall range from a letter of warning to expulsion depending on the gravity of the offence.

	and pictures on the Notice Board/social media	
10	Leaving campus without exeat	Rustication for one (1) semester
11	Overstaying of exeat period	Suspension fro two (2) weeks and withdrawal of right for further exeats during the semester.
12	Not wearing of Identification Cards by students or failure to produce the ID card on demand by any University Official	Letter of warning. A repeat of violation shall attract two (2) weeks suspension.
13	Stalking	Rustication for a semester. Repeated acts shall attract rustication for one academic session.
14	Squatting of another student in the room	Rustication for one semester.
15	Squatting/harbouring a stranger/unauthorized visitor in the room.	Rustication for one academic session.
16	Cooking and possession of raw food in the hostel in the hostel	Rustication for one semester.
17.	Use of abusive or foul language	Letter of warning or Rustication for one semester.
18.	Crossing of Lawn	Letter of Warning
19.	Defacing University buildings/properties	Letter of warning and payment of damages for the act.

B INDECENT BEHAVIOUR

The identified acts that constitute indecent behaviour and the recommended punishment for each act is tabulated below:

S/N	MISCONDUCT	PUNISHMENT
1	Defecating outside designated areas or any other related indecent behavior	Letter of warning. If the offence is committed on a second occasion, the offender shall be rusticated for one **semester.**
2	Urinating outside designated areas	Letter of warning; a repeat offender will undergo Two-Weeks of Community Service within the University premises
3	Brushing of teeth outside designated areas	Letter of warning; a repeat offender will undergo Two-Weeks of Community Service within the University premises
4	Littering of the University premises	Letter of warning; a repeat offender will undergo Two-Weeks of Community Service within the University premises
5	Sexual Harassment	Ranges from rustication for One academic Session to outright expulsion, depending on the severity of the offence.
6	Illicit relationship – such as but not limited to engaging in sexual intercourse on campus, unwholesome relationships (homosexualism, lesbianism, transgender acts), stalking, open display of romantic affairs, possession and use of sex toys among students.	Rustication for one academic session. Repeated offenders will be expelled.
7	Possession and/or drinking of alcoholic drink and smoking of cigarette.	Rustication for One Academic Semester. Repeated offenders will be expelled.
8.	Any other behaviour that may be classified as indecent (e.g. crossing of lawn)	Ranges from letter of warning, rustication for one academic semester or session, to expulsion, depending on the gravity of the offence

C. STALKING

It shall be unlawful for any student to perform any acts that harass, annoy, threaten, intimidate or alarm another person or persons. Examples include but are not limited to repeatedly following such person(s); repeatedly committing acts that alarm or seriously annoy such other person(s) and that serve no legitimate purpose; and repeatedly communicating by mechanical or electronic means, or any form of written communication with such person(s) in a manner likely to harass, intimidate, annoy or alarm.

D. SEXUAL HARASSMENT

This involves unwelcome sexual advances, requests for sexual favours, offensive comments, and other verbal or physical conduct of a sexual nature directed to a person because of his/her sex. Behaviours that may constitute sexual harassment:

- Unwelcome verbal harassment of a sexual nature
- Unwelcome pressure or sexual activity, palting, pinching or physical contact.
- Unwelcome sexual behavior or words including demands for sexual favours accompanied by implied or other threat concerning an individual.
- Unwelcome behavior, verbal or written words or symbols directed at an individual because of gender.
- Non-consensual penetration

E. **UNAUTHORISED DISPLACEMENT**

This could either be unauthorised transfer of personal or University property.

These offences shall attract a strong letter of warning and replacement of the property removed, together with the repair of any attendant damage.

F. **PILFERING/STEALING**

This is the unauthorised removal of a property that belongs to another person or the University. Pilfering/stealing is a misconduct and will be referred to the

SD&EMC. The punishment ranges from rustication, to expulsion depending on the gravity of the offence.

G. **DAMAGE TO UNIVERSITY PROPERTY**

This shall attract a Letter of Warning in the first instance and the student(s) shall bear the cost of repairs or replacement of such damaged property. A repeat of such an act shall attract suspension from the University from two (2) weeks and the student(s) shall be made to pay for the cost of repairs or replacement of the damaged property.

H. **OTHER UNSPECIFIED OFFENCES**

i. Any other offence and the appropriate penalty which may not have been specified in the present set of guidelines, from time shall be determined by the SD&EMC and added to the guidelines. Such additions shall carry the same force of authority as those contained in the present guidelines.

ii. Before any rusticated or suspended student is readmitted into the University, he/she shall:
   a) be accompanied by his/her parents or guardians to the University Counsellor;
   b) come with an attestation of good conduct from a reputable person in the Community; and
   c) the parent and the student are to sign an undertaking that the student will subsequently be of good character.
   d) Undergo compulsory counselling for a specified period of time.

iii. Any rusticated or suspended student who fails, refuses and/or neglects to comply with the requirements stated in paragraph (ii) above, if found within the premises of the university, shall be liable to expulsion.

8.5 GROSS MISCONDUCT

The following under-listed offences shall be considered as gross misconduct and any student found culpable by the SD&EMC, shall face the appropriate punishment.

A. VANDALISM

Willful or malicious damage to the University or a private property shall attract total payment for the repair and replacement of the damaged or destroyed property and/or rustication for one academic session or more depending on the gravity of the offence.

B. DISORDERLY ASSEMBLY

Students are forbidden from gathering in a manner that will disturb the public peace, incite public alarm, result in violence to a person or property, disrupt the function of the University, interfere with faculty or staff in the performance of their duties, or otherwise bring the university to disrepute. Any student who encourages or participates in the formation or prolonging of such gathering is subject to immediate rustication from the University for an Academic Session or expulsion from the University, depending on the extent of his/her involvement in the act.

C. INSUBORDINATION

This is defined as unwillingness to submit to, or willful disrespect to constituted authority. This shall attract punishment, ranging from letter of warning, at the first instance, to rustication for one academic semester or session for a repeat act.

D. DOUBLE MATRICULATION NUMBER

Double matriculation number is a very serious offence in which a matriculated student is in possession of two matriculation numbers and any student found culpable shall be expelled from the University.

E. GIVING FALSE IDENTITY/INFORMATION

Any student found guilty of this offence(s) shall be rusticated for One Academic Semester while a repeat of the same act shall attract rustication from the University for one (1) academic session.

Other Offences that fall under Gross Misconduct include:

S/N	OFFENCE	PUNISHMENT (Maximum unless otherwise stated)
a.	Scam, swindling, deceit	Rustication for One Academic Semester/One Academic Session to expulsion, depending on the level of the offence.
b.	Falsification/fabrication	Rustication for One Academic Semester/One Academic Session to expulsion, depending on the level of the offence.
c.	Theft	Rustication for One Academic Semester/One Academic Session to expulsion, depending on the level of the offence
D.	Assault	Rustication for One academic session/ expulsion, depending on the gravity of the offence
e.	Armed Robbery	Outright expulsion; to be reported to the Police
f.	Burglary	Outright expulsion; to be reported to the Police
g.	Murder	Outright expulsion; to be reported to the Police
h.	Membership of Secret cult	Outright expulsion; to be reported to the Police
i.	Rape	Outright expulsion; to be reported to the Police
j.	Arson	Outright expulsion; to be reported to the Police
k.	Possession of firearm/live bullets	Outright expulsion; to be reported to the Police
l.	Operating of unregistered club/membership of unauthorized club	Outright expulsion
m.	Scaling of University fence	Rustication for one semester
n.	Holding parties without official approval	Rustication for one semester
o.	Misappropriation of Union/Association/Club/ Society money	Rustication for one academic session

p.	Failure to appear before the SDC upon invitation for at least two times	Outright expulsion
q.	Illegal use or possession of University Documents (and other related properties): forgery, altercation or unauthorized use of University documents e.g. letter head, records, keys and student identification	Outright expulsion
r.	Kidnapping/abduction	Outright expulsion; to be reported to the Police
s.	Fraud	Outright expulsion; to be reported to the Police
t.	Other offences contained in the Crimanal Law of Ondo State	Outright expulsion; to be reported to the Police

*** Where any of the above conducts constitutes a criminal offence either in Ondo State or in Nigeria, erring students shall be handed over to the Police or relevant law enforcement Agency.**

Without prejudice to the above, nothing shall prevent the University from exercising its disciplinary power under the statute establishing same with respect to any conduct that amounts to a breach of the student's matriculation oath. Therefore, such student involved in such acts shall be expelled.

8.6 DRUG RELATED OFFENCES

i. List of Prohibited Drugs –

- Amphetamine (AMP)
- Benzodiazepines (BZO)
- Barbiturate (BAR)
- Cocaine (COC)
- Marijuana (THC)
- Methadone (MTD)
- Methamphetamine (MET)
- Methylenedioxymethamphetamine (MDMA)
- Morphine (MOP)
- Opiate (OPI)
- Phencyclidine (PCP)
- Oxycodone (OXY)
- Ketamine (KET)
- Buprenorphine (BUP)
- Tramadol (TRA)
- Codeine, and
- Any other hard drug not listed above

ii. Offences and Punishment

S/N	OFFENCE	PUNISHMENT (Maximum unless otherwise stated)
a.	Possession of Drugs	If proved innocent – Letter of caution; If guilty – Rustication for One Academic Session and Referral for rehabilitation; a repeat offense attracts outright expulsion.
b.	Use of drugs	Rustication for One Academic Session and Referral for rehabilitation; repeat offense will attract outright expulsion.
c.	Drug trafficking	Outright Expulsion

iii. Intervention

Students found to have tested positive to substance must comply with the following in addition to their sanctions:

a. Student must embark on a compulsory rehabilitation at the University approved Rehabilitation centre;
b. Student must be accompanied with his/her parent when resuming;
c. Student must present a certificate of fitness from the University approved Rehabilitation centre;
d. Student must present a duly signed letter of undertaking by both the student and parents;
e. The student should be prepared for random drug test of which the parents will bear the cost;
f. The student shall subject him/herself for compulsory counselling once a week.

8.7 PROCEDURES

In deciding a case, the SD&EMC shall consider the following:

i. Nature of the offence
ii. Gravity of the offence
iii. The punishment prescribed for the offence
iv. Frequency of the offence in the University
v. Character of the offenders (repeated offences)
vi. Position of the offender among his co-offenders

a. Procedure for handling cases of examination misconduct

For uniformity of approach, cases of examination misconduct shall also be considered by the SD&EMC.

b. Procedure for handling cases of misconduct e.g. unruly behaviour

Such cases emanating from Academic Departments or Halls of Residence shall be reported directly to the Dean, Student Affairs, who will refer them to the Vice-Chancellor for necessary directives.

8.8 PENALTIES

a. **Letter of Warning**

This is issued to offenders by the Student Affairs Department. It must be collected promptly or further stringent actions shall be imposed. Copies of such letters shall be forwarded to the offending student's personal file and to the parent/guardian. The issuance of a second letter of warning shall lead to the invitation of the parent/guardian of the offending student to the Student Affairs Department.
A third letter of warning will attract rustication for one session.

b. Disciplinary Probation

Disciplinary probation is a period of observation, during which a student must behave in a manner acceptable to the University. The SD&EMC may impose terms that will restrict the student's participation in extracurricular and/or other activities.

c. Rustication

Rustication is an action that excludes the student from registration, class attendance, residence in an Official University Hall of Residence, and the use of University facilities for a specified period of time. This action means that the student must immediately leave the University environment, and shall not return to the University until the period is over.

d. Expulsion

Expulsion is the permanent withdrawal, by the Senate, of the privilege of registration, class attendance or residence in an Official University Hall of Residence from a student. The privilege of the use of University facilities is also withdrawn by this sanction. This action means that the student must leave the University environment immediately, as he/she is no longer a student of the University *ad infinitum*, except the Governing Council reverses the decision.

e. Loss of privilege

Loss of privilege is the withdrawal of a student's privilege from the use of the University facility (such as the Centre for learning resources, Cybercafé or Sports Centre) for a specified period of time.

f. Damages

A student is required to pay damages to the University for any act of breaking, mishandling and willful destruction of the University or public property or the property of any member of the University community. Such amount of money is charged to any student who alone, or through group concerted activities, organizes or knowingly participates in event that cause the damage or cost which had to be incurred by another party.

g. Resumption from Rustication

Any student suspended for any major offence, and having served the penalty will be required to come along with his/her parents or guardians to sign an undertaking of good conduct with the University before he/she is re-admitted into the University.

8.9 STUDENTS' RIGHT OF APPEAL

Any student who has been placed on corrective measures but feels he/she has not been given a fair hearing or has additional information to guide the University's decision has the right to appeal, in writing, to the University Governing Council within 2 weeks of receipt of the letter of the prescribed correctional measure.

CHAPTER NINE

9.0 GENERAL INFORMATION

9.1 INTRODUCTION

Community service is one of the tripartite functions of a University, the other two being teaching and research. Elizade University is fully aware that the inhabitants of the immediate communities in which a University is situated and indeed, the society at large, expects that certain benefits should accrue to them by virtue of the existence of the University. Indeed, as part of their social responsibility, universities are generally known to establish service units to directly serve the communities near them or far removed from them for developmental purposes and for the purpose of facilitating interaction between 'town and gown'. These service units are classified into two broad groups, Public Service Units and Community Service Units. This chapter of the handbook looks at the community service units.

9.2. ADMINISTRATIVE PREROGATIVE

The University Authority may make all necessary rules and regulations for the orderly management of the University and the preservation of discipline therein. The University also reserves the right to dismiss any student from the University, or from any classes whenever in the best interest of the student or the University, or when the University Authority deems it advisable.

9.3 INFORMATION OFFICE

This Unit helps to enlighten the public and University community on the ideals, programmes and plans of the University. It shall publish monthly or quarterly bulletins to this effect.

9.4 UNIVERSITY INTERNAL SECURITY APPARATUS

The University is fully aware of its responsibility to safeguard `the life and property of staff and students on campus. Accordingly, the Security Unit is charged with overseeing to the security network on campus. The Unit is headed by a Chief Security Officer who reports to the Vice-Chancellor on a day-to-day basis, the security situation of the campus.

9.5 SPORTING AND RECREATION FACILITIES

Sporting and recreational facilities are provided to foster good health and the spirit of sportsmanship amongst staff and students. Facilities are provided for the following sporting events: Soccer (football), Basketball, Athletics, Lawn tennis, and indoor sport

9.6 RELIGIOUS ACTIVITIES AND PLACES OF WORSHIP

Elizade University is conscious of the need to inculcate moral values amongst staff and students. Consequently, places of worship are provided. Students are encouraged to worship with the religious groups available on campus. It is expected that religion shall play a significant role in moulding the behaviour and character of students. However, there is no place for religious fundamentalism on the campus.

9.7 BANKING FACILITIES

Major banking services are provided to staff and students within the University campus with the location of two banks at the University Centre. The banks also assist the University with the management of its revenue collection processes, especially as regards students' fees as well as aid parents and guardians send money to their children and wards.

9.8 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT).

The University Information and Communications Technology (ICT) Policy and Development Strategy underpins the Information Strategy and identifies how IT resources can be utilized in such a manner that they are made to work towards the greater organizational objectives. In this context, the ICT Policy and Development Strategy aligns with Elizade University's Vision and Mission to offer 24/7 access through web-enabled portals and other systems on campus to support its learning, teaching, research and administration. To maintain its resilience and reliability, the Strategy will constantly be upgraded and updated with new technology and resources through the implementation of tactical projects over the years.

9.9 E-Learning Policy

1. Introduction

Elizade University is committed to providing high-quality e-learning opportunities to its students, faculty, and staff through the successful integration of e-learning into its educational offerings and dedication to the maintenance of high standards of quality, accessibility, and student support in all e-learning activities.

This policy document outlines the guidelines, principles, and procedures governing the development, implementation, and support of e-learning initiatives in our institution.

2. Elizade University E-Learning Goals

The University E-Learning goal is to expand access to higher education opportunities for students through online and blended learning programmes. Digital technologies will be used to provide relevant and timely coursework and training to enhance students' learning experience by removing the barriers of both time and place. Elizade University will put at the disposal of its students the necessary digital tools needed.

3. Elizade University E-Learning Policy Statement

The University will use e-learning where appropriate to support the achievement of its goals which are in-line with the institution's ICT policy of providing e-learning experiences that are flexible, responsive and effective in meeting the needs of all its learners.

Activities pertaining to e-learning will, where relevant, be embedded in all University policies and procedures to ensure a consistent and corporate approach to associated systems, processes and responsibilities. For the e-learning to be effective and efficient, students are expected to have access to all required materials/resources so that they are able to meet the learning outcomes of the courses/study programmes.

4. Purpose

The purpose of this e-learning policy is to:

- Define the institutional stance on e-learning
- Establish guidelines for the development and delivery of e-learning courses and programmes
- Ensure the quality, integrity, and accessibility of e-learning resources and learning experiences
- Outline the roles and responsibilities of stakeholders involved in e-learning activities
- Support the effective utilization of technology to enhance teaching, learning, and students' outcomes
- Ensure a secure and productive digital learning environment.

5. Elizade University E-Learning Objectives

The objectives of the e-learning policy are to:

- Integrate technology into the current curriculum and assessments, thus increasing access to learning
- Provide information resources and support services for students
- Support the use of the Virtual Learning Environment (VLE) and other technologies, in both face-to-face and online learning environments
- Promote the sharing of effective technology-enhanced teaching and learning practices among faculty
- Coordinate the development of quality courses and programmes to meet the needs of e-learners
- Evaluate periodically and comprehensively every facet of the e-learning programme and use the results for restructuring and programme improvement.

6. Scope

This policy applies to all academic and administrative units involved in the planning, development, delivery, and support of e-learning activities at Elizade University

7. Principles

The following principles will guide the institution's approach to e-learning:

- Quality: E-Learning materials and activities will meet high standards of instructional design, content relevance, and learning outcomes attainment
- Accessibility: E-Learning resources and platforms will be designed to be accessible to all learners, including those with disabilities
- Integrity: Academic integrity will be upheld in all e-learning activities, with measures in place to prevent cheating and plagiarism
- Support: Adequate support services and resources will be provided to students and faculty engaged in e-learning activities
- Continuous Improvement: E-Learning programmes and courses will be subject to ongoing evaluation and enhancement, based on feedback and assessment data.

8. Roles and Responsibilities

8.1. Administration:

- Elizade University administration is responsible for providing adequate resources and support for the development and maintenance of e-learning infrastructure and initiatives.
- It will also oversee compliance with institutional policies and regulatory standards related to e-learning activities.

8.2. Faculty:

- Faculty members are responsible for developing and delivering high-quality e-learning course modules that align with institutional learning outcomes and programme objectives.
- They will ensure that course materials, assessments, and interactions are designed to engage and support diverse learners effectively.

8.3. Students:

- Students engaged in e-learning activities are responsible for adhering to institutional academic integrity policies, actively participating in e-learning activities and seeking support when needed.

8.4. E-Learning Support Staff:

- Dedicated e-learning support staff will facilitate the technical and instructional support needed for faculty and students engaged in e-learning activities.
- They will provide training, troubleshooting assistance, and help desk services to ensure the effective use of e-learning platforms and tools.

8.5. Responsible Use:

All users of e-learning resources are expected to act responsibly and ethically. This includes:

- Respecting intellectual property rights
- Using technology for educational purposes only
- Avoiding plagiarism and cheating
- Maintaining the confidentiality of login credentials

9. Course Development and Delivery

9.1. Design and Development:

- E-Learning courses will be designed using best practices in instructional design, incorporating active learning strategies, multimedia elements, and interactive assessments.
- Courses will undergo quality assurance reviews to ensure alignment with institutional standards and learning objectives.

9.2. Platform and Technology:

- An approved Learning Management System (LMS) will be utilized as the primary platform for hosting and delivering e-learning courses.
- The institution will provide training and technical support for faculty and students to effectively utilize e-learning technologies.

9.3. Accessibility:

- E-Learning course materials, including multimedia content, will be designed to comply with accessibility standards, ensuring inclusivity for all learners.

9.4. Blended Learning:

- E-Learning will be integrated with traditional teaching methods to create a blended learning experience. This allows for the best of both online and in-person instruction.

10. Student Support

10.1. Academic Support:

- Students engaged in e-learning activities will have access to academic advising, tutorials, services, and library resources to support their learning needs.
- Additional academic support services tailored to the unique needs of e-learning study mode will be provided.

10.2. Technical Support:

- Dedicated technical support services will be available to assist students with e-learning platform access, connectivity issues, and troubleshooting related to technology use.

11. Evaluation and Continuous Improvement

11.1. Assessment:

- E-Learning courses will be regularly evaluated to gauge student learning outcomes, course effectiveness, and students' satisfaction with the e-learning experience.
- Evaluation data will inform continuous improvement efforts aimed at enhancing the quality and relevance of e-learning offerings.

11.2. Professional Development:

- Faculty engaged in e-learning activities will have access to professional development opportunities focused on e-learning best practices, technology integration, and online teaching pedagogy.

12. Compliance and Review

Elizade University will ensure compliance with relevant accreditation standards, regulations, and industry best practices pertaining to e-learning. This e-learning policy will be subject to periodic review and revision to reflect evolving best practices, technological advancements, and feedback from stakeholders.

13. Related Policies

This e-learning policy is to be read in conjunction with other institutional policies related to academic integrity, students' handbook, and Information & Communication Technology policy.

14. Intellectual Property Rights and Ownership

- E-content whose development is initiated and supported by the University belongs to the University.
- E-content that is developed independently by a member of staff using his or her own resources belongs to the staff member.
- Where e-content that fully or partially belongs to a staff member is adopted by the University, the existing University intellectual property policy shall apply.

15. Communication and Dissemination

This policy will be communicated to all relevant stakeholders, including faculty, students, administrators, and e-learning support staff, to ensure understanding and adherence to the outlined guidelines.

16. Implementation

The implementation of this e-learning policy will be overseen by a designated administrative body (Implementation Committee) tasked with coordinating and supporting e-learning initiatives across the institution.

9.10 SAFETY REGULATIONS

When fire is detected anywhere and at whatever time, the following should be observed:

- Raise an alarm/ Call the Security/Works Department/Fire Station on dedicated lines
- Do not panic
- Do not rush or push others
- Evacuate the building
- Switch off all electrical gadgets
- Go to the assembly predetermined (Muster) point
- Attack the fire with extinguishers provided but take no risk
- Take roll call to ensure that no one is left in the building

HOW TO USE THE HANDBOOK

This is the fourth edition of the University Handbook.

All comments should be addressed to: -

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