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CHAPTER ONE

1.0 HISTORICAL BACKGROUND OF RHEMA UNIVERSITY

The history of Rhema University traces back to 1989 when, the President of the Living Word Ministries saw the need to produce the qualitative man and God fearing leaders through education, based on sound Christian morals. The falling standard in education in tertiary institutions in the country at the time was worrisome and touchy and the genuine desire to halt the trend was expedient.

The evangelistic outreach of the Living Word Ministries saw itself as an instrument for the realization of the dream. The demand by parents for a change and for admission of their children and wards into a tertiary institution based on Christian and moral ethics was clear. In 2004, the Living Word Ministries constituted a Planning and Implementation Committee towards achieving the project; Rhema University was approved and licensed by the Federal Government of Nigeria on 3rd November 2009.

1.1 LOCATION

RHEMA UNIVERSITY is located for now at its temporary site at Aba, a central and commercial city of Abia State. It is approximately 60km from Umuahia Abia State Capital, 72km from Uyo Akwa Ibom State Capital, 85km from Owerri Imo State Capital, 58km from Port Harcourt Rivers State capital, and approximately 220km from Enugu, Enugu State capital.

1.2 VISION AND MISSION STATEMENT

The Vision and Mission of RHEMA UNIVERSITY can be derived from its historical background and its motto "Equipping Humanity for Excellence" which means service and commitment to humanity regardless of race, creed or colour and striving for excellence as the ultimate goal. The University is fully committed to develop its students through hard work and discipline, knowledge to excel in all spheres of human endeavour, to be job creators and to serve humanity with the fear of God.

1.2.1 VISION

The vision of Rhema University is to operate a University of excellence where the theory in class and textbooks will be complemented with practical skills through entrepreneurship studies, where respect for human dignity will be vigorously pursued and probity in character will be the hallmark.

1.2.2 MISSION

The mission of Rhema University is to produce leaders to help meet the challenges of development in this age of globalization and to cultivate in the students profound professional expertise and higher moral character.

1.3 **NAME OF THE UNIVERSITY**

The University is known as Rhema University. RHEMA means Active Word or Living Word which inspires, motivates and gives meaning to life. Any education that does not make its products prepared for the challenges of life is not relevant in this age of our existence. The concept of Rhema University is to produce a total man who is sound in learning, worthy in character, accepts the sovereignty of God, and is useful to himself, his community and Nigeria as a whole. The establishment of Rhema University is predicated on the desire to run a first class University that will be acclaimed nationally and internationally.

1.4 **PHILOSOPHY AND OBJECTIVES OF THE UNIVERSITY**

(a) For over a decade now, the administration of University education in Nigeria has experienced deep crises that have resulted in declined standard of performance. Thus RHEMA UNIVERSITY centred its philosophy on "knowledge is power" and that, by giving man knowledge through education, he can thrive and prosper in a globalised world. The university will strive to produce thinkers, people with wider horizons and enriched knowledge in their discipline, and who are

- Sound in learning
- Worthy in character
- Useful to humanity
- Capable of discovering themselves if provided with the enabling environment.

(b) The goals and objectives of the University have been outlined as

- i. To produce graduates who are well trained intellectually, highly skilled and of high moral values to provide leadership in the country;
- ii. To advance higher learning through its thrust of intellectual, moral and cultural excellence, animated by the virtue of diligence, love and service;
- iii. To develop academic partnership and collaboration in teaching and research with universities worldwide so that the products of the University will be relevant in a globalised world.
- iv. To encourage the advancement of all branches of learning and to hold out to all persons without discrimination of race, creed, sex or political conviction an opportunity of acquiring higher education;
- v. To develop a top quality core faculty (academic staff) that is committed to true scholarship and is of world standard;
- vi. To attract and retain well-qualified undergraduate and graduate students and prepare them for successful living and career in programmes of distinction that combine academic excellence with Christian values and spiritual ethos ;

- vii. To undertake any other activities appropriate for a University of the highest standard.

1.5 THE LOGO AND MOTTO OF THE UNIVERSITY

The Logo of RHEMA University consists of two stripes or bands of Blue and Orange. The bands symbolize the oneness and the readiness of RHEMA Community, comprising staff and students of different ethnic, cultural and religious backgrounds striving towards the ultimate goal - the Rhema dream of "excellence", which is the motto.

1.6 UNIVERSITY COLOURS

The University colours are principally Orange and Blue. These combine to represent Rhema's drive for creativity and excellence as an institution ready to carve for itself a niche in the world of higher learning. Orange reflects determination, hardwork, and the attendant success that goes with these virtues for Rhema as an institution and for all her students. Blue establishes Rhema powerful resourcefulness, integrity and unmatched seriousness to excel. Both colours combine to represent Rhema's Vision & Mission of extinguishing the flame of decadence in our educational system.

CHAPTER TWO

2.0 UNIVERSITY GOVERNANCE

Rhema University is a private institution with its vision centred on excellence. The administrative structure is hierarchical and consists of the Board of Trustees, the Chancellor, the Governing Council with the Pro-Chancellor as chairman and the Committees of Council, the Senate with the Vice-Chancellor as Chairman and the Committees of Senate; the Deputy Vice-Chancellor, the Congregation, the Convocation, the Registrar, Bursar, University Librarian, the Deans of Colleges, the Director of Academic Planning, Physical Planning and Works Services, and the Director of Health Services, Heads of Departments

2.1 THE GOVERNING COUNCIL

Members of Council are the Pro-Chancellor as the chairman, the Vice-Chancellor and Deputy Vice-Chancellor, the Registrar as the Secretary, the representatives of the University Senate, the Congregation and the Convocation, as well as others specified in the University Law.

2.2 THE SENATE

The University Senate is responsible for the formulation of academic policies including the organization and control of all academic activities of the University. It is the coordinating body for recommendations from the various Colleges and Departments. The Senate consists of the Vice-Chancellor as the chairman, Deputy Vice-Chancellor, all professors of the University, the University Librarian, Deans of Colleges and Postgraduate School, Directors of Academic Institutes, Heads of Departments, Representatives from Colleges and a representative of Congregation. The Registrar is the Secretary.

2.3 THE COLLEGE BOARD

Each College is governed by a College Board which controls the academic programme of the College subject to Senate approval. Its responsibility is to regulate teaching, consider and advise on all proposals on academic matters for Senate approval, as well as all matters that may be referred to it by the Senate. Each College is headed by a Dean.

2.4 DEPARTMENTAL BOARD

The Departmental Board consists of full time academic staff in the department and is headed by the Head of Department who shall normally be of the rank of professor but not below the rank of a senior lecturer charged with the general responsibility of guiding and supervising Teaching and Research.

2.5 CONGREGATION

The Congregation is a statutory body of the university made up of all its graduate members of staff both academic and non-academic. It is a forum for members to deliberate on all matters affecting the interest and welfare of the University.

2.6 **CONVOCATION**

The Convocation has all principal officers of the University as members, full time academic staff of the university as well as graduates of the University and registered members of the Alumni. The body shall be for the conferment of degrees, diplomas and other academic titles and distinctions of the University.

2.7 **STUDENT MANAGEMENT**

The Student Affairs Unit caters for the general welfare of students. It is overseen by the Dean of Students Affairs appointed by the Vice-Chancellor and is directly responsible to the Vice-Chancellor. Students are therefore encouraged to relate closely with this unit.

The Dean of Students Affairs:

- a. Superintends over the management of Halls of Residence
- b. Advises students in planning their educational career
- c. Takes charge of the registration of student's clubs
- d. Encourages students to participate in approved social activities
- e. Handles the issuance of identification cards
- f. Handles the mobilization for the NYSC
- g. Assists needy students in securing financial assistance either through scholarships or work programmes.
- h. Liaise with students, Hall Executives and Hall Representatives.
- i. Provides Guidance and Counselling

CHAPTER THREE

3.0 ORIENTATION OF NEW STUDENTS

At the beginning of each session, the Student Affairs Unit will organize an orientation programme to familiarize all fresh students with the University environment and to provide them with relevant information that will guide them during their stay in the University. The orientation programme of the University is compulsory for all fresh students.

3.1 PROCEDURE FOR STUDENTS' REGISTRATION

Each new student must be cleared by the University Admissions Officer on arrival. The mode of registration is as follows:

- i. Collection of clearance form from the Admission Officer.
- ii. Payment of school fees and other approved fees (payment is through the bank or as may be prescribed).
- iii. Registration at the Health Centre.
- iv. Collection of medical clearance at the University Health Centre.
- v. Registration at the University Library.
- vi. Submission of completed forms to the College Officer.
- vii. Registration of prescribed courses at the beginning of each Semester.
- viii. Alternatively, after the payment of school fees, registration can be done on-line or as may be prescribed from time to time.

All students' registration must be completed within the specified period as late registration will attract a fine. There shall be no registration after matriculation.

3.2 MATRICULATION, MATRICULATION NUMBERS AND IDENTITY CARDS

a. Matriculation

To become a matriculated student of Rhema University, a student must have satisfied the minimum educational requirements for admission into the University. On matriculation day, each new student after swearing to a matriculation oath signs a declaration to mark his/her formal admission to the university and to signify that he/she will observe the statutes and regulations of the University and obey the directives of the constituted authority of the University.

All matriculants are required to be formally dressed in a matriculation gown for the ceremony.

b. Use of Matriculation Number

Each student is assigned a matriculation number upon registration. No official student paper or document may be regarded as complete or valid unless it carries the correct matriculation number. Once a student has been given a matriculation number he/she must retain it even if he/she changes his/her

programme of study. Disciplinary action will be taken against any student who attempts to obtain or obtains a second matriculation number.

c. **Identity Cards**

Each registered student of the University upon payment of a prescribed fee is issued with an official student identity card valid for one session only or as may be indicated on the card.

All persons while on University campus may be required for reasonable cause to identify themselves upon request by authorized university officials carrying out their duties.

Students are strongly advised therefore to carry their identity cards with them always and to be ready to produce them any time on demand. Furthermore student must surrender their identity cards to the Records Officer upon their graduation or withdrawal from the University.

If a student loses his/her identity card he/she is issued a new one after fulfilling the following;

- i. Swearing an affidavit to that effect.
- ii. Obtaining a clearance from the student's academic department and the Dean of Student Affairs.
- iii. Paying the prescribed fee to the university.

3.3. **CHANGE OF NAME AFTER MATRICULATION**

Students are not permitted to change their names after registration except in cases of female students getting married. The change of name must be supported with evidence of valid marriage certificate and with evidence of change of name published in any recognized National Newspaper/s.

3.4 **RELIGIOUS WORSHIP**

No church will be allowed to operate its branch on campus. Every student is therefore expected to participate in all religious activities on campus organized by the University chaplain who shall be in charge of religious programmes approved by the University authority. The organized religious activities are:

Sunday Service (Entire students) 9.a.m – 11a.m

Sunday Group Fellowship (Bible Study) (Entire Congregation/Students)
5.00p.m to 6.30 p.m

Wednesday Mid week Prayer (Hostel Level) 6.00 – 6.30p.m.

Each hostel shall appoint two fellowship officers among students to organize hostel religious activities and monitor participation of members in the hostels.

Non-participation in official religious activities shall be regarded as an offence punishable by warning, suspension and in extreme case by expulsion.

Although admission shall be open to all irrespective of tribe and religion, for the avoidance of doubt, it shall be obligatory for all students to participate in religious activities organized by the University.

3.5 **CATERING SERVICES**

The University does not engage in feeding of students. Each student is responsible for his/her own feeding. However spaces are provided for registered caterers who provide commercial catering services to students. The policy is referred to as 'pay as you eat' system. Students are not allowed to cook in the hostels. Students are required to dress in modest attire to the cafeteria/restaurants. Under no circumstance should a student go to the cafeteria/restaurants in shorts, sports dress, sleeve-less shirts, bathroom slippers or work dress like lab coat or the likes.

3.6 **UNIVERSITY LIBRARY**

The library is an integral part of the educational programme of Rhema University. The University Library caters for all categories of students and staff. The learning resources available and accessible in the library include books, journals/periodicals, audio-visual materials and on-line resources.

a. **Opening Hours:** The Library is open to users as indicated below.

During Session:

Monday – Friday	8.00a.m – 9.00p.m
Saturday	9.00a.m – 8.00p.m
Sundays	1.00p.m – 5.00p.m

During Vacation

Monday – Friday	9.00a.m – 4.00p.m
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b. **Registration:** All users of the library must be registered before they can make use of the library, and registration must be renewed annually. All registered users are issued with Borrowers' Cards which they are required to bring along whenever they come to the library. Borrower's Cards must be presented on demand by any member of the library staff.

c. **General Rules and Regulation**

- i. Every Library user must be formally registered by filling registration cards before making use of the library.
- ii. Registration is valid for the current session/academic year and must be renewed thereafter at the beginning of every academic year.
- iii. Every library user must show his/her University identity card and borrower's card on entering the library, when borrowing a book and at other times if asked to do so by any member of the library staff.

- iv. Borrower's Cards are not transferable. Readers are advised to keep their cards securely as a reader will be held responsible for the books issued against his/her card.
- v. Brief cases, bags, umbrella's etc must be put away in designated area/s
- vi. Library users must leave all consulted books and serials on the table and should not take them back to the shelf.
- vii. Library books are available for borrowing provided they have undergone due processing for their discharge at the circulation desk.
- viii. Serial publications (such as periodicals e.g newspapers, magazines and journals/bulletins) reference work (e.g atlases, dictionaries, encyclopedias etc) and reserved books are not loan-able. They are only meant for consultation within the library.
- ix. All borrowed books are to be returned within or at the expiration of the stipulated lending period. Defaulters are liable to pay an approved sum per day per book for overdue time.
- x. Lost/damaged library materials will be paid for using the current market price listed in the publisher's catalogue, plus a 20% service charge.
- xi. Library privileges may be withdrawn for failure to pay for lost or damaged books, mutilation, marking or tracing of any kind on library books; repeated damage to library materials, deceit in borrowing and fighting or rowdiness in the library.
- xii. Smoking, eating of food/snacks, noise making and group discussions are prohibited in any part of the library.
- xiii. The use of cell phones within the library is prohibited.
- xiv. Readers must show all books in their possession to the porter at the exit when leaving the library to ensure that all library books have been properly issued out.
- xv. Before leaving the University finally, each library user must return all books on loan to him/her from the library as well as surrender his/her Borrower's Card. Failure to do so may result in delay in issuing of clearance certificate from the library.

3.7 **MEDICAL SERVICES**

The University has access to the hospital located close to the campus. However, a medical centre will be maintained at the University site under the supervision of experienced medical doctors. Students are advised to consult the medical centre for treatment of minor ailments and emergencies. The

cost of prescribed medicines, hospitalization and other medical services are the responsibility of the student.

For official purposes, only the report of the Director of the University Health Services is acceptable to the University. All students are to go to the clinic wearing their identity cards for easy identification.

3.8 **COUNSELLING SERVICES**

The Students Affairs Unit provides counselling services to students who have personal and academic problems. Through the counselling services, new students are also helped to adjust to University life. Specifically, this may include counseling towards enhancing self understanding, selecting appropriate educational and vocational goals, improving effectiveness in working towards these goals, increasing social competence and resolving personal difficulties which interfere with general functioning and development. Experts are available to address specific cases as they arise. Students are free to avail themselves of these services and are assured of absolute confidentiality of discussions held during the counselling sessions. Appointments are arranged on an individual or group basis to suit students' need.

3.9 **POSTAL SERVICES**

Presently there are no public postal facilities on campus. Collection and distribution of students' mails will be done by porters in the hostels. Students can also receive their letters through their departmental addresses.

3.10 **SECURITY SERVICES**

The security unit provides 24 hours security services to protect life and property in the University. Nonetheless, students are advised to take proper care of their personal effects. Students are advised in their own interest to avoid night outings and to co-operate with security staff of the University. Suspicious characters should be promptly reported to the security unit.

CHAPTER FOUR

4.0 HOSTEL ADMINISTRATION

Each hostel has a management team which is responsible for matters of general policy for the social, sporting and intellectual activities of the hostel. The Team consists of the Hall Master/Mistress, the Hall supervisors and elected student members of the hostel. The supervision and administration of the life and activities of each hostel is the responsibility of Hall Master/Mistress and the Supervisor.

4.1 REGULATIONS GOVERNING STUDENTS HOSTELS

All students must be resident in the hostels. No student shall be allocated accommodation unless he/she has paid the required school fees, hostels fees and is cleared by the Medical Centre and is registered as a full time student of the University. Two to six students are accommodated as the case may be per room en suite

4.2 RULES FOR HARMONIOUS LIVING

Resident life of University students is a Community life and a student who accepts residence in the Hall also accepts to abide by the rules of residence. Any student who cannot co-exist peacefully shall be expelled from the Hall of residence and from the University.

4.3 CHANGE OF HALL/ROOM

- i. A student shall not be permitted to transfer from one room or Hall to another without the express permission of the Dean of Students Affairs in writing.
- ii. Any student who desires a change of room, Hall or bed shall apply in writing to the Dean, Students Affairs whose decision shall be final.
- iii. However, the Dean, Students Affairs can at any time transfer a student from one room or Hall to another and /or change his/her bed.

4.4 SQUATTING

It is an offence to squat or permit squatting within the hall or across the halls. It is also an offence to squat non-students.

"Squatting" is the act of harbouring another student or 'visitor' or being harboured in a room that has not been officially allocated to the student. Spending the night in the room that is not officially allocated to a student shall be viewed as squatting. Violation of this regulation will lead to summary ejection of both the host and the squatter.

4.5 HALL OF RESIDENCE DURING VACATION

- i. A student who wishes to stay in the hall during vacation shall apply to the Dean. Students Affairs at least two weeks before the vacation begins.
- ii. The decision of the Dean, Students Affairs on such application is final.

- iii. A student whose application to stay in a hall during vacation is approved, shall pay an appropriate fee before being granted access into the hall.
- iv. A student permitted to stay in a hall during vacation must move to the hall assigned to him/her for the period irrespective of his normal hall during the semester.
- v. Students permitted to stay in the halls during the vacations must vacate the halls latest by 12 noon on the day before official resumption for the semester or any other day so specified.
- vi. All students permitted to stay in Halls of Residence during breaks or vacations must abide by the rules of the Halls of Residence.

4.6 **CLEANING OF ROOMS**

- i. Every student occupant shall have the responsibility of cleaning his/her room on daily basis.
- ii. Unwashed plates, cutleries, overnight soaked pants and dresses etc should not be found in any room, bathrooms, toilets.
- iii. All dirt, waste papers etc, shall be emptied in the dust bins provided by the University to ensure easy evacuation by the Hall Cleaners.
- iv. All Beds should be neatly dressed before students go for lectures.
- v. Every student shall participate in the general cleaning of the Hall environment every Saturday from 8.00 a.m – 9.00.a.m
- vi. An appropriate fine shall be imposed on any student who fails to participate in the general cleaning exercise.
- viii. The University Authority shall eject any habitually dirty and unkempt student, who shall after repeated warnings be suspended from the Hall for two weeks in the first instance. Any repeated violation shall attract expulsion.

4.7 **CLOSING OF DOORS**

All entrances to the hostels are closed between 10.00p.m and 5.30a.m. Visitors will not be admitted into the hostels between these hours during which period all musical equipment must be turned off. The light in all rooms should be put off by 12.00 midnight. However, students are allowed to use their reading lamps to do their private study in their rooms. From midnight – 5.00 a.m there shall be the golden silence in the halls of Residence. No student shall make noise that is likely to disturb the sleep or study of another student. A student of noisy character who does not comply after warnings shall be expelled from the Hall of Residence and from the University.

4.8 **WATER/ENERGY CONSERVATION POLICY**

All students are required to plug off all electrical appliances before leaving their rooms for lectures and/or other University activities to avoid fire outbreaks and damages to property.

Any student(s) found guilty shall be liable and shall be made to pay for the cost of damages(s) or replacement(s) whichever is applicable. Such costs/fees shall be determined by the University.

It is also expected that students should be economical with the usage of water from the Main Supply. Careless usage and wastage of water should be avoided for the convenience and interest of all.

4.9 **DAMAGE OF UNIVERSITY PROPERTY**

The hostel officials are responsible for all University property in the hostels. Therefore students must obtain permission to use any hostel room or equipment for private functions or activities of any students' organization. If there is any loss or damage to University property, the student or organization responsible will be made to replace or pay for the cost of repairs or replacement.

No student shall deface the walls of the University or halls/rooms with posters, bills, writings, drawings, graffiti etc.

Any violator of this rule shall be made to paint the wall at his/her expense. This is without any prejudice to any other form of disciplinary action by the University.

4.10 **ABUSE OF LECTURE FREE TIME**

Students are expected to make proper use of their free time and limit their movements particularly in respect to movements outside the University premises. For journeys outside the University or absence from the Hall of Residence overnight, written permission must be obtained from the Dean of students Affairs.

A student leaving the hall, except for activities within the campus, he/she must sign off at the Hall officer's desk. Upon return, he/she must also sign in after submitting the exit permit. Failure to sign in shall attract a strong letter of warning and when repeated, a four week suspension and when repeated again, a one session suspension.

4.11 **USE OF WIRELESS SETS, RADIO, MOBILE TELEPHONES ETC**

No student is allowed to disturb his/her room mate with musical equipment. However students may play radios, cassettes and other musical instruments any time between 6.00 a.m and 11.00 p.m provided the gadget is always tuned to the level that will not disturb other room mates.

The use of phone is allowed provided it is not for committing crimes. Any student found or suspected to be involved in any criminal activity shall immediately be expelled from the University and shall not be allowed to return to the University.

No student is allowed to use mobile phones while attending lecture examinations, church services or in laboratories and library. Any violation of this rule attracts suspension for one session to expulsion from the University. In addition the cell phone shall be confiscated.

Use of Cell Phones for wrong activities includes:

Fraud
Harassment
Invasion of privacy
Slander
others

4.12 ELECTRICAL APPLIANCES/CANDLES

To prevent domestic hazards, the use of electrical appliances like electric cookers, driers, toasters, grills, immersion heaters, heating coils, hot plates, television sets, refrigerators, ovens etc, are not allowed in student room. The use of candles, kerosene lanterns or any naked light in Halls of Residence is strictly prohibited. Offenders would be suspended from the University for one session. Students are however allowed to use bedside lamps with re-chargeable batteries. Under no circumstances must any student tamper with or alter in any way electrical installations in any section of the hostel.

4.13 FEEDING/COOKING IN HALL OF RESIDENCE

- i) No student is allowed to cook in the Hall of Residence. Students are to purchase their meals from the University cafeteria where they shall also stay to eat them.
- ii) Any student found violating this rule shall be suspended for one semester. Any repeat offence shall attract expulsion from the University.

4.14 GUESTS/VISITORS

All visitors to the hostels must sign the visitors register at the porter's lodge. In this context, the term 'visitors' also applies to male student visiting female students or female students visiting male students as well as all other individuals including staff of the University. No visitor is allowed or permitted to enter the student's room but shall wait to sign the Visitor's Register at the Hall Attendant desk. The Hall Attendant shall then send for the student being visited who shall meet with the visitor in the Students Common Room.

The hours of visitation are:

4:00 p.m	-	7:00 p.m	Monday – Friday
12 noon	-	7:00 p.m	Saturday, Sunday and public holidays

The visiting period as indicated must be observed. Visiting outside this period must be by the permission of the Dean of Students Affairs or Hall Officer; Failure to comply with the rules attracts very serious disciplinary action against the student being visited.

4.15 OVERNIGHT VISITORS/GUEST ARRANGEMENTS

No student is allowed to accommodate any male or female visitors/guest or any student of opposite sex in his/her room overnight. Similarly any student found entertaining a visitor/guest or any student of the opposite sex in his/her room overnight will be suspended for one session. A repeat of same offence will attract expulsion from the University.

4.16 STUDENT FROM OTHER INSTITUTIONS

No student is allowed to invite student(s) of other tertiary institution(s) to the University or his/her living room to hold parties or meetings, either in the Hall or any other venue of the University without written permission from the Dean of Students Affairs and the Registrar through the Hall Officer.

Any violation of this regulation shall attract suspension of the student from the University for one semester.

4.17 NOCTURNAL ACTIVITIES/CULTISM

- a) Rhema University is a Christian mission institution and as a result all unauthorized nocturnal activities of whatever form or nature are banned by the University.
- b) Cognizant of the concern of the Federal Government of Nigeria on secret cults, especially on campuses, Rhema University has this punishment for offenders.
 - i. Secret cults by whatever name(s) they are known are banned in the University.
 - ii. Any student or staff who is indicted for cult membership or interest will be expelled or dismissed as the case may be and handed over to the law enforcement agents.
 - iii. Any student who intimidates bullies or manhandles a fellow student in an attempt to coerce him/her into cult membership or prevent him from renouncing cult membership will be expelled.
 - iv. Any student who is found in possession of dangerous weapons will be expelled.
 - v. The security agents are free to arrest any suspected cult member.

4.18 USE OF ALCOHOL/HARD DRUGS

The use of hard drugs which includes Indian hemp, cocaine, heroine etc is highly prohibited in the University and shall not be found with any student during the period of his/her studentship in the University.

Any student found in possession of or caught using hard drugs of any kind will be expelled and handed over to the Law Enforcement Agents for prosecution.

Similarly the possession of and/or consumption of alcohol by students on campus is banned and any student found guilty shall be expelled.

4.19 USE OF FIREWORKS AND POSSESSION OF FIREARMS AND OTHER DANGEROUS WEAPONS

The possession and use of firearms and fireworks, such as knockouts etc by students are prohibited on the University Campus.

Any student found guilty will be expelled and handed over to the police for prosecution.

4.20 STUDENTS PUBLICATIONS

Only duly registered student organizations may produce publications or printed materials bearing the name of the University. All student publications must carry the name of the organization responsible for the publication and the individual name or names of the editorial board. All student publications must state explicitly on the editorial page that the opinions expressed there are not those of the University or its student body as a whole.

The following types of publications are prohibited on campus and are subject to disciplinary action.

- a. Publications which are libelous and/or slanderous
- b. Publications which are obscene
- c. Publications which incite violence
- d. Publications which are not properly titled

Two copies each of every publication must be deposited in the library and the Students Affairs Unit at least 48 hours before distribution.

4.21 STUDENTS CLUB AND ORGANIZATIONS

The University shall only permit clubs and organizations to operate after due registration process have been followed;

- i. Letter of application to the Dean of Students Affairs with the constitution and bye-laws attached which must conform with the University objectives.
- ii. Letters of undertaking from a staff adviser/patron.
- iii. Renewal of registration yearly at the beginning of each session with the Dean, Students Affairs
- iv. There should be no special dress code attached to any club/organization.

- v. The Vice-Chancellor has the powers to deregister any club/organization that is inconsistent with the University ethics either for a period or permanently.
- vi. There shall be no fee attached to any registration
- vii. Only clubs/organizations oriented towards moral, social academic or recreational development may be allowed by the University
- viii. All clubs/organizations are authorized to fund their activities through collection of dues from members after registration with the University.
- ix. The Vice-Chancellor may allow charitable collections provided it does not contravene government laws and the amount collected shall be duly publicized.
- x. No partisan political activities shall be allowed on campus.

4.21B **STUDENTS UNION GOVERNMENT**

As a rule, student Union Government is not allowed in the University. The students' body shall however be well represented in all matters concerning students by the University authority. Under no circumstance shall students activities be conducted on Union basis.

The vacant offices and portfolios shall be by appointment based on student conduct and discipline, academic standing and other related requirements subject to approval by the University Senate.

4.21C **CLASS REPRESENTATIVES**

The recognized channel of communication between the lecturers, Departments and the student population will be the class Representatives. Each class is allowed to elect/choose one of her members as a representative. All grievances and suggestions should be channeled through the Class Representatives.

4.21D **GUESTS FROM OUTSIDE**

In achieving the expected objectives of the University, clubs or organizations are allowed to organize activities featuring guests from within and outside the University. The University authority must be consulted before inviting the guest concerned.

4.22 **PETS**

For health and sanitary reasons, pet animals - birds, fish and reptiles etc are prohibited in and around University hostels.

4.23 **HALL OF RESIDENCE ATTENDANCE REGISTER**

- i. All students are to be present at their respective Hall/rooms at 11:00 p.m everyday to take part in roll call exercise upon presentation of their identity cards.
- ii. The Hall Attendants and Hall Representatives who are students of worthy character appointed by the Dean of Students Affairs will take regular attendance of the students in the Hall by 11:00 p.m.

- iii. Those who want to continue to study in the hall can do so but observe silence.
- iv. The Register of Attendance in each hall must be submitted to the Hall Attendant/s on duty that night for action by the Dean of Students Affairs.
Any student found absent shall be queried, warned, or suspended which ever is applicable.
- v. Signing of roll call register for other student within the hall of Residence is prohibited. This is also applicable to the signing of Attendance Register at the lecture halls.
- vi. Offenders shall be made to face disciplinary action.

4.24 **PROTECTION/LOSS OF PERSONAL PROPERTY**

- i. It is the duty and responsibility of each student in the hall to take good care of his/her personal property as the University Administration will not accept any responsibility for any loss of property in the Halls of Residence.
- ii. Students are therefore advised in their own interest to take good care of valuable items brought into the Halls of Residence.
- iii. The wardrobes and door keys should be properly used.
- iv. Students are advised to deposit their money in the nearest banks.

CHAPTER FIVE

5.0 DRESS CODE

INTRODUCTION

Rhema University is a Christian Institution. The University believes in the divine inspiration and sufficiency of the Holy Scriptures and its final authority in all matters of faith and conduct. To positively impact on the youth, the University will ensure strict discipline on students appearance.

5.1 DRESS CODE FOR FEMALE STUDENTS

- (i) All female students must dress corporately during lectures, special ceremonies, matriculations, convocations and examination. Corporate attire includes trousers, skirt suit, skirt and blouse formal African weeks or a smart dress with a pair of covered shoes. Dresses and skirt helms must be below the knees.
- (ii) Wearing of sleeveless dresses or dresses with very tiny singlet-like straps (spaghetti strap) without a jacket is strictly prohibited by the University.
- (iii) Wearing of over clinging clothing, including body hugs, hip-stand trousers and any clothing made from stretchy, elastic material is strictly prohibited.
- (iv) All revealing blouses, especially low-cut blouses and the type that does not cover the navel, are strictly prohibited any where in the University.
- (v) All transparent dresses are generally strictly prohibited but may be worn with dark singlet or other forms of dark inner wears.
- (vi) All female students should wear hairstyles that are neat and decent and joyful as Christian University students.
- (vii) No female student should pierce any part of the body other than the ear (for earrings).
- (ix) No tattoos are allowed on any part of the body particularly area/s exposed to sighting.
- (x) Excessive facial make-up, artificial nails and bleaching must be avoided.
- (xi) The use of face-caps is strictly prohibited except for sports and related events.
- (xii) Patched or worn out jeans and shirts are not permitted.

5.2 **DRESS CODE FOR MALE STUDENTS**

- (i) All male students are expected to dress corporately to the lecture halls, examination halls, special ceremonies and other events. A shirt and necktie, a pair of trousers with or without a jacket, a pair of covered shoes defines corporate dressing. Men's dresses for lectures or general campus wear should conform to prescribed rules and regulations (no sagging, no plaiting)
- (ii) Male students should not go bare-footed or bare chested or without shirts outside the halls of residence.
- (iii) Corporate dressing is encouraged. Every male student dressing in western attire must have the tie knot pulled up to the top button of the shirt.
- (iv) Wearing of long-sleeve shirts without buttoning the sleeves is not allowed.
- (v) Shirt collars should not be left flying.
- (vi) The act of pulling down one's trousers to the hip line is strictly prohibited. All shorts must be properly tucked into the trousers.
- (vii) Male students are advised to maintain well-cut hairs that are combed regularly and must be clean-shaven.
- (viii) Parched, torn or worn out jeans and shirts are not permitted.
- (ix) The use of face-caps on campus is strictly prohibited except for sports and other related events.
- (x) Piercing of any part of the body is prohibited. No tattoos are allowed on any part of the body particularly areas exposed to sighting.
- (xi) Pyjamas and Night gowns are not allowed outside the Hall of Residence.

5.3 **PUNISHMENT/PENALTIES FOR IMPROPER DRESSING**

The penalties for improper dressing include:

- Warning
- Suspension
- Outright expulsion

CHAPTER SIX

6.0 STUDENT EXAMINATIONS

6.1 REGULATIONS GOVERNING UNIVERSITY EXAMINATIONS

Subject to the conditions as prescribed under the provisions of Rhema Law and or any amendment thereof, Senate has the power to

- i. organise and control courses of study at the University and of the examinations held in those courses including the appointment of examiners, both internal and external.
- ii. lay down conditions for the examinations
- iii. approve and publish the results of the examinations
- iv. award of degrees and other such qualification as may be prescribed pursuant to the examinations
- v. ensure the maintenance of standards and proper conduct of examinations.
- vi. ensure the security of examination papers and scripts as well as apply necessary sanctions in the case of any breach.

In the exercise of the powers listed and subject to the overriding control of Senate the details of organization and of the administrative arrangements for University examinations shall be the responsibility of the Committee of Deans consisting of all the Deans of the several Colleges. That Committee shall advise the Vice-Chancellor on all academic matters and on particular matters referred to the University Council by Senate.

6.2 ELIGIBILITY TO SIT FOR UNIVERSITY EXAMINATIONS

Examination for all years of study shall be at the end of the semester in which the courses are taught. Only those students who have been duly admitted, registered, matriculated, signed for the students handbook, paid their school fees in full, signed the student code of honour and satisfied the requirements for registration of course(s) and attendance to lectures and practicals shall be allowed to take their examination. In addition all students must use their current ID cards in all examinations.

6.3. MINIMUM CLASS ATTENDANCE

A minimum of 75% class attendance in all courses offered in the various departments of the University is compulsory for all students before they are allowed to take their examinations. Each lecturer is expected to keep a class attendance register of course(s) taught. Any student that fails to meet the 75% lecture attendance in any course would be deemed to have failed the course.

Students who are serving any punishment such as suspension will not be allowed to retake any examination already written during the course of serving such punishment except as decided at the discretion of Senate. Such examination will be carried over to the next academic session.

6.4 **INABILITY TO SIT FOR EXAMINATIONS**

- i. Any student who is unable to sit for any University examination on account of proven ill-health certified by the University's Director of Medical Services or for any other reason which must be convincingly acceptable to the University Senate when presented, may apply to Senate through the Head of his/her Department, Dean of the College for a compassionate view of his/her case.
- ii. The Dean of the College shall forward the student's application to the Registrar with specific recommendations based on the authenticity or otherwise of the student's reasons after consultations with the Departmental and College Boards respectively.
- iii. Candidates who fail to present themselves for any University examination without recourse to i = ii shall be deemed to have failed that examination. This is without prejudice to the right of any student's application to Senate as provided.

6.5 **REPLACEMENT OF LOST ID CARDS**

Misplacement of student Identity Card should be made known to the Dean of Student Affairs as soon as such misplacement or loss is discovered. The process for replacement of Identity Card should be completed within two weeks of report including payment of fee by the student for the new ID. In the event of the missing/lost Identity Card being recovered, the information should be made known to the Dean of Student Affairs and the old/former ID surrendered forthwith.

It is an offence for any student to hold more than one Identity Card at a time and punishment shall be meted in accordance with the regulation.

6.6 **PUNCTUALITY AT AND LEAVING HALL DURING EXAMINATION**

Students at every Examination Hall and are expected to report 10 minutes before the commencement of every examination. Students who come late to the Examination Hall may be admitted at the discretion of the Chief Invigilator but no students will be allowed into the Examination Hall 30 minutes after the commencement of the examination.

All students sitting for an examination are expected to hand over their answer scripts to the invigilator and ensure that they sign out on the Attendance Register. Students are not permitted to leave the Examination Hall without being instructed by the invigilator and where a student fails to sign the 'out' column of the Attendance Register, he/she would be deemed to have been absent from that particular examination irrespective of the fact that he/she has signed the 'in' column of the register.

6.7 **EXAMINATION TIME TABLE**

- i. All lectures shall end one week to the date for the commencement of examination in any semester.
- ii. Unless otherwise re-scheduled, examinations shall be held in the places and the times stated in the Examinations Time-Table.
- iii. Final year students and non-final year students who registered for the same course shall take the same examinations.
- iv. The hall/room, date and time for each examination shall be indicated on the Time Table. No changes on the Time Table shall be made without the approval of the Registrar. Any changes made on the Time Table shall be published by the Registrar.

6.8 **CONDUCT OF UNIVERSITY EXAMINATIONS**

- i. Students shall use their University matriculation numbers as their examination numbers. Their names shall not be written on the answer booklets/scripts.
- ii. Candidates must display their University Identity cards on their desks during each examination.
- iii. Students shall not bring into the Examination Hall any paper, including blotting paper. Students should normally enter the Examination Hall with their writing materials and any other item that may be permitted for a particular Examination.
- iv. The University shall provide for the students in the Examination Hall, answer booklets and other approved materials such as drawing paper, square ruled paper, graph paper, logarithm tables and any others as may be approved to be provided for the Examination.
- v. Each answer booklet shall be serially numbered and validated by the Registrar's office and handed to the students or placed on the students' desks in the Examination Hall by the Invigilators.
- vi. Questions in Examination papers shall remain as they are irrespective of any errors students may have observed in the paper until there is instruction to the contrary by the invigilator.
- vii. Candidates who arrive late at the Examination within the first 30 minutes shall not be allowed extra time.
- viii. The time stipulated in the Time – Table for any examination shall be strictly adhered to. Students who come 30 minutes after the commencement of the examination shall not be allowed to sit for the examination.

- ix. Students shall not remove any question paper from the Examination Hall unless they have completed the examination.
- x. Students shall not write on any other paper than the answer booklet or other approved materials during an examination. All rough work must be done on the answer booklet and crossed out neatly by the student.
- xi. Students shall not smoke, eat or drink in the Examination Hall during an Examination.
- xii. Any student who commits an examination offence shall fill the Examination Offences Form immediately.
- xiii. Any student involved in an examination offence shall append his signature on every material removed from him.
- xiv. Any student indulging in an act capable of disturbing the smooth conduct of an examination shall be liable to punishment as may be determined by the appropriate University Authority.
- xv. Examination answer scripts/sheets whether used or unused should not be taken out of the Examination Hall by students.
- xvi. Students are not allowed to use cell-phones in an examination hall
- xvii. While examination is in progress no persons other than the Chief Examiner for the course, the Invigilators, the Attendant, the Registrar or his Representative, and medical officers shall be allowed to enter the examination room except that the examiner(s) in each paper shall be present during the first 30 minutes of the examination and other times he may be requested for.

6.9 **EXAMINATION OFFENCES AND DISCIPLINE**

Examination offences shall include:

- i. Disobedience to the Invigilators during an examination.
- ii. Failure to adhere to the time requirement during an examination
- iii. Involvement in any act capable of disturbing the smooth conduct of an examination.
- iv. Involvement in examination malpractice which includes acts such as;
 - a. Communicating with any student or students in any manner during an examination,
 - b. Receiving assistance from or giving assistance to another student or students during an examination.
 - c. Impersonating in an examination.

- d. Copying or reading from another student's script or from any other unauthorized material during an examination.
- e. Opening of one's answer script for another student to copy or read from during examination.
- f. Being in possession of any unauthorized material such as books, notes, papers, devices (phones, calculators, organizers etc) and manuscripts whether or not such material is related to the examination.
- g. Involvement in leaking of examination question/s or paper(s)]
- h. Forging or otherwise altering and presenting medical report in order to obtain a deferment of examination or any other benefit
- i. Lobbying for examination grades by whatever means;
- j. Involvement in any other form of cheating or other acts intended to confer undue advantage on the student;
- k. Destruction of unauthorized material/s smuggled into the Examination Hall and refusal to complete the Malpractice Form.
- l. Illegal possession of Examination materials and failure to return Examination booklets
- m. Alteration or cancellation of Matriculation number.
- n. Attacking invigilator(s) and lecturer(s) during and after examinations.
- o. Other types of Examination Malpractice not mentioned.

DISCIPLINE

If any candidate is suspected of breach of any of the Examination Regulation or of examination malpractice during an examination, a written report of the circumstance shall be submitted by the Invigilator to the Vice-chancellor within 24 hours of the examination session. The candidate concerned shall be allowed to continue with the examination.

- i. Any candidate suspected under Regulation (6:9:a) shall be required to fill the examination offences form and submit same to the Invigilator. Failure to make a report shall be regarded as a breach of discipline.
- ii. Where the Vice-Chancellor is satisfied that any candidate has committed a breach of any of these Regulations, such candidate shall be deemed to have committed an examination offence and the Vice-Chancellor may:
 - a) Authorize the Registrar to give public notice of the fact that such an offence has been committed by the candidate or to give private notice to that candidate or
 - b) Remove the name of the candidate from any pass list, or
 - c) suspend the candidate from any University examination for such a period as he may decide; or
 - d) Order that the candidate be suspended from the University for such period as he may decide or
 - e) Act in all or any of these ways and

- f) Report any action taken to Senate and Council.
- iii. In taking a decision under this heading, the Vice-Chancellor may be assisted by the report of an investigation panel or by any other means whatsoever as may be determined by him.
- iv. Where the Vice-Chancellor has reason to believe that the nature of any question in the content of any paper may have become known prior to the date and time of the Examination to any persons other than the examiners of the paper, the Board of Examiners and any official of the University authorized to handle the paper, he may order the suspension of the examination or the cancellation of the paper or setting of a new paper and shall report the matter to Senate. The Vice-Chancellor shall take any disciplinary measure against any student or students and/or staff involved as he may deem appropriate.
- v. If in the opinion of any Invigilator, circumstances arise which render the examination unfair to any candidate, he must report the matter to the Vice-Chancellor within 24 hours after the examination.
- vi. Where a matter is reported to the Vice-Chancellor under Regulation iv and v, he may take such other actions as he thinks fit for the purpose of this regulation. If he directs that another examination be held, that examination shall be the examination for the purpose of the Regulation.
- viii. Any candidate or member of the academic staff may complain to the Vice-Chancellor that an examination has been improperly conducted. The Vice-Chancellor shall investigate the complaint and report the result of his investigation to Senate which shall take such actions as it may deem appropriate, including withholding a result or deprivation of the award of degree, diploma etc. as laid down in the statute.

CHAPTER SEVEN

7.0 GENERAL REGULATIONS ON STUDENT CONDUCT AND DISCIPLINE

The vision and Mission of Rhema University is primarily to provide quality education and produce Nigerian leaders who would meet the challenges of the 21st Century. When a student accepts admission into Rhema University, it is understood that he/she has accepted to abide by the rules and regulations established by the legally constituted authority of the University. The University assumes therefore that the student acquiesces to conduct himself/herself as a responsible citizen, maintaining high standards of personal integrity.

The University regards as serious offences all acts of unethical, immoral, dishonest or destructive behaviours as well as violations of University regulations. It is therefore the responsibility of each student to know these regulations. The University reserves the right to discipline or to enforce through the established disciplinary processes the withdrawal and/or refusal of a re-admission of a student who fails to abide by its regulations.

7.1 CATEGORIES OF OFFENCES

Offences committed by students are divided into two groups:

1. Cases of misconduct which the student Disciplinary Committee (SDC) can handle
2. Criminal Offences which would be referred to the police for necessary action. In this case the final decision of the student by the Disciplinary Committee would depend on the result of the police investigation

7.2 MISCONDUCT

- i. Examination Misconduct
- ii. Unruly Behaviour
- iii. Indecent Behaviour
- iv. Vandalism
- v. Unauthorized transfer of Bed space
- vi. Unauthorized replacement of or damage to University property
- vii. Pilfering
- viii. Insubordination
- ix. Direct sale of Bed space/squatting in Hostels
- x. Membership of an unregistered club, organization or society
- xi. Infringement of other University regulation

7.3 CRIMINAL OFFENCES

- i. Fraud
- ii. Theft
- iii. Burglary
- iv. Assault
- v. Murder

- vi. Membership of a secret cult
- vii. Possession of fire arms
- viii. Arson
- ix. Rape
- x. Possession and use of hard drugs and drug trafficking
- xi. Fighting
- xii. Examination Malpractice

7.4. **SANCTIONS FOR VIOLATION OF UNIVERSITY REGULATIONS**

7.4.1 **LETTER OF WARNING**

This is issued to offenders by the Student Affairs Unit. It must be collected promptly or further stringent action shall be taken. Copies of such letter or letters shall be forwarded to the offending students parents/guardian and personal file(s). The issuance of a second letter of warning shall lead to the invitation of parents/guardian of the offending student to the Students Affairs Department.

7.4.2 **FINES**

These must be paid within specified period to avoid stringent actions being imposed. Dean of Students Affairs may impose fines of up to N500 for certain categories of offences committed in the hostels. Anything in excess of this can only be imposed by the Student Disciplinary committee.

7.4.3 **DISCIPLINARY PROBATION**

Disciplinary probation is a trial for a specific period of time during which a student must behave in a manner acceptable to the University. The Disciplinary Committee may impose terms which will restrict the student's participation in extra curricula and other activities.

7.4.4 **SUSPENSION**

Suspension is an action which excludes the student from registration, class attendance, residence in an official University hostel and the use of university facilities for a specified period of time. This means that the student must immediately vacate the campus and shall not return to the University until the suspension period is over.

7.4.5 **EXPULSION**

Expulsion is the permanent withdrawal by the Vice-Chancellor of the privilege of registration, class attendance and residence in an official University hostel. The privilege of the use of University faculties is also withdrawn by this sanction. This action means that the student must leave the campus immediately.

7.4.6 **LOSS OF PRIVILEGE**

Loss of privilege is the withdrawal of a privilege or use of a service or facility such as Library or sports centre etc for a specific period of time.

7.4.7 **SURCHARGE**

Surcharge requires that a student pays for damages, loss or misappropriation of University property or property of members of the University Community. Such surcharge is charged to any student who alone or through group activities organizes or knowingly participates in the event which caused the damages or loss.

Affected students have a right to appeal to the Vice-Chancellor against the decision of the Disciplinary Committee within two weeks of the receipt of the letter conveying the decision of the Committee.

CHAPTER EIGHT

8.0 THE UNIVERSITY OATH

I hereby subscribe and bind myself as a condition to my admission to obey all the rules and regulations of Rhema University as in its student's handbook, laws and other statutory documents and confirm that my rights and privilege as a student of Rhema University are conditioned upon my dutiful compliance with these rules and regulations which I have read, understood and inbided.

"On admission to membership of the University, I sincerely promise and publicly declare: that I will respect and obey the Vice Chancellor and other officers of the University, and that I will faithfully and conscientiously observe all rules and regulations which may from time to time be made for the good order and governance of the University. I solemnly promise to be diligent in the pursuit of my course of instruction, and to uphold the principles of equipping humanity for excellence for which the University stands.

In addition, I faithfully promise that I will refrain from any acts of violence or other actions aimed at disrupting the functions of the University or likely to bring the University into disrepute. Thus I am fully aware and hereby declare that:

- (a) If I am found to have used forged credentials to obtain admission into the University, I shall deem myself to have forfeited my right to remain a student of the University, or take a degree of the University;
- (b) If I am involved in examination malpractice, I shall not be allowed to take a degree of the University.
- (c) If I am involved in such anti-social or criminal acts as felony, rape or arson, or membership of a secret society, I shall deem myself disqualified from taking a degree of the University."

"SO HELP ME GOD"

Name Of Student:

Matriculation Number:

College / Department:

Signature/Date: