

**KHALIFA ISYAKU RABIU  
UNIVERSITY, KANO**

**KHAIRUN**



**GENERAL STUDENTS'  
HANDBOOK**

**2024**

## **STUDENT'S PERSONAL INFORMATION**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Faculty: \_\_\_\_\_

Department: \_\_\_\_\_

Programme: \_\_\_\_\_

Level \_\_\_\_\_

State of Origin \_\_\_\_\_

Nationality \_\_\_\_\_

GSM NO. \_\_\_\_\_



## **BRIEF HISTORY OF THE FOUNDER**



**SHEIKH KHALIFA ISYAKU RABIU  
KADIMUL QUR'AN**

**Khalifa Sheikh Isyaku Rabi'u** was born in the ancient city of Kano, in the year 1928 at Jingau quarters. His parents were Sheikh Muhammadu Rabi'u and Hajiya Fadimatu. Khalifa started studying and the recitation of the Holy Qur'an under the guidance of his father from 1936, up to 1942 when he had the traditional ceremony of completing the reading and learning of the Holy Qur'an. Khalifa Sheikh Isyaku Rabi'u proceeded to Maiduguri, Borno State, where he completed the memorization of the Holy Qur'an in 1946. Khalifa

continued with the study of Tasawwuf and Dariqa under Sheikh Abubakar Mijinyawa at Bakin Ruwa Quarters in Kano city. He later returned to his father's school and studied the science of Tajweed. However, Khalifa Sheikh Isyaku Rabi'u subsequently transferred to Sheikh Abdullahi Salga's school at Sanka in the city of Kano, to study Islamic Law, Hadith and Jurisprudence where he graduated in 1949.

After Khalifa's graduation, his father gave him permission to start a business, where he started trading in Kurmi Market, in the ancient city of Kano, in 1949. In February 1952 Khalifa registered his business as a company called Isyaku Rabi'u and Sons Limited. As time went on in 1973, Khalifa changed the company's name to Isyaku Rabi'u Group of Companies a conglomerate of twelve companies dealing in Trading, Manufacturing, Insurance, Banking, Aviation and Real Estate with over 1000 employees. Khalifa Sheikh Isyaku Rabi'u is the Chairman and Chief Executive Officer of Isyaku Rabi'u & Sons Ltd, Kano Vehicle and Accessories Ltd, Bagauda Textile Mills Ltd, Rabi'u Bottling Company Ltd, Kano Suit and Packing Cases Factory Ltd, IRS Rice Mills Limited, IRS Airlines Limited, Afro Sacks Nigeria Limited, Kano Sugar Industries Limited and Combined Services Nigeria Limited.

In 1969 Khalifa and some other Businessmen in Kano established the first indigenous trading company, Kano Merchants Trading Company which later switched to Bagauda Textile Mills Ltd. He also played active role in the establishment of companies like, Nigerian Victory Assurance Company, Stanbic Merchant Bank Nigeria (first Chairman),

Habib Nigeria Bank Limited, Giwarite Nigeria Limited and Combined Services Nigeria Limited. Khalifa Sheikh Isyaku Rabi'u was a Director in many other companies across the nation and other countries and was also a member of University of Ibadan Governing Council, Islamic University of Niger, Niamey, International University of Africa, Khartoum Sudan, Senate Member, Faisal University, Njamena, Tchad, Member of Organisation of Islamic Conference (OIC), Saudi Arabia, Member, Muslim World League, Saudi Arabia. And also a member of its committee on mosques, Member Council of Ulama, Nigeria.

Sheikh Isyaku Rabi'u was appointed as leader of the Tijjaniyya Movement in Nigeria and the neighbouring countries in 1994, and also gained the title of 'KHALIFA'. He was the President of Sheikh Muhammadu Rabi'u Islamic Foundation International, an Islamic organization for both humanitarian and Islamic propagation.

Khalifa received award of Men of Achievement Award in 1991 by the Cooperate Press Services Ltd, Lagos and Kano State Government Sports Award, the Industrial Giants Merit Award in 1998, Ahmadu Bello International Award in 1999 and also honoured with the Order of the Federal Republic (OFR) during the government of President Olusegun Obasanjo, in recognition of his contributions in uplifting the standard of living in his community and the nation at large. And so many other awards.

He is just the one single person in history of Kano, and the Northern Nigeria that has succeeded in the establishment

of Private schools from kindergarten to university level. May his gentle soul continue to rest in Jannatul Firdaus.

## Vice-Chancellor's Welcome Message



**Abdurashid Garba, PhD; fcasson; mnae, icasson**  
Vice-Chancellor



## **INTRODUCTION**

In the year 2022, the National Universities Commission (NUC) announced an addition of a new private university in Kano State. That was the proclamation of the Khalifa Isyaku Rabi'u University, Kano (KHAIRUN). The Founder of the University, was Khalifa Isyaku Rabi'u (Khadimul Qur'an), rahimahullah. Until his demise he demonstrated keen interest and desire to witness the completion of his long standing ambition of building an educational empire, from Kindergarten to the University level. Allah (SWT) in His infinite mercies did not plan for that. In His divine wisdom, Allah SWT has however, blessed the worthwhile ambition of this gentleman - today, KHAIRUN is a reality. It is an addition to the various schools he has established from the scratch. May Allah SWT continue to rest his gentle soul in Jannat el-Firdaus.

Presently, KHAIRUN has three Faculties, ten Departments and sixteen academic programmes, namely: Allied Medical Sciences with three Departments and three programmes; Science and Computing with five Departments and ten programmes; and Engineering with two Departments and three programmes. Each of these programmes has been equipped with state of the art equipment in classes and in the laboratories. In addition to all these there are smart classrooms for easy tutelage, strong internet access, and a vibrant website. The University Library is well equipped with current holdings and e-resources. There is also a well-equipped hostel facility for both male and female students as

well as for international students. All these are provided for students in order to ease academic pursuit.

While we remain prayerful for Allah's protection, the University has provided adequate security measures to protect lives and properties, and against any incursion by insurgent elements. To crown all these, the University has a well-planned arrangements on ground to ensure strict compliance to all University regulations, social norms and values, and for the observance and enforcement of our highly cherished Islamic traditions. Staff and students are therefore encouraged to be wary of, to support and be ready to imbibe the peculiarities of KHAIRUN environment.

I want to, on behalf of Proprietors, Board of Trustees, Governing Council and Management of KHAIRUN, welcome all the newly admitted students to this promising citadel of learning. I also wish to congratulate you for the single advantage and rare privilege of being pioneer students.

**Abdulrashid Garba**, *PhD; fcasson; mnae, icasson*  
Vice-Chancellor

## TABLE OF CONTENTS

Student's Personal Information.....	ii
Brief History Of The Founder.....	iv
Vice-Chancellor's Welcome Message.....	viii
Introduction .....	ix
Table of Contents.....	xi
The University Logo.....	1
Khalifa Isyaku Rabi'u .....	1
Motto .....	1
The University Colour (Orange and Ash) .....	2
Vision.....	2
Mission .....	2
Philosophy Goals and Objectives .....	2
Goals and Objectives .....	3
Academic and Official Costume .....	4
Faculties, Departments and Programmes .....	5
Authorities of the University.....	7
Proprietor.....	7
Board of Trustees.....	7
Council .....	7

University Management (Principal Officers),.....	8
Senate.....	8
Faculty and Departmental Administration .....	8
Congregation.....	8
Convocation .....	9
Chancellor and Principal Officers of the University .....	10
1.0 Organization of the Administration.....	16
The Functions of Unit.....	17
2.0 University Health Service .....	19
2.1 University Clinic: .....	19
2.2 Student Registration: .....	19
2.3 Vaccination and immunization against communicable diseases: .....	20
2.4 Public Health Education:.....	20
2.5 Shifts.....	20
2.6 Emergency Services .....	20
2.8 Paid Services.....	21
2.9 Sick Bay: .....	21
2.10 University Clinic: .....	22
2.11 Warning Against Dangerous Drugs Decree 20 1984:..	22
2.12 Tobacco Smoking (Control) Decree No.20 of 1990: ...	22
3.0 The University Library Services.....	23

3.1 Opening Hours of the Library: .....	23
3.2 Library Rules and Regulations .....	23
4.0 Center for Information Technology (CIT).....	26
5.0 General Examination and Academic Regulations (GEAR) for the First Degree Programme .....	28
5.1 Citation:.....	28
5.2 Operation of the Regulations: .....	28
5.3 Operational Definitions:.....	28
5.4 Assessment of performance: .....	33
5.5 Admission in to Examination: .....	34
5.6 Frequency of Examinations: .....	34
5.7 Faculty and Departmental Regulations: .....	34
5.8 Exception for Allied Medical Sciences programmes: ....	35
6.0 Admission Requirements .....	36
6.1 Level I (UTME) Admissions: .....	36
6.2 Level II (Direct Entry) Admissions:.....	37
6.3 Inter-University Transfer .....	39
6.4 Prohibition of Admission/Transfer Deferment:.....	41
6.5 Prohibition of Change of Name and Date of Birth:.....	41
6.6 Intra-Faculty Transfer: .....	41
7.0 Entry Qualification Irregularities.....	44

7.1 Procedure for Investigating Entry Qualification Irregularities: .....	44
7.2 Punishments for Falsification of Entry Qualifications:..	45
8.0 Students' Registration .....	47
8.1 Minimum and Maximum Credit Loads: .....	48
8.2 Courses and Course Numbering: .....	49
8.3 Course Registration: .....	50
8.4 The Add/Drop Procedure: .....	51
8.5 Earning Credit and Absence in Examinations: .....	52
8.6 General Studies and Entrepreneurship Programmes Courses: .....	53
9.0 Apointment and Duties Of Examiners .....	55
9.1 Chief Examiners: .....	55
9.2 Internal Examiners: .....	55
9.3 External Examiner: .....	56
9.4 The duties of an External Examiner shall be:-.....	58
9.5 Security of Examination Materials: .....	59
9.6 Preparation of Examination Papers: .....	60
9.7 Examination Officers .....	61
9.8 Examination Venues.....	62
9.9 Departmental Examination officers.....	65
9.10 Invigilation Procedures .....	66

9.10.1 Duties of an Invigilator .....	66
9.11 Discipline during Examinations .....	69
9.12 Absence from Coursework and/ or Examinations.....	74
9.13 Timely Application/Submission of Documents .....	77
9.14 Maternity Leave.....	78
9.15 Sick Leave Certificate .....	78
9.16 Submission .....	79
9.17 Disputed Cases: .....	81
10.0 Procedure for Assessment.....	82
10.1 Continuous Assessment .....	82
10.2 Examinations .....	83
10.3 Moderation by External Examiner .....	83
10.4 Custody of Marked Scripts .....	84
10.5 Classification of Degrees .....	85
10.6 Calculations of GPA and CGPA .....	85
10.7 Concessional Pass.....	87
10.8 Degree Classifications.....	88
11.0 Functions of Board of Examiners, Faculty Boards, Senate Business Committee (SBC) and Senate in Determining Examination Results.....	89
11.1 Departmental Boards of Examiners .....	89
11.2 Faculty Board of Examiners .....	90

11.3 Faculty Boards .....	91
11.4 Senate and Senate Business Committee (SBC).....	92
11.5 Notification of Examination Results .....	93
11.6 Probation .....	94
11.7 Withdrawal: .....	95
12.0 Faculty of Allied and Medical Science Regulations ....	97
12.1 Exceptions to the General University Regulations.....	97
12.2 Faculty Examinations Officer.....	97
12.3 Duties of faculty Examinations Officer .....	97
12.4 Pass Mark and Grading .....	98
12.5 Subject and Sessional Assessments.....	99
12.6 Progression to Level II.....	99
12.7 Unclassified Degrees.....	99
12.8 Programmes in the Faculties of Allied Health Sciences:	100
12.9 Professional Examinations in the Faculty of Allied Health Sciences. ....	101
12.10 Professional Examinations in Department of Medical Laboratory Sciences. ....	101
12.11 Professional Examinations in Department of Medical Radiography .....	102
12.12 Professional Examinations in the Department of Nursing Science .....	103
12.13 Withdrawal from the Programmes: .....	103



12.14 Re-sit Examination and Duration of the revision classes in the Faculty of Allied Medical Sciences.....	104
12.15 Readmission of Withdrawn Students from FAMS ..	105
13.0 Academic Writing .....	107
13.1 Guidelines on Academic Writing .....	107
<b>13.2 Academic Misconduct</b> .....	109
13.2.1. Examination Misconduct and Leakages .....	109
13.2.2. Misconduct in Examination Hall Vicinity, Hostels and Other Institutions .....	109
13.2.3 Procedure for Investigating Examination Misconduct and Leakages.....	110
13.2.4 Categories of Misconducts and Penalties .....	113
a. Category of Misconducts Punishable by Expulsion from the University .....	113
b. Category of Misconducts Punishable by Rustication.....	115
c. Category of Misconducts Punishable by Written Warning .....	116
13.2.5 Involvement of Staff Members:.....	117
13.3 Misconducts Related to Projects, Essays, etc. ....	118
13.3.1. Procedures for Preventing and Dealing with the Misconducts .....	118
13.3.2 Categories of Misconducts and Punishments: .....	120
<i>a. Misconducts Punishable by Expulsion</i> .....	121

<i>b. Misconducts Punishable by Rustication</i> .....	121
<i>c. Misconducts Punishable by Written Warning</i> .....	122
<i>d. Misconducts Punishable by Failure in the Course</i> .....	123
13.4 Right of Appeal .....	123
13.5 Policy on Examination Misconducts.....	124
Procedure for Investigating Alleged Examination Misconducts .....	124
Categories of Examination Misconducts and Punishment.	126
Involvement of Staff Members .....	134
Recommendations.....	134
14.0 Student Affairs Division .....	136
14.1 Student Affairs Division .....	136
14.2 Hall Administration.....	136
14.3 Common Rooms in the Hostel.....	136
14.4 Condition of Residency.....	137
14.5 Attestation .....	140
14.6 Regulations Governing the General Behaviour of Students .....	143
14.6.1 The Dress Code .....	143
Your Dressing Portrays Your Character!!! .....	143
Dress Code for Male Students: .....	143
Dress Code for Female Students:.....	144

Dress Code for All Students..... 145  
14.7 Prohibited Items on Campus..... 145  
14.8 Visit to the Students' Halls of Residence: ..... 147



### **The University Logo**

The Logo is circled in shape containing a book and a pen embossed on brown strip. The book and pen depict the hallmark of knowledge. The brown colour represents soil from which life began; on to which the resources for sustaining life on earth exist; and into which life shall end. This signify that the University emphasizes knowledge and its translation into real life applications guided by code of ethics that leads to good ending. The writing printed in the Logo's upper semicircle is the name of the **Founder** of the University:

### **Khalifa Isyaku Rabiu**

This represents an exemplary life of commitment, dedications, hardwork and sacrifice in the service to humanity, worthy of emulation by students and staff of the University.

### **Motto**

#### **“Functional Education is Light”**

The University is dedicated at producing a complete human beign, person with the requisite skills, knowledge and values relevant to the 21<sup>st</sup> century.

### **The University Colour (Orange and Ash)**

The **Orange**, as a blend of red and yellow is associated with energy and happiness that boosts aspirations, stimulates mental activity and enhances confidence and understanding. Thus, the University emphasize, the stimulation of its students to attain utmost capabilities in their educational pursuits.

The **Ash** characterizes transparency which portrays the uniqueness of the colour. It is sometimes equated with grey and can be used for font colour, headers, graphics, and even products to appeal to mass audience. KHAIRUN's stunning façade is decorated in soft ash and its variations.

### **Vision**

To be a World-Class teaching and research University, producing educated, self-discipline, confident and independent minded graduates (Character and Learning).

### **Mission**

To produce educated, morally sound and skilled graduates that will respond to the Challenges of 21<sup>st</sup> century

### **Philosophy Goals and Objectives**

The University embraces openness in the pursuit of knowledge and welcomes intellectually restless students, who use their talents to put ideas to test. Education in the University will not be viewed only as a gateway to personal development but also as a pathway to improve society. The University will strive to help students develop knowledge, appreciation, understanding,

ability and skills which will prepare them for responsible living in a complex World

The university has a faith-based philosophy presupposes the integration of faith and learning. The university is prepared to invest the time necessary to prepare students intellectually and spiritually to be productive citizens in the 21<sup>st</sup> century. The students will be assisted to reach their highest potentials and to achieve their desired goals.

### **Goals and Objectives**

- a) Encourages the advancement of learning and to hold out all persons without distinction of race, creed, sex or political conviction the opportunity of acquiring a higher and liberal education;
- b) Provides resources for instruction and other facilities for the pursuit of learning in all its branches, and to make those facilities available on proper terms to such persons as are equipped to benefit from them;
- c) Encourages and promotes scholarship and conduct research in all fields of learning and human endeavor;
- d) Evolves academic programmes to suit the changing social and economic needs of the society through continuous review of curricular and development of new programmes through programme structural flexibility to respond to societal technological changes;
- e) Creates and expands access and opportunities for education, attract and retain quality students, researchers, teachers, and other academic and non-academic staff thereby assisting in developing human capital development and mitigation of the brain drain currently afflicting Nigeria;

- f) Produces internationally acceptable graduates that would compete favorably with their peers anywhere in the World;
- g) Carry out basic and applied research leading to the domestication and application of new technology to the Nigeria context through collaborative linkages with other academic and research institutions in Africa and the rest of the world;
- h) Establishes a center for entrepreneurial studies to stimulate job creation and innovative capacity in students from onset of their studies, in such a way that graduates shall be resourceful, self-reliant and job creators; and
- i) Undertakes other activities appropriate for teaching and community service as expected of a University globally.

#### **Academic and Official Costume**

The official costume for academic ceremonies will be in line with university academic colours (Ash, Dark Ash and Light Ash).

<b>Faculty</b>	<b>Colour</b>	<b>Meaning</b>
Science and Computing (FSCC).	<b>Blue</b>	Calmness, security and conservation.
Engineering (FENG).	<b>Gold</b>	Wealth and power.
Allied Medical Science (FAMS).	<b>Red</b>	Energy, strength and power.

## FACULTIES, DEPARTMENTS AND PROGRAMMES

S/N	Department	Programmes
<b>Faculty of Allied Medical Sciences</b>		
1	Medical Laboratory Sciences	B. Medical Laboratory Science
2	Radiography	B. Rad. Radiography
3	Nursing Sciences	B. NSc. Nursing
<b>Faculty of Science and Computing</b>		
1	Chemical Sciences	B. Sc. Industrial Chemistry
2	Biological Sciences	B. Sc. Biotechnology B. Sc. Microbiology
3	Biochemistry	B. Sc. Biochemistry B. Sc. Forensic Science
4	Mathematics and Computer Sciences	B. Sc. Mathematics B. Sc. Computer Science B. Sc. Cyber Security B. Sc. Software Engineering
5	Physics	B. Sc. Physics with Electronics
<b>Faculty of Engineering</b>		
1	Electrical and Computer Engineering	B. Eng. Electrical Engineering B. Eng. Computer Engineering
2	Mechatronic Engineering	B. Eng. Mechatronic Engineering



<b>Faculty of Law</b>		
1	Jurisprudence and Legal Theory	LL.B. (Common Law)
2	Sharia and Islamic Law	LL.B. (Islamic Law)

## **AUTHORITIES OF THE UNIVERSITY**

The University Authority are the Proprietors, Officers of the Board of Trustees, the Council, the University Management (Principal Officers), the Senate, Faculty Board, the Congregation and Convocation.

### **Proprietor**

The proprietor of KHAIRUN is the Muhammad Rabiul International Islamic Foundation responsible for the appointment of Board of Trustees.

### **Board of Trustees**

Board of Trustees is the highest governing body of the University charged with the overall policy direction and financing of the University.

### **Council**

Council is another governing body appointed by the Board of Trustees which is charged with general management of the affairs of the University, and in particular, the control of the property and expenditure of the University. The memberships of the Council consist of the Pro-Chancellor, Vice-Chancellor and representatives of the senate, congregation, convocation NUC, interest groups, Kano State government, proprietor's nominee and the Registrar.

### **University Management (Principal Officers),**

University Management (PO's) consist of the Vice Chancellor (VC), Deputy Vice Chancellors (DVCs). Bursar, University Librarian and the Registrar.

### **Senate**

The senate is responsible for the organization and control of admission, teaching, and discipline of students and promotion of research at the University. The membership of the senate consist of the Vice-Chancellor, University Librarian, Dean of faculties, including Dean, Student Affairs, Directors of academic centers, Heads of academic departments, Director academic planning, all Professors of the University, one elected from each faculty not below the rank of senior lecturer, and the registrar who shall be the secretary.

### **Faculty and Departmental Administration**

Faculties shall be the center of teaching and research. It is directly responsible for the control of teaching, examination and evaluation of students. Each faculty should have faculty board while a department shall have departmental board. The Dean and Head of department shall handle the administration of the faculty and oversee the Head of departments respectively.

### **Congregation**

The congregation provides an opportunity for members to meet and express their views on all matters affecting the interest and welfare of the University and its members. Members consist of all academic staff and non-academic staff holding degree

conferred by recognized universities or any other qualifications recognized by the University.

**Convocation**

The convocation shall have the functions of awarding certificate, diplomas and degree, both undergraduate and post graduate of the University. Members consist of Pro-Chancellor and chairman of council, Vice-Chancellor, University Librarian, Bursar, registrar, all full time academic staff, and graduate of the University.

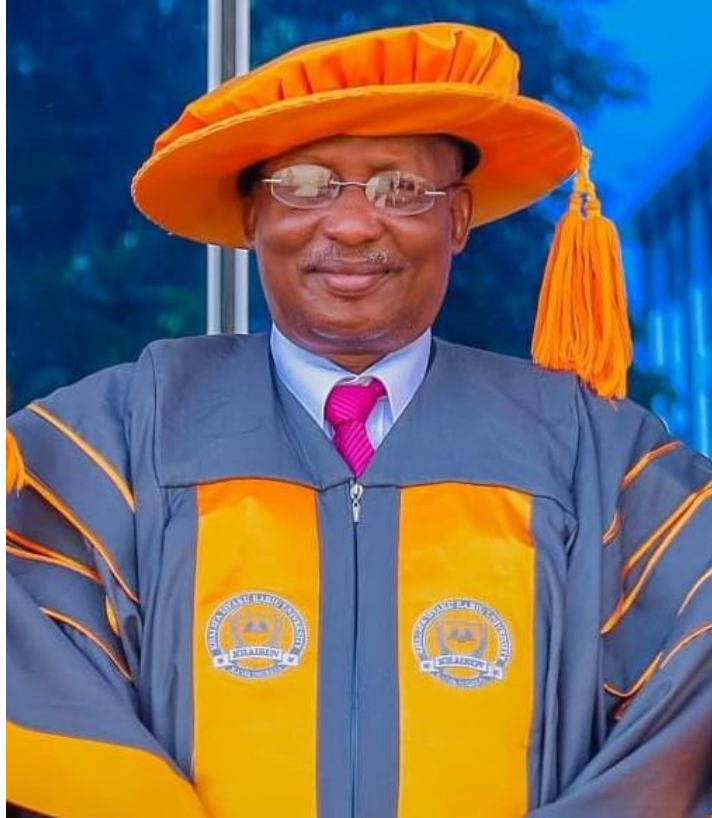
**Chancellor and Principal Officers of the University**



**CHANCELLOR**  
**Alhaji Samaila Mohammed Mera (CON)**  
*Emir of Argungu*

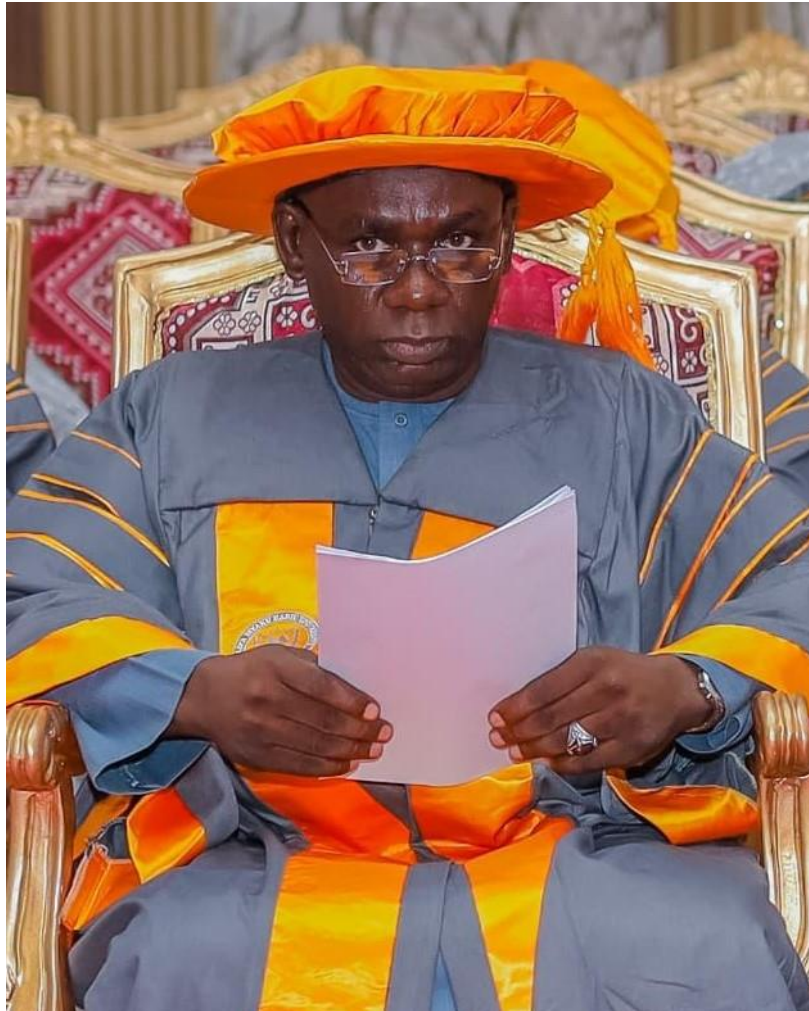


**PRO-CHANCELLOR**  
Prof. Kabiru Isyaku OON, FNAE, mni



**VICE-CHANCELLOR**

**Prof. Abdulrashid Garba, *PhD; fcasson; mnae, icasson***



**REGISTERAR**  
**Malam Yusuf Datti**





**BURSAR**  
**Dr. Najaatu Bala Rabiu CNA, ACTI,**



**UNIVERSITY LIBRARIAN  
Nazir Muhammad, CLN, MNLA**

## 1.0 ORGANIZATION OF THE ADMINISTRATION

**The organization of the administration:** The University Central Administration is made up of Vice-Chancellor's Office, the Registry Department and Bursary Department.

- 1.1 **The Vice-Chancellor's Office** This is headed by the Vice-Chancellor.
- 1.2 **The Student Development Division:** The division, headed by the Dean, is under the Vice-Chancellor's Office. It is responsible for the administration of non-academic affairs of student in the university.
- 1.3 **Information, Publication and Marketing:** This is headed by a Principal Assistant Registrar and is responsible for the public relation matters, publication and marketing for the University.
- 1.4 **Directorate of Academic Planning:** This is headed by a Director and is responsible for various statistics and accreditation matters of the university.
- 1.5 **Security Division:** This is headed by a Director and deals with the security of lives and properties of the university community.
- 1.6 **Registry Department:** The registry is headed by the Registrar, who is chief administrator of the university and is responsible to the Vice-Chancellor for all the administrative matters of the university.

- 1.7 **The Bursary Department:** the Bursary is responsible for the administration of all financial matters in the university. It is headed by the Bursar and has among other sections, a student section, which handles student Account (fees and charges paid by students).
- 1.8 **Quality Assurance Unit QAU:** The primary function of Quality Assurance unit is to improve the service delivery and capacity of the available resources of the university ie. The capacity of human and material resources (facilities) of the University. The Unit of the University is headed by the Head, QAU and assisted by the following:
  1. KHAIRUN QUA Committee.
  2. Complaint Desk Officer.

#### **The Functions of Unit**

The Function of the QAU includes:

1. Production, monitoring the performance and review of the QUA within the university.
2. Managing the University complainant relation policy, including providing opportunities for complainant feedback on their services.
3. Institute a complaints procedure, including grievance and redness mechanism.

4. Ensure the improvement of service delivery of the university through QAU compliance.
5. Investigate reason for poor/excellent service delivery in the University.
6. Contributing business improvement plans of the University;
7. Ensure the periodic review of QAU activities.
8. The ability to analyze all complaints and report issues to management relevant to addressing the causes of service failure.
9. Advocacy and change management skills to ensure other officers and management to resolve justified complaints and address the causes of the complaints to ensure improve service delivery over time.
10. To investigate and analyse complaints to ascertain and differentiate the complaints about service delivery; and,
11. To keep record of all complaints, comments compliment and suggestions by the staff and students.

## **2.0 UNIVERSITY HEALTH SERVICE**

### **2.1 University Clinic:**

The Director of Health heads the University health services (U.H.S). Members of staff include medical officers, paramedical staff and others.

### **2.2 Student Registration:**

Each registered student is entitled to medical attention at the University Clinic. Medical service shall be given to every student as long as he/she remains a role with the University.

Each student should present his identity card whenever he/she attends the clinic. In certain cases, the clinic may demand the identity card of the student to clear doubts. If anybody uses someone's card, the card will be confiscated and such person will not be treated in the clinic.

Any student who gives his card to another person for the purpose of receiving treatment at the clinic will have to pay a fine as may be determined by the Management before the card is released.

A student who falls ill outside the University and is admitted into hospital must inform the Director of Health Services within 48 hours of hospitalization and should report to him on discharge with a detailed medical report

signed by the medical director of the institution the affected student was hospitalized.

### **2.3 Vaccination and immunization against communicable diseases:**

This can be given in the clinic whenever the campaigns of mass vaccination and immunization are carried out or when the need arises.

### **2.4 Public Health Education:**

Periodic circulars dealing with the current health problems are regularly issued during the academic year.

Complaints about defective sanitation should be reported to the Hall Administrator who will then take appropriate action within the ambit of the University Law.

### **2.5 Shifts**

#### **Full scale services**

Mondays – Thursdays 7:30 a.m. - 3:30 p.m.  
Friday's 7:30 a.m. - 1:00 p.m.

### **2.6 Emergency Services**

- i. This covers the period from the end of one full-scale service to the beginning of the next on the University Clinics. At the University Clinic, there is a Resident Doctor who attends to emergency cases from 3:30p.m. to 9:00p.m. from Mondays - Fridays. On weekends and public Holidays, this doctor attends to cases

between 10:00 a.m. to 12:00 Noon and then from 4:00 p.m. to 9:00 p.m.

- ii. At all other times, Doctors on call could be invited **by the staff on duty** to attend to emergency cases at Clinics.
- iii. All students reporting sick after the full scan services should call with their clinics cards at the clinic and not at the Residence of the medical officer on duty, who would be summoned when necessary.

**2.7 Antenatal Clinic** for married female students and registered female staff, is available during the normal hours of full-scale services.

### **2.8 Paid Services**

- i. **Eyeglasses:** This is not a responsibility of the university.
- ii. **Dental Services:** Dental services are not free. The University does not take responsibility of dental services for student. The rate for the services offered are available at the clinic.

### **2.9 Sick Bay:**

The Sick Bay is capable of admitting a few patients at a time or observation up to 72 hours. Thereafter, the patient is discharged, cured or shall be referred to a



bigger Hospital for further management as the case may be.

**2.10 University Clinic:**

This attends to the needs of staff and students that live and work or study on the Campus.

**2.11 Warning Against Dangerous Drugs Decree 20 1984:**

The Special Tribunal (Miscellaneous Offences Decree 20, 1984) was amended by the Armed Forces Council (AFRC) and the decree as amended has 20 years' imprisonment for drug (cocaine or other similar drugs) traffickers, transporters and exporters. Those found in possession would get 14 years, while those found selling, uses and smokers would get between 10 and 20 years imprisonment.

**2.12 Tobacco Smoking (Control) Decree No.20 of 1990:**

The Decree makes it an offence for any person to engage or continue to engage in tobacco smoking in some specific places, such as educational institution, offices, public transportation, cinema, theatre, or Stadium, lifts and medical establishments (hospitals, clinic etc.).

### **3.0 THE UNIVERSITY LIBRARY SERVICES**

#### **3.1 Opening Hours of the Library:**

a. **During Session**

Mondays – Fridays: 8:00a.m. - 4:00 p.m.  
Saturdays: 7:30a.m.- 4:30 p.m. (No borrowing)

b. **During Vacation**

Mondays to Fridays : 10:00a.m. - 4:00 p.m.  
Saturdays and Sundays : closed

c. **One month before and during examination**

Saturdays – Sundays : 8:00 a.m. - 6:00 p.m.

#### **3.2 Library Rules and Regulations**

1. Student and senior staff of the University may use the library. However, the University Librarian can give permission to others to use the library.
2. No person shall be allowed to borrow any book or any other material until they have been properly checked out.
3. The following materials are for use in the library only: Reference books, CDs, books on temporary reserve, manuscript, current and bound volumes of journals and government documents.
4. It is a very serious offence to remove or damage any part of the book or periodicals.

5. On leaving the library, library users must surrender their books and papers to the library officials at the exit for inspection.
6. Library users must not attempt to put books back on the shelves. Once taken off the shelves, the books should be left on the tables.
7. Staff may borrow books for a period of one month while students and others may borrow books for a period of 14 days.
8. Fines are levied on all overdue books at the rate of 100 Naira per day. Books that are recalled are charged at the rate of 100 Naira per day from 72 hours after the date on which the notice is sent.
9. Failure to return books or other materials to the library within the stipulated time could lead to suspensions from using the library. This means total exclusion from entering the library.
10. Students are allowed to borrow (2) Books at a time, while teaching staff are allowed up to (3).
11. Admission of students into the library is granted only on the presentation of an identity card. No student is be allowed into the library without means of identification.
12. No brief case or handbags are allowed in to the library.

13. Smoking, eating, drinking, spitting and group discussions are prohibited in the library.
14. Pets or other animals are not allowed into the library.
15. Children under 8, unless escorted by an adult are not allowed into the library.
16. Silence must be observed in and around the library at all times.
17. Reading tables and chairs must not be moved from their positions.
18. Library users should not reserve seats in the library. Person can use any seat not physically occupied.
19. Library users are advised to take away their belongings and books whenever they are leaving the library; and
20. The University Librarian may suspend any person from using the library for neglect of these rules subject to the reporting such action to the next meeting of the Library Committee.

#### **4.0 CENTER FOR INFORMATION TECHNOLOGY (CIT)**

The Centre for information technology has an essential role to play in promoting the Academic and research programmes undertaken by the University. The roles of IT cannot be underestimated in the running of the Universities of the 21<sup>st</sup> century. Such roles or functions include the following among others:

The primary functions of the Centre for information technology are as follows:

- a) To provide computing facilities for every interested member of the University community.
- b) To provide professional advice and guidance in the use of computers.
- c) To provide advanced resources for special applications, such as research projects.
- d) Online application (Processing of Part-Time, Degree and Postgraduate Applications).
- e) Post UTME examination (making answers script);
- f) Online registration (Processing registration records).

- g) Academic records/students personal data (Collection and storage of student data, including examination results and the production of academic transcript); and
- h) Making the General Studies Programme (GSP) examination script using OMR machine.

## **5.0 GENERAL EXAMINATION AND ACADEMIC REGULATIONS (GEAR) FOR THE FIRST DEGREE PROGRAMME**

### **5.1 Citation:**

These regulations may be cited as the **KHAIRUN** general examination and Academic regulations (GEAR) for first degree programmes.

### **5.2 Operation of the Regulations:**

These regulations shall apply to all admissions, registrations, examinations, and related matters on all programmes of study leading to the award of first Degrees by **KHAIRUN**, Kano, with effect from the 2023/2024 sessions.

### **5.3 Operational Definitions:**

In these regulations:

- a. “The University” or university means **KHAIRUN** Kano, unless the context indicates otherwise.
- b. “Course” is a self-contained element of teaching, study or other prescribed academic activity finally assessed and reported to the board of examiners by a single mark. It may consist entirely of lectures, laboratory, seminar, essay, field or project work, or any combination of these. There shall be a uniform coding system for the course comprising three letters and four digits as explained in 4.11 to 4.14 below.

- c. “Programme” means any group of courses appropriate in the context e.g. "the B.A. Programme", “the Medical Lab Science programme”.
- d. “Subject” means a group of one or more courses appropriate within the context, taught by a particular department or sub department.
- e. “Credit”: one weekly contact hour or equivalent per semester is one Credit or course of 15 lecturers is valued at one credit. Other teaching methods are evaluated by reference to these norms. Faculty Boards evaluate such method.
- f. “Session” means an academic year of two semesters as determined by the Senate.
- g. “Semester” means a period of 15 teaching weeks or as determined by the Senate.
- h. “Faculty” “Faculty Board” and Dean carry the meaning given to them in the schedule of the University Degree. The Faculty Board, subject to the final authority of the Senate, carry responsibility of programmes of study and examinations for degrees in the respective faculties.
- i. “Examination” means a formal test by written, oral, practical, means held at an appointed time and place. (Notwithstanding this definition, conventional phrases



such as “examination regulations”; “examination result” e t c shall be understood within the context.).

- j. “Continuous Assessment” This means any item of work required from Students for assessment during a course or programme other than formal examination.
- k. “Examiner” means a person participating in the process of assessment of Candidate by coursework and formal examination.
- l. “Degree” means the qualification awarded following successful completion of a programme of study normally covering eight or more semesters and carrying one of the titles Shown in the Part 20 of these Regulations.
- m. “Incomplete grade, (I)” means the assessment of a course, the formal examination which is not written under the permission of Senate as specified in section 7.2(c) of these regulations.
- n. “Probation” means a warning status accorded a student whose CGPA is less than 1.50. The probation period is usually one academic session (two semesters) during which the student is expected to improve and raise his/her CGPA to at least 1.50 otherwise(s) they shall be withdrawn from the University.

- o. “Rustication” for a non-final year student meaning staying away from academic work for the period indicated by Senate. For a final year student “Rustication” means cancelling the work of the semester(s) in which the offence occurred, and registering afresh in a new semester/session. As Rustication is a punishment, the period of rustication counts in determining the student’s maximum period of stay at the University.
- p. Withdrawal which is usually on academic grounds, means terminating the student’s programme of study. Withdrawn students are free to reapply for fresh admission into the University using the usual JAMB channel. If readmitted, such students cannot use any credit earned in the previous programme from which they were withdrawn, except for those who come under section 17.19.
- q. “Expulsion”, which is usually the result of a misconduct, also means terminating the student’s programme of study. An expelled student is forever disqualified from admission into any programme in the University. If however such student applied and got admitted due to oversight the Senate would expel him/her again as soon as the case is discovered. Senate shall withdraw any qualification conferred on any previous by expelled student;
- r. “Suspension” of studies” means a period approved by Senate (based on an application by the student with

appropriate supporting documents) for the student to be away from the University. It is given for a maximum of one session in the first instance, but could be renewed (on application) for one more session only. The period of suspension of studies does not count in determining the maximum period of stay at the University by the concerned student.

- s. “Required/Core course”: A course is said to be a required/core course in a programme if a student cannot graduate from the programme without taking and passing the course.
- t. “Elective/Optional/Non-Core Course”: A course is said to fall under this category within a programme if a student can graduate from the programme without necessarily passing the course. It should however be noted that, in addition to passing all core courses, a student may be required to pass a number of elective courses in order to satisfy the minimum requirements of a programme.
- u. “Prerequisite” refers to a course that must be passed before another specified course is taken. Thus, Course A is said to be a prerequisite to Course B, if a student cannot register for Course B until he has taken and passed Course A.
- v. “Co-requisite” refers to a course that must be taken before or concurrently with another specified course. Thus, Course A is said to be a co-requisite to Course

B, if Course B can only be taken together with, or after, Course A has been taken.

- w. “Spill-over Year” refers to a year outside the normal period for a programme, but still within the permissible maximum duration. First degree programmes (except some in the College of Health Sciences) have two spill-over years.
- x. “Last Chance” refers to the permissible year outside the normal period required. For example “spill-over year two” is the last chance for most undergraduates’ programmes.
- y. “Concessional Pass, CP” CP is an opportunity given by Senate to the last chance student to graduate, provided they have satisfied graduation requirements except in only one course and they failed the said course with minimum score of 30% in last chance year. CP does not apply to the programmes in Faculty of Law and some programmes in the collage of Health Science.

#### **5.4 Assessment of performance:**

The over role process of assessment of a candidate’s performance in a course or programme may consist of normal examination, continues assessment (as define in 1.3(i) and (j)), or a combination of both, as governed by part 11.

### **5.5 Admission in to Examination:**

In order to be admitted into an examination, a student must have been registered for relevant the course and must satisfied any of the University and Faculty requirements regarding attendance, the performance of assignments connected with the course taught, and the payment of fees.

A student must have at least 75% attendance record in order to be eligible to sit for an examination in a course. This provision can only be implemented if the Department is satisfied that proper attendance record has been kept.

### **5.6 Frequency of Examinations:**

Except as may be approved by Senate, Examination shall be held at the end of each semester, at times and places specified by the Faculty Board, subject to any directives giving by the Senate.

### **5.7 Faculty and Departmental Regulations:**

Supplementary regulations may be made by any college, Faculty, or Departmental Board for examination conducted under its jurisdiction.

- a. Where a collage, Faculty or Departmental regulation is inconsistent with this regulation, the particular Collage, Faculty or Departmental regulations become void to the extent of the inconsistency.

- b. Where a collage regulation is inconsistent with a Faculty or Departmental regulation for a Faculty or Department within the collage, the Faculty or Departmental regulation becomes void to the extent of the inconsistency.
- c. Where a Faculty regulation is inconsistent with a Departmental regulation for a Department within the Faculty, the Departmental regulation becomes void to the extent of its inconsistency.
- d. Where the regulation of two or more faculties/departments from which a student is taking courses are in conflict, those of his/her mother faculties/department prevails.

**5.8 Exception for Allied Medical Sciences programmes:**

The aspect of the general regulations pertaining to the grading, assessment, withdrawal and readmission do not apply to some programmes in some Collage of Health Science due to the nature of such programmes. Part 17 of these regulations covers peculiarities for such programme in the college.

## **6.0 ADMISSION REQUIREMENTS**

Candidates for admission into KHAIRUN, Kano must satisfy the general admission requirements of JAMB UTME and that of the University, as well as the special entry requirements for the Faculty, Department and programme into which admission is sought.

In addition, all candidates for admission into KHAIRUN, Kano, must be at least sixteen (16) years old, except for part-time degree programmes where the minimum age is twenty five (25) years.

### **6.1 Level I (UTME) Admissions:**

The following are the general entry requirements for admission into first degree programmes through the Unified Tertiary Matriculation Examination (UTME).

- a. An applicant must sit for the UTME (conducted nationally by the Joint Admission and Matriculation Board, JAMB) and obtain an acceptable score for the programme applied for, as may be set by the Senate from time to time.
  
- b. An applicant may also be required to sit for Post-UTME screening examinations to be conducted by the University and obtain an acceptable score for the programme applied for, as may be set by Senate from time to time.

- c. In addition to obtaining acceptable scores in UTME and Post- UTME, a candidate must also hold at least one of the following qualifications. A credit pass in English Language, Mathematics and three other subjects relevant to the programme applied for such should also be obtained in not more than two sittings:
- i. Senior School Certificate (SSC) from the West African Examinations Council (WAEC) or the National Examinations Council (NECO).
  - ii. General Certificate of Education Ordinary Level (GCE O/Level).
  - iii. Grade II Teachers Certificate.
  - iv. Senior Islamic School Certificate (SISC).
  - v. Higher Islamic School Certificate (HISC)
  - vi. National Technical Certificate (NTC) from the National Business and Technical Examinations Board (NABTEB).
  - vii. National Board for Arabic and Islamic Studies (NBAIS) Certificate.
  - viii. Any other qualification deemed equivalent to any of the above by Senate.

### **6.2 Level II (Direct Entry) Admissions:**

The following are the general entry requirements for admission into first degree programmes through the Direct Entry (DE).

- a. An applicant must apply through the Joint Admission and Matriculation Board, (JAMB).



- b. Candidates for admission into some programmes may also be required to sit for and pass a screening examination.
- c. A candidate must hold at least one of the qualifications listed in 2.3 (c), with a minimum of three credit passes obtained in not more than two sittings, including credits in English Language and at least two other subjects relevant to the programme applied for.
- d. In addition, a candidate must also hold at least one of the following qualifications obtained from an institution recognized to run them:
  - i. A National Diploma in the relevant subject area with a minimum classification of Upper Credit/Credit from Polytechnics, Monotechnics (programmes must be accredited by National Board for Technical Education, NBTE) Colleges of Education, and Colleges for Legal Studies.
  - ii. Two-year Ordinary Diploma from KHAIRUN and its affiliated institutions in the relevant subject area.
  - iii. One-year Advanced Diploma from KHAIRUN and its affiliated institutions with a minimum classification of merit, plus an Ordinary or National diploma.

- iv. General Certificate of Education Advanced Level (GCE A/Level) with credit passes in at least two subjects.
- v. The National Certificate of Education (NCE).
- vi. The Interim Joint Matriculation Board (IJMB) Certificate.
- vii. Any other qualification deemed equivalent to these by Senate.
- viii. A credit in Mathematics is required for all Science-based programmes.
- ix. A credit in Literature in English is required for LLB, B.A English, B.A (Ed) English and B.A Theatre and Performing Arts programmes.

### **6.3 Inter-University Transfer**

In exceptional cases, candidates may be considered for transfer from other Universities into KHAIRUN to continue their degree studies. The following guidelines shall be adopted in processing applications for Inter-University Transfers:

- a. Application forms for transfer into the University shall be obtained from the Registry on the payment of prescribed fees.
- b. Candidates seeking transfer shall possess the minimum entry requirements into KHAIRUN (as

indicated in 2.3 and 2.4) prior to their admission into the University from where they are seeking the transfer.

- c. Applicants seeking the transfer must be currently enrolled in the University from where they are seeking the transfer.
- d. The applicants must be in good academic standard in their current University. Specifically, an applicant's CGPA should be at least 2.40 on a scale of 0.00 to 5.00.
- e. The programme for which the applicant seeks to transfer into must be similar to the one he is pursuing at the current University.
- f. There must be valid reasons for the transfer (with appropriate supporting documents), which clearly make a case for studying at KHAIRUN, rather than continuing in the current university.
- g. There shall be no transfer of the first, or final, year of study of any programme.
- h. If the transfer is approved, the credits earned in the previous university shall be transferred to the programme at KHAIRUN, Kano. Similarly, the number of years spent in the previous university counts in determining the student's period of stay at KHAIRUN.

- i. There shall be no transfer into College of Health Sciences and Pharmaceutical Sciences with the exception of programmes in Faculty of Basic Medical Sciences, and some programmes in the Faculty of Allied Health Sciences.

#### **6.4 Prohibition of Admission/Transfer Deferment:**

A student admitted/transferred into the University in a particular academic year cannot defer the admission/transfer to another year.

#### **6.5 Prohibition of Change of Name and Date of Birth:**

A student shall only use the name and date of birth with which he is admitted/transferred into the University and which appears on the qualifications used to secure the admission/transfer. This name and date of birth shall be used in all certificates and transcripts respectively, to be issued by the University.

#### **6.6 Intra-Faculty Transfer:**

The Senate does not allow for transfer from one faculty to another. However, students could be allowed to change their programmes and/or departments within a faculty, subject to any guidelines drawn by the faculty concerned. Without prejudice to the faculty guidelines, the following general guidelines shall be used in assessing applications for change of department/programme within a faculty:

- a. Students wishing to change from one programme/department to another must complete the

appropriate form obtainable from the Directorate of Examinations, Admissions and Records (DEAR) after paying the appropriate fees at the Bursary.

- b. Copies of the results of all examinations taken by the student shall be attached to the completed form. The reason(s) for seeking for the transfer should also be clearly stated.
- c. The applicant must have spent at least a year in his current programme and must possess the minimum qualification for the proposed programme.
- d. The Heads of the concerned Departments (current and proposed) shall comment on the appropriateness or otherwise of the proposed transfer.
- e. If the concerned Heads of Department approve the transfer, the Dean shall endorse it and communicate such to DEAR for appropriate actions.
- f. All the credits earned by a transferred student in the previous programme shall be transferred to the new programme. The student may, however, be required to take additional courses from previous levels, depending on the requirements of the new programme. Similarly, the period spent in the previous programme shall be counted in determining the time the student has spent in the University.

- g. A student cannot enjoy more than one Intra-Faculty transfer during the period of his/ her studies in the University.

## **7.0 ENTRY QUALIFICATION IRREGULARITIES**

All qualifications used by students to gain admission into the University shall be subject to verification. To offset the verification costs, all new students shall be charged 'Verification Fees' (as determined by Senate from time to time) to be paid as part of the initial registration fees.

Students shall be required to provide valid scratch cards/equivalent technology for verifying examinations results online.

Where the verification process indicates discrepancies between the qualification presented by the student and the official one obtained by the University, the matter shall be referred to the Senate Committee on Students' Entry Qualification Irregularities.

### **7.1 Procedure for Investigating Entry Qualification**

#### **Irregularities:**

The Committee shall request the affected student to explain the discrepancies. If the student owns up to the alteration or fails to offer any explanation, he shall be punished in accordance with 3.6 to 3.8 below.

If the student denies the alteration and/or claims that the result presented was the one given to them by the institution, the result presented by the student shall be taken to the institution for its written comments:

- a. If the institution confirms that the discrepancy in the result was due to an error on its part, it should put that in writing, and the letter must be signed by the Principal of the School and counter-signed by the Permanent Secretary of the Ministry of Education of the State where the school is located, or the Permanent Secretary, Federal Ministry of Education for Federal Institutions, as the case may be.
- b. If the institution denies issuing the falsified result to the student, it shall be assumed that the falsification was committed by the student.

## **7.2 Punishments for Falsification of Entry Qualifications:**

Where it is established that the student falsified his entry qualification, the student shall be expelled from the University. This is irrespective of whether the falsification has affected the student's chances of gaining admission into the University, or not.

Where it is established that the student faked his entry qualification, the student shall be expelled from the University. This is irrespective of whether the falsification has affected the student's chances of gaining admission into the University, or not.

Where it is established that the alteration of the qualification is due to an error on the part of the school attended by the student (3.5 (a)) and such alteration has affected the student's chances of gaining admission into the University and if:



- a. the University is able to discover the deficiency before the student's graduation; the student shall be withdrawn from the University.
- b. the University is not able to discover the deficiency until after the student's graduation, the students shall be allowed to remedy the deficiency and be given his statement of result on compassionate grounds.

Where it is established that the alteration of the qualification is due to an error on the part of the school attended by the student (3.5 (a)) and the alteration has not affected the student's chances of gaining admission into the University, the student shall be exonerated.

Where the student performs any other irregularities, the Senate Committee on Entry Qualifications Irregularities shall make recommendation to the Senate for their expulsion, withdrawal, rustication, or any other punishment as is deemed most appropriate.

## **8.0 STUDENTS' REGISTRATION**

Each student must register and pay the appropriate registration fees at the beginning of each session according to the registration process in operation during that session.

- a. The registration process also involves getting copies of relevant documents signed and submitted to all relevant offices as may be advertised by the University, faculties and departments.
- b. Returning students must complete the registration process within two weeks from the commencement date of registration.
- c. A returning student who fails to complete the registration process within the two-week period approved for registration shall be deemed to be registering late and shall pay a late registration fee as may be prescribed by the University from time to time.
- d. A returning student who fails to register within the four weeks of the commencement of the registration exercise shall not be allowed to register. Such a student shall be deemed to have withdrawn, unless they provide a reason acceptable to the Senate, in which case they can be considered for suspension of studies.
- e. Newly admitted students must complete the registration process within two weeks from the date of closure of the

central registration. Failure to complete the process within this time shall attract late registration fee charges, or forfeiture of the admission.

- f. Provosts of Colleges, Deans of Faculties and Heads of Departments are ensure that the registration process is completed on time. The process shall be clearly explained and publicized to the students, and that all members of staff involved in the exercise shall maintain effective office hours so that students could be attended to without hindrance.
- g. Registration fees are non-refundable.
- h. Students on attachment abroad in a particular session shall only register with the host institution.

### **8.1 Minimum and Maximum Credit Loads:**

The minimum credit load is 12 per semester and 30 per session, except in exceptional circumstances, such as:

- a. Students on industrial/field attachment, internship, teaching practice, etc., where such an exercise lasts for a semester and its credit load is less than 12 and/or where the sessional credit load is less than 30 credits.
- b. Spill-over students requiring less than 12 credits in a semester and/or less than 30 credits in a session to graduate.
- c. Students with many carry-over courses in one semester.

Where the minimum credit requirement for a programme is more than 30 per session, the minimum credits for students of such a programme shall be that higher number. Thus, each student should work out the exact number of credits to be registered in conjunction with his Level Coordinator.

The maximum number of credits a student can register for in any session is the minimum credit requirement for his programme and level, plus **eight credits**. Thus, if the Level III requirement for a programme is 35 credits, then the maximum number of credits a Level III student of such a programme can register for is 43 (i.e. 35 + 8).

## **8.2 Courses and Course Numbering:**

Each course taught in the University is identified by a unique course code/number made up of three letters followed by four digits. The three letters depend on the faculty, department or sub-department offering such a course, the digits are explained below.

- a. The first digit reflects the level of the course. Level I degree courses start with 1, Level II with 2 and so on. Courses start from 1 to 4, or 1 to 5, or 1 to 6, depending on the duration of the degree programme.
- b. The second digit indicates the credit value of the course.

The last two digits are used by the department to identify the course – with some departments assigning specific meaning to one of the two digits (such as the course area, or the semester the course is offered). Thus, CHM3221 is a Level III Chemistry course of two credits in the area of polymer chemistry, while LAW1301 is a Level I Law course of three credits offered in the first semester.

### **8.3 Course Registration:**

Courses are to be registered for by students sequentially. Thus, a student must register for Level II courses before registering for Level III courses. Moreover, when registering, a student shall first enter lower level courses (failed, or not taken, earlier) before entering higher level ones, subject to the Provision of 8.20 of these Regulations.

If a student fails a required course, he must register for it as a “carryover” in all subsequent sessions until the course is cleared, except where prevented by industrial/field/internship and similar attachments lasting for a whole semester, subject to the Provision of 8.20 of these Regulations.

A student shall not repeat any course that he has passed, notwithstanding the passing grade of the passing.

A student needs not to register for a failed elective/options course, provided the credits requirements for the particular level of the programme are satisfied. If the credit requirements are not satisfied,

another course may be substituted for a failed non-required course, provided it is in line with one departmental and faculty regulations.

#### **8.4 The Add/Drop Procedure:**

Registered students may make minor changes in the courses registered for (by adding and/or dropping some courses) at the beginning of the second semester.

The procedure and conditions for the add/drop processes are as follows:

- a. Interested students shall collect the Add/Drop Form from the Directorate of Examinations, Admissions and Records (DEAR) after paying the appropriate fees at Bursary/designated banks.
- b. The student shall discuss the proposed changes with his Level Coordinator to ensure that the changes are in order.
- c. The changes need the endorsement of all concerned departments and faculties.
- d. The changes in registration must be in line with the following: the registration conditions stipulated in sections 4.17 to 4.21; the requirements for minimum and maximum number of credits per semester and session; and regulations of the University, the Faculty, Department and programme.

- e. The Add/Drop process (including returning the forms to all relevant units) must be completed within the period stipulated by the Senate.
- f. A student can neither add nor drop a course when more than 25% of it has been covered.

### **8.5 Earning Credit and Absence in Examinations:**

A student cannot earn a credit in any course he has not duly registered for through the normal registration process, or the Add/Drop process. Thus, if a student sits for an examination for any course for which he did not register, the result of such an examination shall be cancelled.

The results of all the courses registered by a student (except those dropped through the add/drop process) shall be reported. A student who registers for a course but fails to sit for its examination without valid reasons shall be deemed to have failed the course. Thus, a grade of 'F' shall be reported in the course for such a student in the course. However, it shall be reported that the student was absent in the examination, so that he can be aware of the reason for the failure.

Where the results of a student are corrected after approval by Senate (such as confirming that a student reported absent had sat for and passed the examination), the corrected result shall be reflected in the semester the courses were taken, and the normal approval process

shall be followed to get the corrected results approved and recorded in all concerned units.

## **8.6 General Studies and Entrepreneurship Programmes**

### **Courses:**

In order to satisfy the requirements for the award of a degree, an undergraduate student must register for, and pass all required departmental courses as well as the prescribed courses of the General Studies Programme (GSP) and Entrepreneurship Education Programme (EEP). The prescribed courses, which are subject to change by the Senate, are as follows:

- a. GSP1201/GSP2201 (Use of English) for all degree students admitted into Level I and Level II;
- b. GPS1202/GSP2202 (Use of Library, Study Skills and ICT) for all degree students admitted into Level I and Level II; (c) GSP2203 (Science, Technology and Society) for all non-science based students– usually taken in Level II;
- c. GSP2204 (Foundation of Nigerian Culture Governance and Economy) for all science -based degree students – usually taken in Level II;
- d. GSP2205 (Philosophy and Logic) for all degree students – usually taken in Level II;
- e. GSP2206 (Peace Studies and Conflict Resolution) for all degree students – usually taken in Level II;



- f. EEP3201 (Entrepreneurship and Innovation) for all students of the University, usually taken in Level III or IV.
- g. EEP4201 (Business Creation and Growth) for all students of the University, usually taken in Level IV.
- h. Students admitted into Level III of the Agricultural Extension programme (See 2.7) are to take the appropriate Level II GSP courses taken by students from the Faculty of Agriculture.

## **9.0 APOINTMENT AND DUTIES OF EXAMINERS**

The examinations in any course shall be conducted by:

- a. A Chief Examiner
- b. Internal Examiners; and
- c. One or more External Examiners where appropriate.

### **9.1 Chief Examiners:**

The Head of Department is the Chief Examiner in the Department while the Dean and the Provost are the Chief Examiners of the Faculty and the College, respectively.

The duties of a Chief Examiner shall be generally to make arrangements for the examinations in the courses taught in his Department and in particular for the preparation and security of examination of papers and for the marking and the determination of results by the Departmental Board of Examiners as prescribed in section 13.1 of these Regulations. He/She carries responsibility, together with the External Examiners where any are appointed, for the standard of the examination papers.

### **9.2 Internal Examiners:**

Internal Examiners shall be appointed by the Senate on the recommendation of the relevant Faculty Board, normally from among the staff concerned with teaching the course or courses being assessed. Staff shall not be appointed as examiners before 18 months have elapsed

since their own final first degree examination, but may participate in the process of assessment under the supervision of an appointed examiner and with the approval of the Chief Examiner.

The Chief Examiner may require any internal examiner to carry out any, or all, of the following duties:-

- a. To participate in assessment of coursework.
- b. To prepare and sign draft question papers.
- c. To mark answer scripts, before moderation by the External Examiner, where that is required.
- d. To be present and accessible in the University's academic buildings during the sitting of any examination paper for which they have prepared the questions.
- e. To attend meetings of the Departmental Board of Examiners.
- f. To invigilate at any examination.
- g. To perform any other duties appropriate to the examination.

### **9.3 External Examiner:**

External Examiners shall be appointed for all degree examinations to moderate the draft question papers for all levels and the scripts for final year courses as well as final year projects/theses.

Each session, External Examiners shall be appointed by the Senate on the recommendations of the Faculty Boards. Each External Examiner must be a person of high professional standing. He must have had extensive

experience of teaching and examination in his field and will usually be a member of the academic staff of another University. When an External Examiner is recommended to the relevant Faculty Board and to Senate, his degrees, relevant professional qualifications, rank and current University or other appointment shall be stated, together with the information concerning any previous connection with KHAIRUN, Kano.

There shall normally be one External Examiner in each programme in which a degree is awarded. However, Faculty Boards and Senate may consider cases made by Departments for the appointment of additional External Examiners.

- a. Each External Examiner shall be appointed for a period covering six consecutive semesters, or for a period not exceeding ten semesters if his/her appointment is interrupted, involving a maximum of three separate appointment.
- b. An External Examiner may be eligible for a reappointment provided at least six consecutive semesters have elapsed since the expiration of his/her last appointment.

Staff of the University and members of the Governing Council shall not serve as External Examiners. Any person who previously taught in the University shall not be appointed as External Examiner if any student taught by him/her at any time is a candidate in the examinations concerned.

#### **9.4 The duties of an External Examiner shall be:-**

- a. To moderate draft question papers for all levels and to recommend such alterations as they may deem better in order to ensure the maintenance uphold standard.
- b. If possible, to be present at the University during the period of examinations and to conduct or participate in practical, clinical or oral examinations and practical teaching tests.
- c. To moderate the marked scripts of the final year courses for which he is examiner at the end of the session.
- d. If present in the University, to attend meetings of the Departmental Board of Examiners and to approve and certify the mark list in any course examined by him and where possible, the relevant overall pass list or lists.
- e. If present in the University, to attend the meeting or meetings of the Faculty Board of Examiners.
- f. To submit a written report to the Vice-Chancellor (on the template approved by Senate) at the end of each session, and copy same to the Chief Examiner concerned, on the following matters:-
  - i. Standard of the examinations questions.
  - ii. Availability and use of marking scheme.
  - iii. Standard of marking by the Internal Examiners.

- iv. Standard of project or coursework.
  - v. The pass list and honours classification.
  - vi. Clear report on any change in the raw marks; and
  - vii. Any other relevant comments he may wish to make.
- g. In the event of a disagreement between External and Internal Examiners, not resolvable by consultation, separate reports shall be made by Chief and External Examiners to the Board of Examiners which shall take appropriate action on the matter.
- h. An External Examiner shall be remunerated at rates to be agreed by Senate from time to time.

#### **9.5 Security of Examination Materials:**

It shall be the duty of all examiners to ensure strict scrutiny and security of question papers, examination scripts, marks, and other examination materials at all times.

In particular, there shall be proper documentation and chain of custody when answer scripts are passed from one person to another.

All answer scripts shall be marked within Kano Metropolis and no examiner shall take the scripts outside this area for whatever reason.

## **9.6 Preparation of Examination Papers:**

The Chief Examiner shall ensure that each question paper bears an appropriate rubric showing the following:-

- i. University logo.
- ii. Faculty and Department.
- iii. Programme of study.
- iv. Course code and course title.
- v. Date on which the paper is to be taken (or month, if the day is not known when the paper is prepared).
- vi. Time or duration of the paper.
- vii. Number of questions to be answered and any restrictions as to choice.
- viii. Any instructions regarding the use of answer booklets. and
- ix. Any additional materials to be supplied by the Invigilator to candidates.

Where possible, draft question papers shall be passed by hand and only between persons directly concerned and in envelopes marked "Strictly Confidential". Where transmission by post (say to External Examiners) is unavoidable, drafts shall be in double envelopes, the inner carrying a security seal and marked "Strictly Confidential to be opened only by (name)". The outer envelope shall not be marked as confidential but shall be thoroughly sealed and sent by registered post. Where draft question papers have to be sent electronically, the files shall be password protected and the password shall be communicated over a secure, but different medium of communication.

The Chief Examiner shall arrange for question papers to be duplicated in secure conditions, ensuring that no unauthorized person has access to them and that all spare copies, stencils, etc., are destroyed. Sealed packets of papers shall be marked to show the Faculty, Department, course by title and code, level and date of the examination (if known) and the number of copies.

The Chief Examiner shall be responsible for ensuring that the sealed packets of question papers, clearly marked as described in section 9.3 of these Regulations, are handed to the Faculty Examinations Officer before the examination date.

After the examinations have been held, the Faculty Examinations Officer concerned shall send three copies of each question paper to the University Librarian. Copies shall also be placed in faculty and departmental libraries where they exist.

### **9.7 Examination Officers**

College Examinations Officers shall be appointed by the College Boards, Faculty Examination Officers and Assistant Faculty Examinations Officers shall be appointed by the Faculty Boards, and Departmental Examinations Officers shall be appointed by the Departments. The College, Faculty and Departmental Examination Officers shall be remunerated at rates to be agreed by Senate from time to time.



## **9.8 Examination Venues**

- a. An area of at least 1.8 square meters per candidate should, if possible, be allowed, adequate ventilation should be ensured.
- b. There should be not more than one invigilator for each 50 candidates, at a venues. The venue should have only one usable entrance during the examination, but the invigilators should normally be a course lecturer of the students sitting for the examination and thus able to identify candidates. In addition one of the invigilator should be designated as Senior Invigilator.
- c. The Central Scheduling and Examinations Timetable Committee may inspect and decide upon the suitability of any venue proposed for use in examinations

Each Faculty Examinations Officer, in consultation with the Departments and Departmental Examinations Officers concerned, shall appoint:

- i. Invigilators for each Faculty examination venue, to whom he shall make available a copy of these Regulations.
- ii. Examination Attendants, so that in any venue where there are male students at least one of the attendants shall be a male, and where there are female students at least one shall be a female.
- iii. The persons specified in sub- section (a) and (b) shall be
  - a) Fulltime University staff

b) Subject to the instructions of the Invigilator or Senior Invigilator

A Faculty Examinations Officer shall perform the following functions, among others:

- a. Ordering and control of Examination materials for the Faculty;
- b. Preparation of examination timetables and arranging the examinations venues (including the provision of all items required therein);
- c. Collection of sealed packets of question papers and distribution to invigilators;
- d. Provision of receipt forms for examination scripts and any other matter in accordance with instructions issued by the Dean and the Registrar.
- e. Giving appropriate instructions to the Invigilators. In particular he shall ensure that sealed packets of question papers are handed over to the Invigilators not less than 20 minutes before the scheduled times of the commencement of the examinations.
- f. He should be available throughout the period of each examinations to oversee the conduct of all examinations, and report to the Chief Examiner, the Dean and the Registrar on any case of illness, disturbance or irregularity in the conduct of the examinations. He shall however recognize the

Invigilator as responsible for procedure within the venue during the conduct of an examination.

After each examination the Faculty Examinations Officer shall receive the answer scripts from the Invigilator in charge and issue a receipt, of which both persons shall keep a copy. He will also collect all unused examination materials as well as any reports and exhibits pertaining to examination misconduct. He will ensure that the Departmental Examination Officer collects the answer scripts immediately and sign a receipt of which both Officers will keep a copy.

A register for entrance of collection of answer booklets and the return of Examination scripts shall be kept in the examination office. The invigilator signs for the received column with date and time, they shall also counter sign during the return of the booklets. In all cases the booklets shall be counted and the numbers confirmed.

The Examinations Officer shall publicise within the Faculty or Faculties concerned the time and venue(s) fixed for any examination at least two weeks before the commencement of the examinations. No backward change of time shall be made after the final timetable has been displayed, unless where it becomes absolutely unavoidable, in which case the change must equally be publicised immediately and for some days.

The Examinations Officer shall attend all meetings of the Central Scheduling and Examinations Timetable

Committee, present and reconcile draft examinations timetable of the faculty with those of other faculties, and share examination venues with other faculties.

The Faculty Examinations Officer shall report all cases of suspected examination misconduct to the Dean. The Dean shall cause preliminary investigations to be made to assemble exhibits, conduct interviews, give the suspect a chance to defend themselves, and obtain statements from all concerned, and forward the report (including exhibits and other relevant documents) to the Senate Standing Committee on Examination Misconducts within one month of completion of the examinations. The Committee will investigate the case further and report to Senate, while it recommends the action to be taken

#### **9.9 Departmental Examination officers**

Departmental Examinations Officer shall perform the following functions:

- a. To assist the head of department in preparing lecture time table at the beginning of each semester.
- b. Assist the Head of Department in preparing departmental examination timetable and invigilation schedule at the end of each semester.
- c. Collect results from servicing department within the Faculty and from Faculty Examinations Officer for in the case of results coming from other servicing faculties and forward same to the Level Coordinator.

- d. Prepare and present departmental results at the Faculty Board of Examiners meeting in the format approved by the University Senate.
- e. Report all cases of examination misconduct to the faculty examination misconduct committee immediately.
- f. Liaise with faculty examinations Officer in handling all cases of result verification.
- g. Liaise with Level Coordinator to properly guide students on general University examinations regulations.
- h. The duty of the Departmental Examination Officer to collect the scripts from the Faculty Examination Office.

## **9.10 Invigilation Procedures**

### **9.10.1 Duties of an Invigilator**

Only academic staff members and technologists attached to academic units shall serve as examination invigilators.

- a. The Invigilator shall ensure:
  - i. To collect from the Faculty Examinations Officer, the sealed packet of question papers.

- ii. The examination venue is correctly laid out with desks, chairs, answer booklets and any other material(s) required for the paper.
  - iii. He arrives at the examination venue at least 30minutes before the examination and a functional clock is visible to all candidates.
  - iv. Spare answer booklets, attendance sheets, examination misconduct form, etc., are available.
  - v. That any books or papers left near desks are removed.
  - vi. Sealed packet of question papers are opened in the presence of the candidates 10 minutes before the examination begins, and check it for number of copies and the availability of required materials.
- b. Before starting the examinations, invigilator should ensure that candidates are fully informed of any special instructions relevant to the examination, and are reminded to fill their attendance register. The invigilators writes the time (as shown by local time) of starting and finishing the examination on board.
  - c. To exercise continuous vigilance over the behaviour of candidates and at intervals check the desks of candidates for the presence of unauthorized materials. Conversation between invigilators, etc., should be kept to a strict minimum during an examination.

- d. After the examination has begun, to direct the attendants to check that no books, etc, have been hidden in toilet areas.
- e. To notify the Faculty Examinations Officer promptly of any case of illness, irregularity in the conduct of examinations or of lack of any materials.
- f. If any student is found to be, or is suspected of, infringing the provisions of Part 10 of these Regulations or in any way cheating or disturbing the conduct of the examination, the Invigilator shall take possession of any relevant evidence, fill in the relevant form, obtain statement(s) from the student(s) concerned by giving him/her the relevant form to fill and/or make them sign exhibit and report to the Faculty Examinations Officer immediately. The student(s) concerned shall be allowed to continue with the examinations provided no disturbances are caused.
- g. To announce what time is it to the candidates 15 minutes before the end of the examination, and to observe strictly the prescribed duration of the examination.
- h. To prevent the candidates from leaving the examination hall 30 minutes of the commencement of the examination.

- i. On completion of the examination, to ensure that each candidate's script(s), together with unused scripts, etc. are collected from his desk before permitting any candidate to leave his place. Also to double check the number of answer scripts, bearing in mind the number of candidates present and the fact that the work of one candidate may spread over more than one answer script.
- j. After the examination, to hand over the scripts, attendance register, examinations misconduct reports and exhibits (if any) and unused examination materials to the Faculty Examinations Officer, obtaining a receipt for the number of scripts and other relevant materials as prescribed in section 7.5 of these Regulations.
- k. The Invigilator, or Senior Invigilator if there is more than one, is personally responsible for ensuring strict observance of all conditions prescribed in parts 7 and 9 of these Regulations, and for preserving secrecy and security of examination materials, including the completed answer scripts, while in his charge. He is in control of procedure in the examination room throughout the period of the examination and no person may enter the room or make announcements to candidates without his prior approval.

### **9.11 Discipline during Examinations**

- a. It shall be the responsibility of each student to make sure that he is registered for the appropriate



examinations and be sure of the dates, times and places of the examinations. To ensure that he is in possession of any identity document prescribed for the examinations.

- b. The appropriate University unit shall ensure that identity documents are available to students at least two weeks before each examination.
- c. Each candidate should be at the examination room at least ten minutes before the advertised time of the examination. He/she is required to supply his own writing and drawing instruments. He/she is also required to supply any other examination aids of which the provision is prescribed in the rubric of the question paper, and announced to candidates in advance, as being his own responsibility.
- d. A student shall bring his/her identity document to each examination and display it in a prominent position on his desk.
- e. A candidate must show his/her full face when asked to do so by the invigilator for the purpose of identification.
- f. A candidate must reveal both ears when asked to do so by the invigilator.
- g. Any book, paper, document, examination aid (except as may be provided for in the rubric of the question

paper and announced to the candidates in advance), handbag or briefcase which is brought to the examination venue must be deposited at the Invigilator's desk, or a place designated for that purpose, before the start of the examination. In no circumstances must it be placed on or near a candidate's writing desk.

- h. Each student shall sign in by completing a line on the attendance register— writing his registration number, name, answer booklet number and department and then signing. Students should be advised to note their serial number and attendance register number (in case there are more than one registers) for ease of signing out.
- i. Each student shall also sign out after submitting their answer script by signing the appropriate column of the attendance register.
- j. Students shall write their examination number, but not their names, distinctly on the front cover and on every page of the answer booklet where a space is created for that as well as on any extra sheets used.
- k. The use of scrap paper, question paper, tissue paper, etc. for rough work is not permitted. All rough work must be done in the answer booklets and to be neatly and through, crossed or in supplementary answer sheets which must be submitted to the Invigilator.

- l. A candidate arriving late shall be admitted up to thirty minutes after the start of the examination, but they shall not be allowed extra time. If they arrives more than thirty minutes late but before one half of the total duration of the examination has elapsed, the Invigilator may at they discretion admit him/her if they are satisfied that the candidate has good reason for his lateness, and provided that no candidate has already left. No candidate shall be admitted after half the duration of the examination has elapsed. The Invigilator shall report on all those admitted late to the Faculty Examinations Officer who shall inform the Faculty Chief Examiner. The Chief Examiner shall recommend to the Board of Examiners whether to accept the student's paper or not.
  
- m. A student may be permitted by the Invigilator to leave the examination venue during the course of an examination provided that:-
  - i. (No student shall normally be allowed to leave during the first thirty minutes or the last ten minutes of the examination.
  
  - ii. A student leaving must sign out and hand-over his script to the Invigilator before leaving if they do not intend to return.
  
  - iii. A student who leaves the examination venue shall not be readmitted unless throughout the period of they absence they have been continually under the

supervision of an invigilator or Examination Attendant.

- n. No student shall speak to any other student or, (except as essential), to the Invigilator or make any noise or disturbance during the examination. Eating and Smoking are not permitted in the Examination hall during any examination.
- o. A student must not directly or indirectly give assistance to any other student or permit any other student to copy from or otherwise use his papers. Similarly a student must not directly or indirectly accept assistance from any other student or use any other student's papers.
- p. Introduction of unauthorised ICT devices such as mobile phones into the examination venue is totally banned.
- q. A student is responsible for protecting his work so that it is not exposed to other students.
- r. Any student suspected of involvement in examination misconduct should fill in the prescribed form giving their own version of what happen. A student that fails to fill the form has denied him/herself the opportunity of defense.
- s. At the end of the time allotted, each student that stop writing when instructed to do so and shall gather their

scripts together. He/she shall then remain at the desk until all candidates' scripts have been collected, and has been given permission by the Invigilator to leave. It shall be the candidate's responsibility to ensure that their answer scripts are collected by a University official in the examination venue before he leaves.

- t. Except for the question paper and the examination card, a student shall not remove from the examination venue or mutilate any paper or other materials supplied.

#### **9.12 Absence from Coursework and/ or Examinations**

- a. Students are expected to attend their registered courses regularly and continuously. The University is under no obligation to repeat coursework or examinations for whatever reason. No degree, except an aegrotat degree as described in Part 17 of these Regulations, will be awarded unless the candidate passes all formal examinations concerned.
- b. A student that has cause to be away from the University when the University is in session shall submit a written application at least two weeks before the planned trip day so that the application could be processed and a response is given replied to before the planned trip.
  - i. For travels within the country, a student shall apply to the Dean of his faculty through his Head of Department, attaching all supporting documents. Such applications are to be treated by the Dean on

their merit, with the decision communicated to the student, his Head of Department and course lecturers.

- ii. For travels outside the country, a student shall apply to the Dean of Students Affairs through his Head of Department attaching all supporting documents. The Dean of Students Affairs shall, on behalf of the Vice-Chancellor, treat all such applications on their own merit and communicate the decision to the student, the Head of Department and Dean of Faculty.
- iii. A student may be permitted to travel out of the country for religious reasons not more than once during his programme of study.
- iv. Where the absence involves absence from examinations and/or more than 25% of coursework, copies of the approval letter shall be attached to the submission to Senate requesting for 'Incomplete' grading or suspension of studies for the student.
  - a. Dispensation from coursework and/or examinations may be granted to a student who is absent from the University on medical or other pertinent grounds. In special circumstances, and for good cause, the Senate may approve the request of a student to be absent from coursework and/or examinations. In both cases, such academic concession will be

confined to the period of sick-leave, or leave of absence granted to him/her, subject to section 11.3 (b) and (c).

- b. In the event that only an examination is involved, the performance in the affected course will be recorded as 'Incomplete' and the credit load will not be counted in the calculation of the student's Grade Point Average (GPA) for the semester or the Cumulative Grade Point Average (CGPA) [Part 12]. The student will write the examination when next available. For a student requiring only such 'Incomplete' course(s) to graduate, or in a case where the affected course is being phased out, a faculty may recommend to Senate the completion of "incomplete" course(s) through the administration of special examination(s) if such an option is considered feasible.
  
- c. Where coursework for substantial part of the semester is involved, the Faculty Board shall recommend "Suspension of Studies" for the student. The student shall be required to take the courses afresh (but not as carry-overs), or undertake alternative ones (if permitted by the regulations) on his return. No GPA shall be computed for a semester where the student is on suspension of studies. However, if the suspension is only for one semester,

performance in the other semester shall be used in computing the Cumulative Grade Point Average (CGPA) [Part 12].

- v. Where a student takes certificated sick-leave, and in all cases where he falls ill during or within a period of up to 3 days before an examination, he must obtain a sick-leave certificate within 24 hours of the commencement of his absence. If he attends an examination during a period of authorized sick leave, no subsequent appeal for consideration of failure in the examination will be entertained.

### **9.13 Timely Application/Submission of Documents**

- a. Students are to apply for excuse from coursework and/or examination on time, clearly indicating the grounds for the application and attaching any supporting document(s). Late submission of sick-leave certificates or other appropriate documents (see Section 11.8 (e) to (i)) will be entertained only in exceptional circumstances. However, applications for excuses on medical or other grounds submitted after the publication of examination results or more than 30 days after the last examination paper in the semester was taken (whichever comes first) shall not be considered.
- b. An absence for a period which exceeds 30 consecutive days, or 30 days plus the duration of any official vacation which intervenes, will normally be permitted only on medical or other pertinent grounds. If an



application with appropriate sick leave certificate or other supporting document is not submitted before the end of this period, the student will be regarded by Senate as having withdrawn voluntarily from the University.

#### **9.14 Maternity Leave**

- a. A female student must submit a medical certificate, showing the Expected Date of Delivery (EDD), not less than 6 weeks in advance to the date, and can be granted leave from the coursework for a period of 16 weeks commencing 6 weeks before the EDD. Incomplete grade will normally be awarded only if the examination occurs within a period beginning six weeks before the expected date of delivery and ending nine weeks after the actual date of delivery. A Faculty Board may, at its discretion, extend this period on receipt of a medical statement indicating exceptional circumstances. If the EDD interferes with a substantial part of the semester's coursework, the department concerned shall recommend suspension of studies for the student.
  
- b. In the provisions of the regulations 11.2 to 11.6, the term "Sick-leave certificate" and "Submit" or "Submission" will be interpreted as follows:-

#### **9.15 Sick Leave Certificate**

- a. If a student falls sick while resident in the University campus or within Kano Metropolis, each sick leave

certificate must be obtained from the University Clinic or from a reputable hospital. In the latter case the certificate should be on official headed form stamped and counter-signed by the Head of Department or the Medical Superintendent in charge of the Hospital, as appropriate.

- b. If a student falls sick outside Kano Metropolis, or is taken on emergency to a hospital in Kano, he/she must similarly obtain his certificate from the Director, University Health Centre or by a reputable hospital on an official headed form stamped and counter-signed by the Head of Department or Medical Superintendent in charge of the Hospital, as appropriate.
- c. If a student falls sick outside Nigeria, he/she must send, without delay, an official sick-leave certificate to the Director, University Health Centre, who may at his discretion refer the certificate for authentication to the Nigerian Diplomatic representative in the country concerned, or to any other appropriate body.
- d. If a student is granted a sick-leave or maternity leave before the examination and if he/she decides to take the examinations, the sick leave or maternity leave shall be withdrawn and he will be obliged to take all the examinations.

#### **9.16 Submission**

- a. If the student obtains a sick-leave certificate from the University Clinic as in section 11.8(a) of these

Regulations, they must present it personally or by proxy without delay to the Dean of their Faculty and obtain a receipt for it.

- b. If the certificate is obtained from another hospital (section 11.8 (a) of these Regulations), it must be presented personally or by proxy without delay to the Director, University Health Centre, and a receipt obtained for it.
- c. If the certificate is obtained as in section 11.8 (b) of these Regulations, it must be sent immediately by proxy or by registered post or any other electronic means to the Director University Health Centre and a receipt of delivery or posting (as appropriate) obtained. If sent by post, the student must retain a copy. The student must meanwhile endeavour to notify the Dean by telephone, telegram or by messenger, stating his exact address, and the number of days of sick-leave given.
- d. In all cases the receipt for delivery or posting of a certificate, and the copy where appropriate, must be retained and produced to the Dean if required later.
- e. On receipt of a certificate issued by another doctor, the Director University Health Centre will notify the Dean of the student's Faculty. The Director may consider it necessary to send a member of the Health Services Staff to verify the student's condition, and any change of address or condition must be

communicated to the Director without delay. The Director will not further consider a certificate if the address given is found to be false.

**9.17 Disputed Cases:**

Disputed cases will normally be referred to the management for advice to a reputable consultant. In certain cases, reference would be made to a Medical Panel composed by the Vice-Chancellor.

## **10.0 PROCEDURE FOR ASSESSMENT**

### **10.1 Continuous Assessment**

- a. The proportion of the total marks for a particular course to be allocated to Continuous Assessment (CA) shall be recommended by the Department concerned along with the relevant syllabus, to the Faculty Board and Senate for approval. The proportion approved shall be made known to the students at or before the beginning of the course. Questions set for CA and the marks obtained shall be made available to the External Examiner (if any) for inspection.
- b. The continuous assessment shall account for 40% of the total marks for a taught course, while the end-of semester examination shall account for 70%, unless approved otherwise by Senate.
- c. A student repeating a course loses the CA obtained when the course was taken in the first instance. Thus, such a student must repeat all aspects of the course.
- d. The CA marks for a course graded 'Incomplete' shall be carried forward and added to the examination marks obtained by the student when he completes the course.
- e. CA must be conducted before semester examinations.

## **10.2 Examinations**

- a) Each credit should have a minimum of 45 minutes and a maximum of one hour of examination. However, the duration of the examination of any course should not be less than one hour, and not more than three hours, except for students with special needs, in which case additional 30 minutes is allowed.
- b) The procedure for marking of examination scripts shall be a matter for agreement between the examiners for the course concerned. The mark for each course shall be expressed as a percentage. A fractional mark of 0.5% or above should be rounded up to the next whole number, and one less than 0.5% should be dropped. The pass mark shall be 45%. This provision does not apply to programmes with peculiarities as may be approved by the Senate.
- c) Where a student is unable to complete their project in time for good cause, they shall be given a chance to complete the project after registration.

## **10.3 Moderation by External Examiner**

- a. Draft question papers for courses at all levels of a degree programme are subject to moderation by an External Examiner. However, only the marked scripts for final year courses shall be moderated by the External Examiner.

- b. Where a student could complete their programmes degree requirements during the first semester, the following procedure shall be adopted to assess their scripts for final year courses.
  - i. After marking by the course lecturer(s), the scripts shall be internally moderated.
  - ii. In case of disagreement between the course lecturer(s) and the internal moderator that could not be resolved through consultation, the matter shall be referred to the Departmental Board of Examiners which shall take appropriate action to arrive at a decision.
- c. Where a candidate is permitted as a special case to take an examination other than the end of a semester, the draft question paper(s) and his performance shall be subjected to normal moderation.

#### **10.4 Custody of Marked Scripts**

- a. Marked scripts shall be kept in a secure place in each Department for at least 24 months after the examination. Thereafter, they shall be transferred to Registry Department where they shall be kept until all the students who have sat for the examination might have graduated. The scripts may then be destroyed centrally under confidential conditions. No student and no person or organization outside the University except an appointed External Examiner may have access to any marked scripts. Full records of marks shall be preserved indefinitely.

- b. Departments servicing others should give departments being served marked answer scripts, results and attendance sheets after marking.

### **10.5 Classification of Degrees**

- a. The performance of a student in a semester will be reported by the Grade Point Average (GPA) while the overall performance at the end of a session (and/or at any point in their programme) will be reported by the Cumulative Grade Point Average (CGPA).
- b. The classification of a degree shall be determined by the final CGPA as shown below.

### **10.6 Calculations of GPA and CGPA**

- a. Letter Grades and Grade Points shall be derived from the actual percentage scores obtained in a given course as follows:
- b.

<b>Percent Score</b>	<b>Letter Grade</b>	<b>Grade Point</b>
70 – 100	A	5
60 – 69	B	4
50 – 59	C	3
45 – 49	D	2
40 – 44	E	0
00 – 39	F	-
Incomplete	1	-
Absent	ABS	0



- c. A Weighted Grade Point shall be determined for the performance in each course by multiplying the Grade Point obtained in the course by the Credit load of the course, except that all incomplete courses shall be ignored.
- d. A Grade Point Average (GPA) shall be calculated for a semester by adding up the weighted Grade Points obtained in all the courses offered in the semester and dividing the sum by the total value of the credits of all the courses, except those graded as Incomplete.
- e. A Cumulative Grade Point Average (CGPA) shall be calculated by adding the Weighted Grade Points obtained in all the courses offered by the student in all the semesters up to the end of a given session (or up to a particular point in a student's programme) and dividing the sum by the total value of the credits of all the courses registered by the student in all semesters, ignoring credits of courses graded 'Incomplete'.
- f. GPA and CGPA shall be rounded to two places of decimal. A value of 0.005 or higher shall cause the number in the second decimal place to be increased by one, while a value of less than 0.005 shall be discarded.
- g. To qualify for the award of Bachelor's degree, but subject to 12.17 of these Regulations, a student must:
  - i. Obtain a minimum of 120 credits (30 credits from each level) except in the Faculties of Law

and Engineering where the minimum is 150 credits (30 credits from each level); or the minimum set by the student's programme, department, or faculty if higher than this. The minimum credits for the SIWES years of some programmes may be less than 30 (see 4.8 (a)).

- ii. Pass all compulsory courses in the particular programme, department and faculty.
- iii. Pass all relevant compulsory General Studies and Entrepreneurship Programme courses for their degree programme, as may be set by Senate from time to time.
- iv. Satisfy all relevant departmental and faculty requirements for the programme.

### **10.7 Concessional Pass**

A last chance spill-over student (except degree students in the Faculties of Allied Health Sciences, Law, Dentistry, Clinical Sciences and Pharmaceutical Sciences.) who has satisfied all the graduation requirements except in one course, and who has scored 35% or more in the said course shall be given a Concessional Pass (CP) in the affected course and be allowed to graduate. The score in the course is retained, a grade of 'CP' is given, and the grade point of zero is retained. However, the course is treated as if it has been passed in order to allow the student graduates.

### 10.8 Degree Classifications

- a. Degree classes will be designated with reference to the final CGPA as follows:

<b>Final CGPA</b>	<b>Degree Class</b>
4.50 – 5.00	First Class Honours
3.50 – 4.49	Upper Second Class Honours
2.40 – 3.49	Lower Second Class Honours
1.50 – 2.39	Third Class Honours
1.00 – 1.49	Pass
0.00 – 0.99	No degree awarded

- b. The transcripts of the graduated students shall show the letter grades, grade points and weighted grade points obtained in each course, the GPA for each of a four year course Semester and the final CGPA as explained in section 12.12 of this document.
- c. The period of study of any student for a degree of a four year course shall not exceed by more than four semesters the normal number of semesters laid down for it. Unless of course for a spill over or a second spill over, which in any case shall be five or six years respectively.

## **11.0 FUNCTIONS OF BOARD OF EXAMINERS, FACULTY BOARDS, SENATE BUSINESS COMMITTEE (SBC) AND SENATE IN DETERMINING EXAMINATION RESULTS**

### **11.1 Departmental Boards of Examiners**

- a. There shall be constituted a Departmental Board of Examiners, where applicable, to consider the marks obtained by candidates in the courses taught by the respective Department. The Chief Examiner shall be the Chairman of the Panel. External Examiners, if present in the University and all Internal Examiners who are concerned with the teaching and/or assessment of the courses or who are nominated by the Chief Examiner shall be entitled to sit on the Panel. The final mark list for the courses shall be submitted in the name of the Panel, and shall be certified by the Chief Examiner and by the External Examiner if present.
- b. The duties of a Departmental Board of Examiners, where applicable, shall be:
  - i. To make a detailed study of the marks for the course(s) concerned and hence, to determine the pass and failure lists and the classification of degrees; and to also transmit these with appropriate recommendations on each candidate to the Faculty Board for approval.

- ii. To inform the Faculty Board of any observations made by the members and/or by an External Examiner.

### **11.2 Faculty Board of Examiners**

- a. The Board of each Faculty offering degrees shall constitute one or more Boards of Examiners for the courses taught in the Faculty. A Board of Examiners shall comprise of the Chief Examiners, Internal Examiners and External Examiners for the courses examined, and the Dean or their Deputy. In their absence, a member of the Faculty nominated by the Faculty Board shall act as the Chairman of the Board of Examiners.
- a. However, if candidates have also been examined in a course taught by a department outside the Faculty, the Board of Examiners shall include the Chief and (if available) the External Examiners for that course, along with such other internal examiners as that Chief Examiner may nominate to attend. This provision shall apply to candidates for the B.A. (Education), B.Sc. (Education) and B.Ed. (Technical), among others.
- b. In the case of candidates offering main subjects from two different Faculties in a Combined Honours programme, the Board of Examiners shall consist of all the Chief Internal and (if available) External Examiners for the two main subjects. For any subsidiary subjects concerned, the appropriate Chief

Examiner, along with any Internal Examiners whom the Chief Examiner may nominate, shall be included. The Faculty awarding the degree shall be responsible for arranging for the meeting of the Board.

- c. Results in General Studies and Entrepreneurship Programmes shall be determined by the Academic Board of the School of General and Entrepreneurship Studies, subject to the approval of the SBC and the Senate, and shall be transmitted as early as possible to the candidates' Departments for inclusion in the departmental results.

### **11.3 Faculty Boards**

- a. There shall be Faculty Board in each Faculty with the following duties:
  - i. To consider the full results and appropriate recommendations submitted by Departmental Boards of Examiners and recommends same to the Senate, through the SBC, for approval.
  - ii. To inform the Senate, through the SBC, of any observations made by the members and/or External Examiners.
  - iii. To exercise the duties of Departmental Board of Examiners [13.2 (a)] in respect of faculty-based courses.
- b. As per University Statutes, Faculty Boards and Faculty Boards of Examiners may, for just cause, adjust examination results within a range of  $\pm 2$  marks.

#### **11.4 Senate and Senate Business Committee (SBC)**

- a. All examination results require the approval of the Senate and the decision of the Senate shall be final.
- b. The SBC shall serve as a vetting and clearing house of Senate on all examination results and other recommendations.
- c. All examination results other than the results of final year and spill-over students terminate at SBC except that probations, withdrawals and similar cases. Those will require Senate approval, irrespective of the level of the students concerned.
- d. Results of all final year and spill-over students require Senate's approval.
- e. The Chairman of the Senate may, in exceptional circumstances, give administrative approval of examination results on behalf of the Senate (especially after the consideration of such results by the SBC). Such administrative approvals shall be ratified by the Senate at its next sitting.
- f. The Senate shall cause any suspected breach of these Regulations, or any improper procedures, to be investigated, and shall take appropriate steps to penalize any person or persons found to be at fault, as it is detailed in Part 20 of these Regulations.

### **11.5 Notification of Examination Results**

- i. No results of examinations may normally be announced until after they have been approved by SBC or Senate, as the case may be. However, the Chairman of the Senate may give approval in advance for the earlier announcement of results on a provisional basis and subject to Senate ratification, to be made in case where special urgency is required.
- ii. The results of semester examinations for all levels should be released after the approval of the Senate or SBC, as the case may be.
- iii. Unless otherwise approved in advance by the Senate, written statements of first semester results shall not be issued to a student or other unauthorized persons.
- iv. At other times Deans and Heads of Departments may make known to students, either verbally or by posting lists in a public place within the University area, the SBC/ Senate approved summary of the results as well as the letter grades which they have obtained in their courses. These grades shall be determined as in section 12.12 of these Regulations.
- v. After the Senate has approved the results of an examination, a report of each session's performance (except the final "classified" performance) shall be issued to each student by the Departments. Each report must be signed by the Head of the relevant Department.



- vi. Transcripts of examinations results shall be signed and stamped by Deans of Faculties and countersigned by the Registrar or his representative and shall be in such form as may be approved from time to time. Numerical marks in individual courses shall not be given but letter grades and other variables specified in section 12.12 shall be shown.
- vii. One copy of a transcript showing grades obtained will be given on request to a candidate on completion of his programme of studies. Such copy of the transcript cannot be used for official purposes, and this shall be so indicated on the copy. Further copies will be issued subsequently, but sent directly to institutions, on request and on payment of a prescribed fee to the University. Each page must be individually signed and stamped.
- viii. Certificates of the award of degrees approved by the Senate shall be sealed with the Seal of the University and signed by the Vice- Chancellor and the Registrar.

### **11.6 Probation**

A student whose CGPA is less than 1.00 at the end of any session shall be placed on academic probation for one session to enable him/her up-grade their CGPA to at least 1.00. Such a student shall be informed of their status in writing by the Faculty and copies of the letter should be sent to the Registrar and the Department.

### **11.7 Withdrawal:**

Withdrawal from the University shall be recommended by the Faculty Boards to the Senate on any of the following grounds:

- a. Failure to register within the time set by the Senate for registration.
- b. Failure to obtain a CGPA of at least 1.00 after a probation period.
- c.
  - i) A failure rate so great that, at the point of consideration, the student would not be able to graduate within the remaining time available to him/her even if he/she is to register for, and pass, the maximum number of credits allowed by the regulations in each of the sessions available to him/her. [For example if a student has only a maximum of two sessions to earn 90 credits but they can register for only 40 credits per session.]
  - ii) A failure rate so great that, at point of consideration even with "A" in the remaining course(s) the affected students cannot be able to go out of their second probation.
- d. Failure to attend classes for a period which exceeds 30 consecutive days except upon approved medical or other grounds (section 11.3 of these Regulations)
- e. Failure to complete the stated requirements for the award of a degree within the maximum number of

semesters laid down for the programme (Regulation 12.17).

- f. Failure to sit for the entire semester examinations without any admissible reason.
- g. Failure to satisfy any other Faculty Regulation, subject to section 1.8 of these Regulations.
- h. If a student is required to withdraw from the University, they may seek fresh admission into the University through the normal admission process. However, if they are admitted, they cannot transfer/claim any credits earned in the programme from which they were withdrawn, except as explained in section 18.30 of these Regulations.

## **12.0 FACULTY OF ALLIED AND MEDICAL SCIENCE REGULATIONS**

### **12.1 Exceptions to the General University Regulations**

The regulations in this part apply to all programmes in the faculty. They supplement or replace appropriate parts of the general regulations, as the case may be.

### **12.2 Faculty Examinations Officer**

- a. There shall be a University Examinations Officer (UEO), who shall be responsible for coordinating examinations in the University.
- b. There shall be faculty examination officers.
- c. It shall be the duty of the faculty examination Officers to conduct relevant examinations in their respective faculties.

### **12.3 Duties of faculty Examinations Officer**

- a. Ensuring adequate planning and smooth running of faculty academic activities (Especially examinations, orientations, induction ceremonies, etc.).
- b. Record keeping and archiving of all examination results of inter-faculty programme.
- c. Securing of lecture and examination venues.

- d. Other duties related to the conduct of academic scheduling and examinations, etc.

#### **12.4 Pass Mark and Grading**

- a. Except for Level I, B. Sc. Programmes in the faculty of Basic Medical Sciences, and GSP courses, the pass mark for all courses in the College of Health Sciences and Faculty of Pharmaceutical Sciences shall be 50%. Fractional marks are to be rounded to the nearest whole number. In addition to an overall score of 50%, a candidate must also score a minimum of 50% in the clinical component of all clinical subject examinations.
- b. Courses for Level II and higher levels are to be graded and classified as follows:

<i><b>Mark/Score</b></i>	<i><b>Grade</b></i>	<i><b>Classification</b></i>
70% and above	A	Distinction
60 – 69%	B	Credit
50 – 59%	C	Pass
00 – 49%	F	Fail

However, a student who has a re-sit in another subject at the level, or who is required to repeat the year does not earn a distinction.

- c. A score of 50% (C, Pass) shall be recorded for any student who passes a course at a re-sit examination.

### **12.5 Subject and Sessional Assessments**

- a. All the major Level I courses are to be assessed on subject basis by combining the marks of all the courses in a subject area and finding their weighted average, with the credit values of courses serving as their weights. Thus, single marks are to be reported for Biology, Chemistry, Physics and Mathematics.
- b. Students in the College are to be assessed on sessional basis. Thus, first and second semester examinations (where applicable) are combined in determining the marks in any subject. Similarly, professional examinations (where applicable) are conducted on sessional basis.

### **12.6 Progression to Level II**

To progress from Level I to II in any programme in the College of Health Sciences (other than Faculty of Basic Medical Science) and Faculty of Pharmaceutical Sciences, a student must pass all four major Level I subjects (Biology, Chemistry, Physics and Mathematics). However, any Level I GSP course not passed is to be carried over.

### **12.7 Unclassified Degrees**

Degrees awarded by the Faculty of Allied Medical Sciences shall not be classified.

## **12.8 Programmes in the Faculties of Allied Health Sciences:**

The following are the regulations for Level II and beyond:

- i. To progress to any level beyond Level II, a student must pass all the courses of the previous level.
- ii. A student who fails not more than one quarter ( $\leq \frac{1}{4}$ ) of his credits shall re-sit the failed courses.
- iii. A student who fails the re-sit examinations in any course shall repeat the level, subject to (f) and (g) of these Regulations.
- iv. A student who fails more than one quarter ( $\geq \frac{1}{4}$ ), but not more than one half ( $\leq \frac{1}{2}$ ) of the credits shall repeat the level, subject to (f) and (g).
- v. A repeating student shall repeat all courses irrespective of the previous grade.
- vi. A student who fails more than one half ( $\geq \frac{1}{2}$ ) of the credits shall be required to withdraw from the programme.
- vii. A student can repeat a level at most once, subject to (g).

- viii. The maximum duration for each of the programmes is nine (9) years with the exception of Optometry and Pharm. D which is (11) years.
- ix. GSP courses though are requirements for graduation, however are not determinant for progression to the next level.

### **12.9 Professional Examinations in the Faculty of Allied Health Sciences.**

- i. A candidate must have 85% attendance to be eligible to participate in all professional examinations.
- ii. The minimum Pass mark for professional examinations is 50%. Scores less than 50% for clinical examinations shall not be upgraded by faculty board of examiners.

### **12.10 Professional Examinations in Department of Medical Laboratory Sciences.**

- i. First and final professional examinations shall be conducted at Level 400 and Level 500 respectively.
- ii. A student who failed a professional examination shall repeat the failed component of clinical posting in the next session. There is no re-sit for failed clinical examination in Medical Laboratory Science.



## **12.11 Professional Examinations in Department of Medical Radiography**

### **(A) First Professional Examination**

- i. Radiography students are to sit for the first professional examination at the end of 300 levels.
- ii. There is no re-sit examination, thus student that fails professional examination will repeat clinical posting for the entire session, before qualifying for the examination.
- iii. A student who fails professional examination for the second time will be recommended to withdraw from the program.

### **(B) Final Professional Examination:**

Radiography students are to sit for the Final professional examination at the end of 500 levels subject to the following regulations.

- i. To qualify for the examination, a student must pass all the courses registered.
- ii. A student who fails in the first sitting of final professional examination will repeat clinical posting for the entire session, before qualifying for another examination.
- iii. A student who fails professional examination for the second time will be recommended to withdraw from the program.

### **12.12 Professional Examinations in the Department of Nursing Science**

- i. The First professional Nursing and Midwifery Council Examination (Registered Nurse) shall be conducted at 400 Level.
- ii. Second and third professional Nursing and Midwifery Council Examination (Registered Midwife) taken 500 Level are optional.
- iii. The first professional examination consist of papers I, II and III that candidates must pass. A student who failed one or two papers will be allowed to re-sit and will also be granted a last attempt on failing the re-sit examination. A candidate who failed his last attempt is recommended for elimination by the council. A student who failed to pass Council Examinations will be allowed to graduate but will have no license to practice as a nurse in Nigeria.

### **12.13 Withdrawal from the Programmes:**

The Faculty Board shall recommend to Senate the withdrawal of candidates from these other programmes on any of the following grounds:

- a. Failure to register within the time set by Senate for registration.
- b. Failure to pass two or more of the four major Level I subjects.

- c. Failing more than one half ( $\frac{1}{2}$ ) of the credits registered at Level II or higher in the programmes.
- d. Failure to pass a level that has been repeated.
- e. Failure to attend classes for a period which exceeds 30 consecutive days except upon an approved medical or other grounds (Section 11.3).
- f. Failure to complete the stated requirements for the award of a degree within the maximum duration laid down for the programme (18.16).
- g. Failure to sit for the entire semester examinations without any valid reasons.

**12.14 Re-sit Examination and Duration of the revision classes in the Faculty of Allied Medical Sciences**

- a. There shall be revision classes which should be conducted for a period between 2-6 weeks (with the exception of the final MBBS examination re-sit which is 12 weeks).
- b. A student re-sitting a particular subject is entitled to a new Continuous Assessment which contributes 50% of the Continuous Assessment for the re-sit examination. The other 50% is carried over from the Continuous Assessment of the sit examination

- c. Student who writes re-sit examinations will not get a score greater than 50 percent (except as in D) irrespective of the original score they obtained from the examination.
- d. Students who were unable to write the main examination as a result of illness, pregnancy or other valid reasons that are not within their control (established in accordance to standard university protocol) shall be allowed to write at the next available examination which may be a re-sit examination. Re-sit examinations in this case will be regarded as main examination (special SIT) and hence the score obtained will be awarded. In case, a student fails a special sit examination; special re-sit examination will be prepared if they qualified for it, based on the regulation governing re-sit examination.
- e. Students who failed to qualify for the main examination as a result of failure to meet the minimum eligibility requirement shall not be allowed to write the re-sit examination.

#### **12.15 Readmission of Withdrawn Students from FAMS**

- a. If a student is required to withdraw from the FAMS on any ground other than 12.13 (b), he may seek fresh admission into another programme within the University through the normal admission process. However, if he is admitted, he cannot transfer/claim any credits earned in the programme from which he was withdrawn.

- b. or 12.13 (b) above, may be considered for absorption into any appropriate programme in another science-based Faculty. If withdrawn after Level I, the Level I CGPA must be 2.00 or higher.
- c. If such absorption is approved, the student's Level 1 results shall be unbundled into courses (not subjects), with CGPA computed and all failed courses repeated. The student may also be required to carry over failed Level I courses and/or take additional ones based on the programme into which he is absorbed.
- d. If the absorption is into a faculty outside the College, the absorbed student shall be treated as if they were admitted on Direct Entry for the purpose of determining their period of stay in the University.
- e. Where the absorption is into a faculty within the College all relevant courses passed by the student shall be taken into account in determining their placements.

## **13.0 ACADEMIC WRITING**

### **13.1 Guidelines on Academic Writing**

All students of the University shall maintain the highest academic integrity when writing projects, reports, essays, term papers, assignments, and any other work required for any degree programme, or course. Such standards include, but are not limited to, the following.

- a. A student shall not submit the work of others as their own work.
- b. A student shall not submit any work submitted earlier for another purpose (either by him/herself or by others; either at the University or elsewhere) in order to satisfy the requirement for a course or programme.
- c. A student must cite appropriate sources of their ideas, facts, etc. In particular, the following require citation by a student:
  - i. Direct and indirect quotations, as well as paraphrasing and summaries.
  - ii. Opinions, theories, principles, ideas, critical methods, and so on that were formulated by someone else.
  - iii. Data and evidence that are not collected by the student as primary data.
  - iv. Figures, graphs, tables, charts, photographs, drawings, illustrations, etc., not created by the student.

- v. Research sources that were gathered by someone else.
  - vi. Ideas, materials, information and so on collected from online sources.
- 
- d. A student shall not plagiarise any works by others, be they in books, journals, over the World Wide Web, and so on. As a general rule, direct use of three or more words from someone else must be enclosed in quotation marks (“ ”) with the source appropriately indicated.
  - e. A student shall not fabricate, nor misrepresent data, results of experiments or analysis, sources of information, and so on.
  - f. A student shall not sabotage the work of others. Examples include deliberate destruction, damaging or stealing of another student’s project, experiment, computer program, etc.
  - g. Even though, some forms of discussions and exchange of ideas may be in order, students shall not collaborate in any task meant to be done individually.
  - h. A student will be held responsible for any work their submit bearing their name. Such students will be held responsible for any wrongs discovered within such work they submitted.

## **13.2 Academic Misconduct**

### **13.2.1. Examination Misconduct and Leakages**

Candidates for any examination in the University are to conduct themselves properly in and around the examination halls as explained in Part 10 of these regulations. Deviations from these proper conducts may constitute examination misconducts, which warrants penalties prescribed below.

### **13.2.2. Misconduct in Examination Hall Vicinity, Hostels and Other Institutions**

- a. For the purpose of this part, the vicinity of an examination hall is considered to be part of the examination hall. Thus, any student caught with unauthorized materials or writing in the vicinity of the examination hall (after the student has seen the question paper) shall be treated as if the materials are found on him/her in the examination hall. Similarly, any student engaging in any form of examination misconduct in students' hostels or other areas shall be appropriately treated.
- b. For the purpose of this part, any student of the University who commits misconduct punishable under this part in any other institution will be treated as if he/she has committed such misconduct in the University, and shall therefore be liable for any appropriate penalty.



- c. Cases of examination misconduct discovered during the marking of the examination scripts are also subject to appropriate investigations and further necessary action.

### **13.2.3 Procedure for Investigating Examination**

#### **Misconduct and Leakages**

1. If any student is found to be, or is suspected of, infringing the provisions of Part 10 of these Regulations, committing any act to gain undue advantage or disturbing the conduct of an examination, the Invigilator shall take possession of any relevant evidence, fill the relevant form, obtain statement(s) from the student(s) concerned by giving them the relevant forms to fill and/or make them sign exhibits.
2. A student suspected of involvement in examination misconduct shall be allowed to continue with the examinations provided no disturbances are caused. He/she shall sign any exhibits collected from him/her and be given the opportunity to state his own version of events by completing the appropriate form.
3. After the examination, the invigilator shall submit their report(s), the form(s) completed by the students and all exhibits and other documents on all examination misconduct cases to the Faculty Examinations Officer.

4. Upon receipt of any case of examination misconduct, the Faculty Examinations Officer shall report to the Dean, who shall set up a committee to investigate the case further.
5. The Faculty Committee on Examinations Misconduct shall invite all students suspected of involvement in the said misconduct to defend themselves of the suspicion. A widely publicised notice on notice-boards which gives the names and registration numbers of the students being invited as well as the date, time and venue of the Committee's deliberations shall serve as enough evidence of invitation, but invitation letters may also be sent to individual students. Students that fail to honour the first invitation shall be given a second chance.
6. A student suspected of involvement in examination misconduct should be called upon to defend themselves before the Faculty Investigative Committee set up by the Dean.
7. After hearing from all concerned, the Committee shall write a comprehensive report on each case brought before it clearly indicating its findings, as to the degree of involvement, or otherwise, of each of the suspects. It shall submit the report along with all relevant documents to the Senate Committee on Examination Misconduct and Leakages.

8. After going through the reports of the Faculty Committees on Examination Misconduct and carrying further investigations (where that becomes necessary), the Senate Committee shall report to Senate recommending the appropriate penalty to any student found to be guilty.
9. A staff member who reports a case of examination misconduct shall not sit on a Faculty or Senate Examination Misconduct Committee when the Committee is considering the case.
10. If the question paper for an examination that is yet to take place is suspected to have been leaked, the Chief Examiner shall immediately:
  - i. Withdraw the paper and cause another one to be set in its stead, even if this means shifting the examination's date and/or time forward.
  - ii. Report the matter to the Dean who shall further direct the Faculty Committee on Examination Misconduct to investigate the case as a matter of urgency.
11. If the question paper for an examination that has already taken place is suspected to have been leaked, the Chief Examiner shall immediately:
  - (a) Report the matter to the Dean who shall further direct the Faculty Committee on Examination Misconduct to investigate the case as a matter of utmost urgency.

(b) Report to the Vice-Chancellor who is the Chairman of Senate.

12. If the Faculty Committee confirms that a paper that was already taken has indeed leaked, the Dean shall cause the paper to be cancelled and another one set in its place. The Dean shall brief the Vice-Chancellor about the situation.

#### **13.2.4 Categories of Misconducts and Penalties**

The following are the categories of examination misconducts and leakage misconducts, as well as the appropriate *penalties* for the misconducts.

##### **a. Category of Misconducts Punishable by Expulsion from the University**

- i. Impersonating another student, or being impersonated by another person at an examination.
- ii. Exchanging names and/or numbers on answer scripts/sheets.
- iii. Introduction and use of relevant unauthorized material(s) into the examination hall.
- iv. Exchange of materials (such as question papers, examination cards, etc.) containing jottings that

are relevant to the on-going examination in the examination hall.

- v. Dishonest removal of examination scripts and/or materials within the examination hall.
- vi. Illegal removal of examination scripts and/or materials out of the examination hall exceeding 10 minutes after the completion of examination.
- vii. Any kind of mischief likely to hinder the smooth conduct of the examination. For example like, causing fire, flooding or engaging in physical violence.
- viii. Collaborating with, or copying from, another candidate.
- ix. Cheating outside the examination hall, such as in toilets, hall of residence, etc.
- x. A misconduct that falls under category B committed by a student who was previously rusticated.
- xi. Using mobile phones and other ICT devices to access voice or text messages, documents, materials from the Internet, etc., during examinations.

- xii. Any misconduct under this category committed by a student of this University in another institution.
- xiii. Destruction of, or tempering with, evidence by candidates – including preventing access to electronic devices.
- xiv. Any other misconduct deemed by the Senate Committee on Examination Misconduct and Senate to warrant expulsion.

**b. Category of Misconducts Punishable by Rustication**

- i. Facilitating/Abetting/Aiding cheating by another candidate.
- ii. Introduction, but not use, of relevant unauthorised materials to the examination hall.
- iii. Using mobile phones and other ICT devices in the examination hall for things unrelated to the on-going examination.
- iv. Acts of misconduct (such as speaking, conversation, etc.) during the examination that is likely to disrupt the conduct of the examination.
- v. Illegal removal of examination scripts and/or other materials not exceeding ten (10) minutes after the completion of the examination.

- vi. Destruction of examination material(s) during examination.
- vii. A misconduct in category C committed by a previously warned or rusticated student.
- viii. Any misconduct under this category committed by a student of this University in another institution.
- ix. Any other misconduct deemed by the Senate Committee on Examination Misconduct and Senate to warrant rustication.

**c. Category of Misconducts Punishable by Written**

**Warning**

- i. Introduction of unauthorised irrelevant materials into the examination hall.
- ii. Writing on the question paper.
- iii. Being in possession of mobile phone or unauthorised ICT devices during examination.
- iv. Speaking/communicating with one another or to a candidate during examination.
- v. Sitting in an examination for a course the candidate did not register for.

- vi. Any misconduct under this category committed by a student of this University in another institution.
- vii. Any other misconduct deemed by the Senate Committee on Examination Misconduct and Senate to warrant warning.

**13.2.5 Involvement of Staff Members:**

1. Involvement of staff members in examination misconduct and/or leakage cases could take any of the following forms (among others):
  - i. Failure to report and/or covering up of cases of examination misconducts.
  - ii. Intervening on behalf of students involved in examination misconducts.
  - iii. Encouraging examination misconduct or leakage by such acts as careless handling of examination materials or invigilation.
  - iv. Aiding and abetting examination misconducts.
  - v. Leakage of examination questions, or question papers.
  - vi. Unlawful alteration of examination results or marks.



2. If a Faculty Committee on Examination Misconduct establishes a *prima facie* case against a staff member, the Dean shall, immediately upon the receipt of the Committee's report, write to the Registrar and copy the Vice-Chancellor giving details of the degree of involvement of each of the staff members so accused.
3. Upon receipt of the report from the Dean, the Registrar shall advise the Vice-Chancellor on the appropriate action(s) to be taken against such staff members.

### **13.3 Misconducts Related to Projects, Essays, etc.**

- a. Students are to observe the universally accepted high standards of academic integrity while writing any work related to their programmes as described in Part 19 of these Regulations.
- b. Deviations from these high standards may constitute misconducts that warrant penalties described in these Regulations.

#### **13.3.1. Procedures for Preventing and Dealing with the Misconducts**

- a. Lecturers and supervisors should try their utmost best to guide students on the correct ways of writing projects, essays, and so on, that are in line with Part 19 of these Regulations. The attention of the student

should be drawn to any infringements to the accepted norms and standards as soon as it is observed.

- b. In case a lecturer/supervisor suspects a student of gross infringements on the provisions of Part 19 of these regulations, the following procedures should be adopted in treating the case.
  - i. For an on-going work (such as a project being supervised), the student should be asked to address the problem identified. For example, having a plagiarized chapter completely re-written or providing missing citations. If the student refuses to rectify the Situation, the lecturer/supervisor should resort to other actions as described below.
  - ii. If a student submits work that is part of a course (such as an essay, term paper, assignment, etc.) which infringes the provision of Part 19, the lecturer should impose a penalty that corresponds to the degree of the misconduct. For example, a score of zero could be given for papers simply downloaded from the Internet, for resubmitting the work of another student in the previous years, for direct copy from books or journals, etc. On the other hand, the penalty may be minor if the misconduct is only a failure to cite some of the sources of information. At any rate, the lecturer should be able to defend the actions with clear evidence of the infringement.

- iii. If a student submits the final draft of a work that is a course on its own (such as a degree project) which infringes the provisions of Part 19, they should be made to re-write it, even if this means registering again in the following session.
- iv. Where the student refuses to re-write the project, or where the lecturer/supervisor believes that the student has committed misconduct, the student shall be referred to the Faculty Committee on Academic Ethics.
- v. After hearing from all concerned, the Committee shall write a comprehensive report on each case brought before it clearly indicating its findings, as to the degree of involvement, or otherwise, of each suspect. It shall submit the report together with all relevant documents to the Senate Committee on Academic Ethics.
- vi. After going through the reports of the Faculty Committees on Academic Ethics and carrying further investigations (where that becomes necessary), the Senate Committee shall report to Senate recommending the appropriate penalty to any student found to be guilty.

### **13.3.2 Categories of Misconducts and Punishments:**

If the Senate Committee on Academic Ethics establishes that a student has violated the University standards on academic writing outlined in Part 19, it shall recommend

appropriate penalty to the Senate in line with the following general guidelines. Students punished under categories D. and E. would, in addition be graded 'F' in the final year project.

***a. Misconducts Punishable by Expulsion***

- i. Submitting a final year project that was done by someone else.
- ii. Submitting, as final year project, a work submitted earlier for another purpose (by him/ herself or by others, at the University or somewhere else).
- iii. Repackaging a whole project as his own product.
- iv. Any other Misconduct related to final year project deemed by the Committee to merit expulsion.

***b. Misconducts Punishable by Rustication***

- i. Substantial plagiarism of the work (s) of others in final year projects.
- ii. Fabrication or intentional misrepresentation of data, experimental results, analysis, etc., used in final year projects.
- iii. Intentional sabotage of the final year project (or part thereof) of the other students.

- iv. Any other Misconduct related to final year project deemed by the Committee to qualify for the rustication of the affected student.

***c. Misconducts Punishable by Written Warning***

- i. Failure to credit source(s) in final year projects.
- ii. Faking of citations in final year projects.
- iii. Submission of a report written by someone else for SIWES, Internship, Teaching Practice and other courses where such reports form substantial part of the assessment.
- iv. Submission of a SIWES/Internship/Teaching Practice report, a work submitted earlier for another purpose (by him/herself or by others, at the University or somewhere else).
- v. Repackaging a whole report as his own product.
- vi. Substantial plagiarism of the work of others in SIWES/Internship and other reports.
- vii. Fabrication or intentional misrepresentation of data, experimental results, analysis, etc. used in SIWES/Internship and other similar reports.
- viii. Any other misconduct related to final year project or reports deemed by the Committee to merit a written warning.

***d. Misconducts Punishable by Failure in the Course***

Any of the misconducts in categories D. and E. committed by a student in respect of, assignment, and other aspects of the continuous assessment of a course would lead to an 'F' grade in the course.

**13.4 Right of Appeal**

- a. Any student suspected of involvement in examination misconduct, leakage of question papers or misconduct related to academic writings has a right to fair hearing. Indeed, a number of the proceeding provisions are meant to guarantee that. However, refusal/failure by a student to fill the appropriate form giving his own version of events or to appear before a Faculty Committee should not be viewed as denial of such rights.
- b. Any student punished by the Senate for their involvement in examination misconduct, leakage or other academic misconduct may appeal directly to the Senate indicating the grounds of the appeal and attaching any supporting documents. The onus is on the appellant to make a case for Senate to reconsider its earlier decision on him/her.
- c. Upon receipt of an appeal from a student punished for involvement in examination misconduct, leakage or other academic misconducts, the Senate or its Chairman, shall refer it to the Senate Appeal

Committee on Academic Misconduct. The Committee shall consider each appeal on its own merit; depending on the grounds of the appeal and any supporting document provided by the appellant and make appropriate recommendations to the Senate.

### **13.5 Policy on Examination Misconducts**

KHAIRUN greatly cherishes its integrity and image. Therefore, any action which damages the authority, integrity, reputation and credibility of the University examination shall be considered as an academic Misconducts and shall be punishable by appropriate rules on Examination Misconducts.

With respect to all proceedings under the University's rules and regulations in relation to Examination Misconducts, the general rules on fair hearing will be strictly adhered to.

#### **Procedure for Investigating Alleged Examination Misconducts**

1. Where a student is suspected of committing any Examination Misconducts, the designated invigilator(s) should ask the concerned student to fill the Examination Misconducts form, identify and collect any material which is the subject matter of the suspected Misconducts. The invigilator(s) shall also determine such students who shall serve as witnesses.
2. The invigilator(s) shall allow the concerned student to continue with the examination without interruption.

3. The invigilator(s) shall fill in the necessary form reporting the case of examination misconducts.
4. The invigilator(s) shall then report formally to the Head of the Department on the suspected case of the Examination Misconducts who shall refer the case to the Dean of the Faculty.
5. The Dean shall refer the case to the Faculty Examination Misconducts Committee which comprises representatives from all the Departments in the Faculty. The Committee shall carry out a preliminary investigation by inviting the concerned student(s). The invitation shall be sent via hard copy, email and WhatsApp which gives the names and registration numbers of the students being invited as well as the date, time and venue of the Committee's deliberations. Students that fail to honor the first invitation may, where necessary, be given a second chance.
6. The Committee shall invite the invigilators, witnesses and examine all the relevant materials of the alleged examination misconduct at the Faculty level.
7. The Committee shall make its findings and recommendations on the case.
8. The report of the Faculty Committee shall be sent to the Central Examination Misconducts Committee. The Committee shall examine the report together with all the



relevant documents including inviting the concerned student(s) and witnesses where necessary.

9. The Central Examination Misconducts Committee shall make its findings and recommendations to the Senate on the appropriate punishment.

### **Categories of Examination Misconducts and Punishment**

The tables below provide the categories of Examination Misconducts and designated punishments.

#### **Category A**

<b>S/N</b>	<b>Examination Misconducts</b>	<b>Punishments</b>
1.	Impersonation in or outside KHAIRUN	Expulsion
2.	Coming to examination with prepared answer scripts relevant to the ongoing exam.	Expulsion
3.	Use of two or more scrap papers with written notes relevant to the examination in question.	Expulsion
4.	Failure to submit answered script to invigilator after an examination.	Expulsion
5.	Introduction and/or use of relevant unauthorized printed material(s) into	Expulsion

<b>S/N</b>	<b>Examination Misconducts</b>	<b>Punishments</b>
	the examination hall.	
6.	Smuggling of prepared answered scripts into an examination hall or submission of same under false pretence that they were prepared in the examination hall.	Expulsion
7.	Illegal removal of examination scripts and/or materials out of examination hall after the completion of the examination after submission of answer booklet	Expulsion
8.	Arrangement/Collusion with another person to write examination on one's behalf.	Expulsion
9.	Assault of an Invigilator and/or Examination Attendant.	Expulsion
10.	Access and use of materials relevant to the examination hall.	Expulsion
11.	Destruction of evidence by candidate suspected of committing examination misconducts.	Expulsion

<b>S/N</b>	<b>Examination Misconducts</b>	<b>Punishments</b>
12.	Any misconducts that falls under category B committed by a student who was previously rusticated.	Expulsion
13.	Any other Misconducts deemed by the Central Examination Misconducts Committee and Senate to warrant expulsion.	Expulsion

### **Category B**

<b>S/N</b>	<b>Examination Misconducts</b>	<b>Punishments</b>
1.	A misconduct in category C committed by a previously warned or rusticated student.	Rustication for 2 Semesters
2.	Any misconducts under this category committed by a student of this University in another institution.	Rustication for 2 Semesters
3.	Exchanging names and/or numbers on answer scripts/sheets.	Rustication for 2 Semesters
4.	Using mobile phones and other electronic devices to access and use information relevant to the ongoing examination.	Rustication for 2 Semesters

<b>S/N</b>	<b>Examination Misconducts</b>	<b>Punishments</b>
5.	Irregular possession of the University answer sheets whether used or unused. (warning on second occasion)	Rustication for 2 Semesters
6.	Mutilation or removal of any paper or answer script supplied. (warning on second occasion)	Rustication for 2 Semesters
7.	Any other misconduct deemed by the Central Examination Misconducts Committee and Senate to warrant rustication.	Rustication for 2 Semesters

### **Category C**

<b>S/N</b>	<b>Examination Misconducts</b>	<b>Punishments</b>
1.	Introduction of unauthorized irrelevant materials into the examination hall.	Written Warning
2.	Writing but not transmitting information on the question paper.	Written Warning
3.	Being in possession of mobile phone or unauthorized ICT devices during examination.	Written Warning

<b>S/N</b>	<b>Examination Misconducts</b>	<b>Punishments</b>
4.	Speaking/communicating to another candidate during examination.	Written Warning
5.	Sitting for an examination in a course which the candidate did not register.	Written Warning
6.	Any misconduct under this category committed by a student of this University in another institution.	Written Warning
7.	Destruction of examination material(s) during examination.	Written Warning
8.	Introduction but not use of relevant unauthorized materials to examination hall.	Written Warning
9.	Any kind of mischief likely to hinder the smooth conduct of the examination.	Written Warning
10.	Using mobile phones and other ICT devices in the examination hall for things unrelated to the on-going examination.	Written Warning

<b>S/N</b>	<b>Examination Misconducts</b>	<b>Punishments</b>
11.	Acts of Misconducts (such as speaking, conversation, etc.) during the examination that is likely to disrupt the conduct of the examination.	Written Warning
12.	Mutilation or removal of any paper or answer script supplied.	Written Warning
13.	Irregular possession of the University answer sheets whether used or unused.(warning on second occasion)	Written Warning
14.	Facilitating, abetting, aiding another student(s) to commit examination misconducts and exchange of materials containing jottings including on question papers, palms or any part of the body that are relevant to the ongoing examination into the examination hall.	Written Warning
15.	Any other Misconducts deemed by the Central Examination Misconducts Committee and Senate	Written Warning

S/N	Examination Misconducts	Punishments
	to warrant warning.	

1. **Warning:** This shall be in the nature of a written warning to the student that his/her examination misconducts has been unacceptable to the University and that any future display of such behaviour shall lead to stiffer penalty.
2. **Rustication:** A student may be suspended from the university for a period which shall not exceed one academic session. While suspended, a student may not register in the University and shall lose the right to attend lectures, write examinations and receive scholarship award from university source. Notice of a rustication shall be placed in the student's file and will appear on any transcript issued during the period of suspension. Upon completion of the period of rustication, the student will be eligible for reinstatement to full academic status. However, the period of rustication is counted as part of the maximum period of stay in the University by the affected student.
3. **Expulsion:** A student expelled from the University by the Senate following the recommendation of the Central Examination Misconducts Committee shall cease to be a student of the University permanently. A statement of such action shall be part of the student's permanent

academic record and shall appear on all subsequent transcripts.

**Right of Appeal**

- a. Any student suspected of involvement in examination misconduct has a right to fair hearing. Indeed, a number of the proceeding provisions are meant to guarantee that. However, refusal/failure by a student to fill the appropriate form giving his own version of events or to appear before a Faculty Committee should not be viewed as denial of such rights.
- b. Any student punished by the Senate for their involvement in examination misconduct, leakage or other academic misconduct may appeal directly to the Senate indicating the grounds of the appeal and attaching any supporting documents. The onus is on the appellant to make a case for Senate to reconsider its earlier decision on him/her.
- c. Upon receipt of an appeal from a student punished for involvement in examination misconduct the Senate or its Chairman, shall refer it to the Senate Appeal Committee on Academic Misconduct. The Committee shall consider each appeal on its own merit; depending on the grounds of the appeal and any supporting document provided by the appellant and make appropriate recommendations to the Senate.



### **Involvement of Staff Members**

1. Involvement of staff members in examination misconducts could take any of the following forms (among others):
  - i. Failure to report and/or covering up of cases of examination misconducts.
  - ii. Intervening on behalf of students involved in examination misconducts.
  - iii. Encouraging examination misconducts by such acts as careless handling of examination materials or invigilation.
  - iv. Aiding and abetting students to commit examination misconducts.
  
2. Where a Faculty Committee on examination misconducts establishes a prima facie case against a staff member, the Dean shall, immediately upon the receipt of the Committee's report, write to the Registrar giving details of the degree of involvement of each of the staff members so suspected.
  
3. Upon receipt of the report from the Dean, the Registrar shall advise the Vice-Chancellor on the appropriate action(s) to be taken against such staff members.

### **Recommendations**

The Central Examination Misconducts Committee hereby recommends the followings to the University Management:

1. The Management is requested to table the proposed regulations on Examination Misconducts to the Senate for its deliberations and final approval.
2. The contents of the approved regulations should be explained to the fresh students during orientation.
3. The Management is requested to organize a workshop on Examination Misconducts to the University staff.
4. The Management is requested to incorporate the contents of the document in the General Students' Handbook.

The Management is requested to facilitate the constitution of the Faculty Examination Misconducts Committee.

## **14.0 STUDENT AFFAIRS DIVISION**

### **14.1 Student Affairs Division**

Student Affairs Division of the Vice-Chancellor's office administers non-academic matters of students. The Dean of the Students Affairs heads the division, deals with the recreational and sporting activities, students' clubs, societies and association. Other officers of the student affairs are the welfare officer, matrons, Hall Administrators and porters. All these officers are responsible for the welfare and discipline of students. The Students Welfare Board (SWB) and the Students' Disciplinary Committee (SDC), together with Hall Advisers and their assistants, also help the Dean in carrying out these functions.

### **14.2 Hall Administration**

Hall Administrators / Matrons are responsible for the allocation of bed spaces in rooms and also, rooms in the hostels under the supervision of the Dean. They give exit permit and attend to complaints pertaining to accommodation or refer some to the Dean, Student Affairs where necessary. Hall adviser, from the members of Academic staff, are appointed for each hall. Their duty mainly, is to enliven the hall spirit and offer guidance and counselling to students in their respective halls.

### **14.3 Common Rooms in the Hostel**

Where common rooms are attached to the hall of residence, they may be equipped with television sets and indoor games

for students' recreation. There are also guidelines for the use of the common rooms. Any student found in possession of any furniture, electrical fittings etc. provided for use in the common room will be deemed to have stolen such an item and be liable to disciplinary action.

Application for accommodation is normally made by completing and returning the accommodation form, which is issued by hall administrators before rooms are allocated. Room allocation shall be made in the following order:

- i. Foreign students.
- ii. Disabled students.
- iii. Undergraduates in their final year.
- iv. Fresh students.
- v. Sportsmen.
- vi. Student from outside Kano Municipal.
- vii. Others.

#### **14.4 Condition of Residency**

1. Hall administrators and their staff are in charge of administering and managing of students' Hall of residence, and therefore all complaints and cases of disagreement must first be reported to them.
2. Request for a bed space shall be by application, and successful applicant shall be issued with Hostel payment slip (HPS) to make payment at designated banks.

3. Allocation of a bed space shall be done after payment and the return of the evidence of payment to hall administrator on first come first serve basis.
4. Successful applicants must be checked in to the Halls by Hall Administrators or their staff, as inventory of facilities shall be taken and residency conditions signed.
5. Squatting, leasing, subletting, exchange and trading of bed space are strictly prohibited
6. The use of any electrical appliances require the approval of the hall Administrators. However, the use of appliances such as electric cooker, deep freezer and boiling rings is strictly not allowed.
7. The use of amplified music sets and organizing all form of parties are not allowed.
8. Tempering with electrical installations and fitting is strictly not allowed.
9. Littering and indiscriminate disposal of dirty water and other pollutants that are harmful to the residents and general hygiene of the environment are strictly forbidden.
10. All other misconduct and prohibitions forbidden by the university and those listed in the students' handbook shall not be condoned in the Hall.

11. Inventory must be taken when students are checking out of the hall and these shall be done by the Hall administrators or their staff. Students who fail to comply with the regulations shall be charged the current price of damaged or missing items in the room and any other punishment that could be prescribed.
12. Residents are expected to vacate the Hall during the semester breaks, as regular service such as clearing of refuse, supply of electricity with generator may be discontinued. Equally, all students must vacate the hall a week after the completion of the last paper of the second semester examinations.
13. Students willing to stay behind outside the stipulated period of residency must apply as individuals, to the University and the University reserves the right to determine the amount to be paid and conditions of residency.
14. If anybody is found using boiling ring, electric heater, or hot plate, he/she will be ejected.
15. Anybody seen or caught throwing water from the Hostel he/she will be ejected.

Violation of any of these conditions shall be punished with immediate ejection from the hall without refund and violator shall be barred from applying and or getting allocation in any of the University Halls. Some of these violations may require

a student to be arraigned before the Student Disciplinary Committee (SDC) for appropriate action.

#### **14.5 Attestation**

The following regulations / guidelines are binding on every student who accepts bed space in any of the university Halls. At the beginning of each academic year, every student, whether new or returning, must sign an undertaking to be of good conduct and abide by university rules and regulations

1. Hostel accommodation is allocated strictly on application
2. No student, returning or new, shall occupy bed space until it is legally allocated to him/her. Any violator will face immediate ejection
3. Students shall fill inventory forms of all items/fixture in their rooms before checking in.
4. If any damage is done to items/fixtures in individual rooms, the entire occupants of the rooms shall be surcharged and in addition, could be ejected from the hall (depending on the damage done). Unless of course if the other members reported the culprit to the school authority as at when due.
5. For any damage to item/fixture in a block, the entire occupants shall be surcharged.
6. It is not allowed for any students to temper, in any form whatsoever, with any items of university property in their rooms, such as electrical fittings, fans, mattresses, locks,

etc. any violation will lead to appropriate disciplinary measures.

7. Any jam lock which student's maintain, fixed on their rooms doors automatically becomes university property. On no account should students remove such locks.
8. Room allocation once made cannot be altered. No student that is a given bed space shall allow another person to share or utilize that place without the permission of the Dean, Student Affairs.
9. It is prohibited for any student to lease, sublet or enter into any form of trade or exchange bed space allocated to him/her.
10. The University does not accept responsibility for any loss or damage to students' property. However, if the culprit is reported to the University.
11. At the beginning and end of session, students are required to sign their names in the register provided in the office of the Hall Administrators.
12. Each student must occupy the bed space allocated to them and will be responsible for the taking care of the furniture and fittings in the room. An inventory of all items in the rooms shall be checked periodically within any academic year. The occupant(s) of room concerned must pay for any losses or damage before replacement will be made. Or if they report the culprit, then he/she shall pay.



13. Beds, mattresses, pillows and other items of the university property, where provided to students, must be put into proper use for which they are meant, otherwise the university reserves the right to withdraw them without notice, either for a period or indefinitely.
14. Students must remove all personal effects including framed pictures before going on holidays.
15. Posting pictures and bills on walls and wardrobes is prohibited.
16. Students must vacate their rooms at the end of the session unless permission to stay during vacation has been granted in writing and in advance.
17. Disturbance, loud music, noise, etc. especially after 10:00 p.m. is strictly prohibited.
18. Female students/visitors are not allowed to go into male Hostels and the male students are not allowed to go to female hostels.
19. Commercial activities are not allowed within the Hostels.
20. Indiscriminate posting of bills or posters is not allowed
21. Students are required to obtain duly signed exit forms from the hall administrators/matrons for travel outside the Kano Metropolis

22. Any absence, including absence from lectures, tutorials or practical classes, requires the approval of the Head of Department and the Dean concerned.

## **14.6 Regulations Governing the General Behaviour of Students**

### **14.6.1 The Dress Code**

#### **Your Dressing Portrays Your Character!!!**

In view of the University's mission to produce graduates of high academic performance and excellent moral integrity, decent dressing should be an indicator of responsible behavior among our students. Accordingly, decent dress is any type of dress, traditional or corporate worn by a student that covers the body from shoulder to ankle or shin and must not be tight fitting or transparent.

This brochure outlines the accepted dress code for KHAIRUN which all students are expected to adhere to at all times.

Specifically the University forbids the following:

#### **Dress Code for Male Students:**

- Tattered / Ripped jeans and those with holes are not allowed.
- T-shirts with obscene inscriptions, depicting immorality hooliganism, partisan cultism, politics etc. will not be conducted.

- Indelible markings and body tattoos by male students except tribal marks are not allowed.
- Short and three quarter knickers except for sports are not allowed.
- Use of military and para-military camouflage are not allowed on campus.
- Haircuts with inscriptions are not allowed.
- Dresses without buttons or not properly buttoned, revealing bare chest are not allowed.
- Plaiting, weaving, perming of hair and use of earing and chain by male students are forbidden.
- Colored hair, except it is a natural one.
- Wearing of jack are not accepted.
- Wearing jackboots and any other shoe with indecent inscription and or wordings are not allowed.

**Dress Code for Female Students:**

- Dresses that exposes any sensitive parts of the body e.g. cleavage, chest, back, navel, thigh and armpit (clothes that reveals the armpit when hands are raise deg. Sleeveless / half sleeves) are not allowed.
- Tight fitting that reveal body curves (this is applicable to both traditional and English wears.
- Transparent / see through wears.
- Dresses such as skirts with long slits that reveal sensitive body parts.
- Hair and plaits must not be exposed by female students.
- Heavy make-up is not allowed.

### **Dress Code for All Students**

- Rumpled and dirty clothes (unkempt appearance) are forbidden.
- Bathroom slippers are not acceptable within administrative and academic areas.
- Sunglasses in lecture halls except on medical grounds are not permitted.
- Wearing under clothing such as singlet, vest, camisole, spaghetti blouse, body hugs, top-less are not permitted.
- Dresses that make it difficult to wear lab coats during practical's are not allowed.

The attention of all students is hereby drawn to **NOTE:**

- **That**, students of Faculties and Departments where prescribed dress code apply should comply accordingly and strictly.
- **That**, this prohibitions apply everywhere on the campus.
- **That**, hanging of **Student ID Card** on the neck at all times within the campus is mandatory.
- **That**, all offenders will be arraigned before the Students' Disciplinary Committee (SDC) and sanctioned as deemed appropriate.

### **14.7 Prohibited Items on Campus**

- Indian hemp/cigarettes.
- Alcoholic drinks of all types.

- Hard drugs such as cocaine, heroin and other illicit drugs.
- Glass bottles, knives (except kitchen knives / forks) blades and all other sharp objects.
- Fireworks (knock out) of any kind.
- All electrical appliances and electronics such as refrigerators, grills hair dryers, straighteners, TV sets, Video machines, tapes, DVD players, and computer game (play station).
- Any item meant for sale or business activity.
- Any other item that the University may deem as inappropriate or consider as contraband.

Any student found violating these prohibitions shall face Students Disciplinary Committee and if the case is established, the student involved will be punished as deem appropriate.

1. **Relationship with Staff:** It is an offence for any student to fight with or abuse any university staff in the course of discharging his/her duties.
2. **Conduct outside the University:** All students are expected to be good ambassadors of the university when outside the campus. Any student reported to the university authority for misconduct shall face a Disciplinary Committee for appropriate action.
3. **Fighting:** Fighting by students and using force on other students to obtain compliance or cause bodily harm will not be tolerated by the University Authority.

4. **Stealing:** Stealing of any form is prohibited in the University. Any Student found guilty of shall be expelled from the University.
5. **Membership of Illegal Association:** Student found to be members of illegal associations, clubs, fraternity or confraternity shall be made to face the disciplinary committee for appropriate punishment.
6. **Rape:** Any student found guilty of rape shall be expelled from the University for the Misconduct, students are, therefore advised to dress decently.
7. **Forgery:** Forgery is a criminal offence. Any student found guilty of forgery shall be dealt with according to the law.
8. **Fake Certificate:** Any student found to have used fake Certificates and credentials in order to gain admission into the University shall his/her Studentship terminated.
9. **Vehicles with Tinted Glasses:** Vehicles fitted with dark tinted glass that make the identification of its occupants impossible, are prohibited from entering the university campus.

#### **14.8 Visit to the Students' Halls of Residence:**

Students may receive Visitors between 9:00am and 10:00pm. It is their duty to ensure that their Visitors sign

the Visitors' book kept by the porter on arrival and departure. However, students should note that:

- i. Students are not allowed to accommodate guests to stay overnight in their rooms.
- ii. Male visitors, whether they are outsiders or members of staff or students of the university, are not allowed to enter the rooms or other restricted areas of the Halls of female students, whether or not, they are related to them by blood or otherwise. They can only see their hosts after signing the Visitors' book, and the students concerned indicate through the porter that they are available to receive them.
- iii. Female visitors whether they are outsiders or members of the staff or students of the university, are not allowed to enter the rooms or other restricted areas of the Halls of male students whether or not they are related to them by blood or otherwise. They can only see their hosts after signing the visitors' book, and the students concerned indicate through the Porter that they are available to receive them.
- iv. Student and Staff are responsible for the conduct of their Visitors if the Visitors are non-members of the university. Members of staff of the University will also be held responsible for their conduct, as well as the Students they visit.
- v. Male Students may visit female students from 9:00am to 10:00pm provided they sign the visitors' book.

- vi. Visitors are not allowed into the campus after 10:00pm.
- vii. Visitors should not stay in the campus beyond 10:00pm.
- viii. Visitors are not allowed to take the law into their hands. All complaints should be lodged at the security office or the Students Affairs Division.