

UNDERGRADUATE STUDENT HANDBOOK

This Nile University of Nigeria Handbook regulation is supreme and any other regulation that conflicts with the provisions of this regulation shall to this extent be inconsistent, and this regulation is supreme.



2021-2022 Student Handbook

HONORIS

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SUPREMACY CLAUSE

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UNDERGRADUATE STUDENT HANDBOOK

2021 - 2022

Abuja

UNDERGRADUATE STUDENT HANDBOOK

Students are strongly advised to regularly check their portal on the PMS for an update on the content of this booklet.

Dear Students

Since its establishment in 2009, Nile University of Nigeria (NUN) Abuja, is proud to provide an excellent learning environment, for the pursuit of academic excellence providing high-quality university education for our students. Nile university has a well-motivated and qualified academic and administrative staff drawn nationally and internationally, and modern infrastructure. The Nile University has academic and non-academic staff drawn from over 15 countries with high level of skills and competencies to provide a first-class student academic experience.

As member of Honoris united Universities, which is the first and largest Pan African education network, with 15 Universities spread across 10 Countries, whose motto is “Education for impact”, Nile University of Nigeria, is certainly investing in future of Nigerian and youths of Africa and indeed the future generation of leaders who are well motivated tutored and skilled to take on leadership positions in every facet of life across the world.

Apart from the physical infrastructure, most of the academic programmes offered by the University are not only approved by the regulatory bodies but also fully accredited by the relevant Regulatory agencies of Government.

Nile university also take pride in its multi cultural nature and its diversity and creates a conducive environment for international and local workshops, symposia and Conferences.

Besides the regular University curriculum, Nile University offers its Students unique opportunities to develop skills and entrepreneurship that equips them for future challenges on graduation. These includes but not limited to specialized certification by Honoris in special skills.

Nile University also offers unique hostel accommodation package that includes feeding. The hostels are purpose built and has special amenities, thus creating the necessary student experience.

In its effort to grow the student's population without compromising standards, the University is embarking on the construction of additional academic buildings and a state-of-the-art students center. When completed, it will grant the University the opportunity to expand on its academic programmes and create the necessary environment for both students and staff recreational experience.

The Academic division, the division of student's affairs as well as the career guidance units is always available to students to improve on their academic experience.

The university also pays special attention to sports development and over the years has provided special discounts and scholarship to exceptional sportsmen and women'

Its therefore my honour and pleasure to welcome you all to this unique center of citadel of learning as I implore you to explore to many opportunities that exist here at Nile University as you go through this special journey of a lifetime,

I congratulate you for being part of the Nile and indeed Honoris United Universities Family.

Vice-Chancellor
Nile University of Nigeria

NUN VISION

The Nile University of Nigeria visualizes itself as becoming a vanguard university that gains the respect of the world through academic excellence by providing the highest quality university education for students from around the globe.

NUN MISSION

- To provide students with opportunities for quality university education that will bring out the best in them and enable them to stand firm amidst the challenges of a globalized world.
- To generate knowledge, technology, and health care education at a global scale, expanding the scientific horizon of individuals who will ensure the dominance of contemporary science and technology in the development of the society by producing graduates that are sensitive, tolerant, inventive, confident and enterprisingly ready to face the problems of Nigeria, Africa and the World

NUN OBJECTIVES

The objectives for which the University is established are:

- To encourage the advancement of learning and to hold out to all persons without distinction of race, religion, creed, gender or political persuasion, the opportunity of acquiring a higher and liberal education.
- To provide 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.
- To complement the efforts of government by providing increased access to quality university education for the teeming population in an environment devoid of interruptions to help them excel in their chosen careers and make them strong and socially responsible citizens.
- To engage youths in high quality and innovative research that will benefit the individual and the Nigerian nation in general as well as to devote a high proportion of research and public service activities to the cultural, social,

and economic development of the global community.

- To give brilliant students the chance to continue their education in their chosen disciplines and equip them with knowledge, skill, attitude, and leadership ability suitable for entrepreneurship, employment, scholarship and community service.

NUN ACCREDITATION

The Nile University of Nigeria, Abuja (formerly Nigerian Turkish Nile University) was fully licensed by the NUC (National Universities Commission) in 2009. All existing programmes have been accredited by the NUC except for the newly started programmes. Please check the following website for up-to-date information. <http://nuc.edu.ng/undergraduate-accreditation-results>.

ADMINISTRATIVE STRUCTURE

The Board of Trustees

The Board is the supreme authority of the university. The Board oversees and controls the overall policy direction and financing of the university. The Proprietor appoints the Board of Trustees.

The Chancellor

The Chancellor is the highest Principal Officer of the University. The Board of Trustees appoints the Vice-Chancellor who serves for a term of four years.

Governing Council

The Governing Council serves as a clearinghouse between the university and the Board of Trustees and exercises the duties imposed, and powers conferred on the university on behalf of the Board of Trustees.

The Pro-chancellor

The Pro-chancellor is the Chairman of the Governing Council who has overall responsibility for the policies and operations of the university.

The Senate

The Senate is a collegial decision-making body of Nile University of Nigeria, Abuja. It defines the development policies of institutions, schedules, coordinates, directs, and controls the activities of teaching and research and assesses their effectiveness, and decides on important problems of the educational and scientific institution. The Vice-Chancellor is the chairperson of the senate and meets periodically.

The Vice-Chancellor

The Vice-chancellor is the executive and academic head of the university and is appointed by the Board of Trustees for a five-year (5) period.

Deputy-Vice Chancellor (Academics)

The office of the Deputy Vice-Chancellor Academics is an arm of the Vice-Chancellor's office responsible for all academic matters such as academic administration, curriculum development, examinations, admissions and other senate matters.

The Registrar

The Registrar is the Chief Administrative Officer and is responsible to the Vice-Chancellor for the day-to-day administrative activities of the university except those for which the Deputy Vice-Chancellor and Bursar are responsible.

Chief Student Service Officer

The Chief Student Service Officer is the link between the Students and upper-level management. His major responsibility is to assist and advise the Vice-Chancellor on welfare-related matters that affect the students at the

University.

ALUMNI RELATIONS OFFICE

Nile University maintains and enhances a highly engaged, vibrant community of alumni and friends worldwide. Nile university's Alumni community is an association organized to collaborate and strengthen relationships with alumni as they gradually embark on their journey in actualizing their dreams. Some of our programmes include but are not limited to Alumni Picnics, Interactive section with Alumni, Alumni Events & Ceremonies participation, Alumni Home & Regional Visit, Alumni Tour/Trips, Collaboration & Advancing career with CELL, Students counselling by Alumni, Alumni Charity & Community out-reach and Alumni Entrepreneurs. Friendships and relationships that began on campus and continue through life, enriching personal lives and careers

*Alumni Membership: Collect & Fill the Application form, submit it to the Alumni Office NUN Campus.

STUDENT AFFAIRS OFFICE

The Student Affairs Office handles all matters related to the welfare, conduct of students, and is dedicated to supporting them as they seek to actualize their dreams at Nile University of Nigeria, Abuja.

From matters related to accommodation, career guidance as well as students' clubs and societies, the student affairs office should be contacted.

In line with NUN's global perspective, we are particularly sensitive to the unique concerns and needs of our international students. All the students are always welcome at the Student Affairs Office to discuss any problems they might have.

Career Development Unit

The Career Development Unit is concerned with the provision of career education and information to students. The unit assists students in developing educational plans that are consistent with their life goals.

Student Activity and Engagement (Clubs)

Education goes well beyond coursework and classroom engagements. Extra-curricular activities form a vital part of a complete student experience at the University.

The Coordinator encourages students to actively engage in co-curricular activities and works collaboratively with undergraduate and graduate students to create an engaging and vibrant co-curricular experience.

The students are free to suggest the opening of a student club at the University. The clubs will be recognized only after the proposed Club/Association has met the following conditions:

- Submission of an application to the Director of Student Affairs through the Clubs Coordinator;
- The Club/Association's outlined missions, objectives and constitution, must be in accordance with the objectives and constitution of the University
- Every club/association must renew its registration yearly at the beginning of each session with the Student Affairs Office.
- Clubs/associations will be closed down upon any malicious act against university rules.
- Clubs/associations are required to seek the consent of the university through the Clubs Coordinator before they:
 - I. Publish any news or information.
 - I. Invite guest speakers to the university.

Sports Unit

The University attaches great significance to sports and strives to develop the existing facilities as well as build new ones. As a tradition, NUN organizes basketball, football, table tennis, and chess tournaments. The unit collaborates with national and international organizers of sporting activities and events to spice the sporting life of the university.

University Clinic

The University has a Clinic on campus to provide emergency medical care to students.

For effective use of its services, students are strongly encouraged to bring their previous medical records and provide their emergency contact information, medical history, and any allergic reaction to certain medications to the centre. This will enable the centre to cater to any medical needs more efficiently.

The Health Centre offers free medical services to all registered students of the university. In the event that the centre is unable to treat or handle any medical condition, the student involved will be transferred to an approved Hospital.

In addition, the clinic staff oversees the sanitation of the university environs as well as the hygiene of the cafeteria.

Access Control

All students are to display their I.D cards for proper identification at the entrance of every building on the University campus.

GUIDANCE COUNSELING AND PSYCHOLOGY DEPARTMENT

The Guidance Counselling Offices (for on and off-campus students)

The Guidance and Counselling unit comprises the guidance counselling and psychology offices. The unit aims to assist students with their problems, be it social or familial, and it strives to solve them while also observing the fundamental rules of confidentiality, trust, and respect.

Within this unit, the psychology team is poised at enhancing the overall psychological wellbeing of the students of the Nile University of Nigeria. The unit assists students with their challenges and is committed to providing psychotherapeutic services geared towards addressing the psychological (mental and emotional), educational, social, and developmental needs of Nile

University students.

The Unit welcomes walk-in visits any time. Appointments may also be booked on the University website.

The Guidance Counselling Unit offers the following services:

One-on-one Counselling sessions

Counselling for underperforming students

Group Counselling sessions

Peer-to-Peer group sessions

Psychotherapy sessions

The Unit also engages students and parents in the following ways:

Self-developmental reading workshop

Student Ambassador Program

Home Visitations

Organization of Local & foreign trips

Motivational and Capacity building seminars

HOSTELS

Students willing to stay in the Hostel should please see the hostel administration to:

- Make a preliminary view of the hostel
- Go through the hostel's rules and regulations.
- Conduct a drug test
- Get an acceptance letter before paying. (No refund)

On no account should any student accommodate his or her friends in the hostel; their friends visiting them should meet them at the visiting room (Any student reported for breaking this rule shall be penalized)

Students are always welcome to air their dissatisfactions to the General manager of Hostels and Chief Student Services Officer.

ACADEMIC STRUCTURE

Faculties and Departments

Nile University of Nigeria, Abuja, comprises two major academic components: Undergraduate Degree Programme and Post-Graduate Degree Programme. The following is a list of departments and Programmes offered at NUN.

Faculty of Arts & Social Sciences

- English Language & Communication Studies
- Economics
- Political Science & International Relations
- Mass Communication
- Sociology
- Criminology & Security Studies
- Psychology

Faculty of Management Sciences

- Business Administration
- Public Administration
- Accounting
- Banking and Finance
- Marketing
- Estate Management

Faculty of Natural & Applied Sciences

- Biological Sciences
- Chemistry

- Computer Science
- Biochemistry
- Microbiology
- Biotechnology
- Software Engineering
- Information Technology
- Cyber Security

Faculty of Engineering

- Computer Engineering
- Civil Engineering
- Electrical & Electronics Engineering
- Petroleum & Gas Engineering
- Chemical Engineering
- Mechanical Engineering
- Mechatronics
- Architecture

Faculty of Law

- Public & International Law
- Private & Islamic Law

College of Health Sciences

- Medicine
- Human Anatomy
- Human Physiology

Current ICT development-related learning materials are utilized to enable the students to be well-grounded and

prepared for a technologically driven workforce.

Centre for Lifelong Learning (CELL)

CELL is a lifelong certificate course program designed mainly to equip students and people outside the university with the necessary skills that will aid them to find employment in the modern competitive market. It also organizes intensive language courses for international students.

ACADEMIC DIVISION OFFICE

The Academic Division Office is a pivotal part of the educational process whose mission is to provide services for the University's Undergraduate and Postgraduate students. These services include maintaining all students' records, transcript processing, course registration, maintaining records on the student database, graduation certificates, etc.

Registration

CELL is a lifelong certificate course program designed mainly to equip students and people outside the university with the necessary skills that will aid them to find employment in the modern competitive market. It also organizes intensive language courses for international students.

- Student's registration procedures are determined by the Senate.
- The principles governing applications for external or internal transfers and their admission and registration procedures are determined by the Senate.
- NUN adopts a credit point system in accordance with NUC rules and regulations.
- The registration of students admitted to undergraduate programmes is carried out by the RO on the dates indicated in the academic calendar.
- Students who have completed their registration procedures are provided with student ID cards. These ID cards

contain the students' personal information.

- Those who fail to complete their registration within the declared period are deemed to have waived their student rights and, thereafter, may not claim any rights

Semester registration

- Students are liable to re-register each semester on the online registration dates indicated in the academic calendar. However, in their initial enrolment to an undergraduate program, students may also register in the add/drop week indicated in the academic calendar. Students who fail to register on the designated dates are deemed unregistered and may not enjoy the rights of registered students.
- Semester registration procedures consist of the following phases:
 - Payment of the tuition or education fee and fulfilment of any other financial obligation (dormitory fee, library fee, etc.) pertaining to previous years, if any.
 - On-line registration for courses.
 - Obtaining approval for the online semester registration following a one-on-one meeting with the academic advisor.
- Students shall register for all the courses in the curriculum of the concerned semester excluding courses they are exempted from.
- The following priorities are observed in determining the courses to be taken during semester registrations provided that the pre-requisite requirements are met.
 - Carry over courses which must be repeated.
 - Courses pertaining to previous years, but which were not taken.

- Courses which must be taken in accordance with class order in the curriculum.
- Students who have completed their semester registration during the registration period may add or drop courses or change course sections during the add/drop period stated in the academic calendar. Academic advisors' approval is required for the changes to be valid.
- Among students who fall into the unregistered status, those who wish to register for a semester shall apply to the head of the relevant department by stating and documenting a valid reason for their failure to register before the termination of the designated late registration period for that semester. The student whose excuse is accepted by the concerned administrative board and who meets the requirements for the semester registration is re-registered by the RO after the payment of the stipulated fine for late registration.
- Students who fall into the unregistered status may register for ensuing semesters on dates indicated for the online registrations in the academic calendar. These students must submit a petition to the Registrar's Office by the date online registrations start at the latest.
- The Academic Division is here as a resource for students, faculty, staff, and parents -- to assist with any issues or concerns regarding university policies or procedures. In the event a student believes that an imposed academic action by the relevant board in the faculties or departments is incorrect or not appropriate, the student may appeal to the Executive Management Board within fifteen days.

Academic Advisor-ship

- Heads of Departments will assign an academic advisor from among full-time faculty staff to each student registered in an undergraduate program.
- The duties/responsibilities of the academic advisors are stated below:
 - Answers students' inquiries and resolves problems related to curriculum and course prerequisites, referring to catalogues, written course descriptions, and other appropriate sources.

- Monitor the registration process, ensuring that the students register their carry over courses first before other courses.
- Pay attention to course clashes/coinciding courses and make sure they are resolved or otherwise not allowed.
- Initiates and maintains individual student files in the department as appropriate, updating and evaluating files as new information is received.
- Review student files to ensure that deadlines are met for completing various graduation requirements such as coursework requirements, theses, comprehensive examinations, and other specific program requirements.
- Coordinates with other organizational units to process admission and graduation requests and to aid in the resolution of academic problems.
- Assists students in the selection of appropriate courses and concentrations in terms of students' stated preferences.

Course Add-Drop

- Students can add/drop courses during the second week following the beginning of classes in the First and Second Semesters within the dates stated in the academic calendar. In this process, which is called the add-drop process for courses, students are required to make such modifications in person following the opinion of their academic advisors. Any add-drop processes after this period are subject to the approval of the Faculty Administrative Board provided that the reasons submitted by the student are acceptable. The add-drop process of the courses is subject to the principles set in Article 18 "Course Load." In the summer term, the add-drop process is not carried out.

Academic year

- One academic year consists of two 18-week semesters, including the final examination periods

- The duration and dates of the registration, courses, examinations, and other similar activities within an academic year are arranged through the academic calendar.
- The weekly course schedules within a semester are prepared and announced by the concerned Heads of Departments.
- The courses to be offered in a semester are determined by the concerned Heads of Departments and approved by the relevant Faculty Boards. The course sections, capacities and criteria are determined by the relevant Heads of Departments

Duration of Education

- The duration for most undergraduate programs is four years (eight semesters), except for Engineering (five years/ ten semesters), Law (five years/ ten semesters), and Medicine (six years/ twelve semesters).
- The maximum duration of an undergraduate program is six years (twelve semesters), seven years (fourteen semesters) for Engineering and Law programs, and ten years (twenty semesters) for Medicine Faculty.
- The semesters for which students are granted a leave of absence (defer) by the concerned administrative board are not included in the normal and maximum durations of study.
- A student accepted on transfer shall be obligated to spend at least four semesters in the university before graduating.
- The semesters which have been spent in institutions of higher education in the country or abroad as part of student exchange programs are included in the normal and maximum durations of study.

Examinations, Assessment and Graduation Achievement Status

Attendance and Examinations

- Students must attend the theoretical and practical class hours, examinations and other academic studies as required by the instructors. The minimum percentage of attendance is 70%. The student will not be qualified to take examinations if his / her attendance rate falls below the specified percentage.
- Students who do not pay the tuition fees within the specified period at the beginning of each semester are not allowed to take exams.
- The attendance records of students are kept by the instructors.
- Students' (class) attendance rates determine whether they are eligible to take mid-term and final examinations. It could also affect their grades in mid-term examinations, homework assignments, practical applications, and other similar studies for which the students are responsible, which could have an impact on their cumulative letter grades for a semester. The requirements to be eligible for the final examination, if any, are determined by the instructors and announced to the students in the course schedule at the beginning of the semester.
- At least one mid-term examination and one final examination will be given for each course. The relevant faculty board, based on the recommendation of the department, will resolve the courses that do not require a mid-term and/or final examination.
- The final examination constitutes 60% of the total weighting. Scores from the mid-term exam and other C.A shall constitute a minimum of 30% (up to 40 %) of the final marks for courses.
- Students are informed of their success in each course within a semester by the instructor of that course. While doing so, instructors follow the principle of privacy of personal information.

- The dates of the mid-term and final examinations of various courses are indicated in the academic calendar and schedule of the exams announced by the relevant Heads of Departments.
- All exams other than the mid-term and final examinations may be administered with no predetermined date.
- In courses for which final examinations are given, the arrangement of the final exams are as follows:
 - Final exams are made on the dates stipulated in the academic calendar
 - A student cannot be given more than one final exam in one day unless he/she has carryover.
 - Instead of a final exam, a project can be given to the student to be completed depending on the nature of the course and the decision of the relevant faculty administrative board.
- If deemed necessary, courses and exams may be held after weekly working hours and/or on Saturdays and Sundays.
- The relevant instructors and invigilators are responsible for the administration of the exams following the rules.
- The principles regarding the procedures to be applied for students who have failed to sit an examination are determined by the relevant Heads of Departments following the rules and regulations.

Announcement of Grades and Grade Report

- Students are provided with their exam results in each course within ten (10) days after the exams.
- All the courses, grades and academic status of students starting from the date of first registration of the student in NUN are shown on the transcripts. This document (transcript) is produced by the Directorate of the Academic Division Office upon the application of the student.

Objection to Examination Grades

- Students can apply to the Faculty Deanship in writing within 10 weekdays following the announcement of the exam grades to have their mid-term and final exams reviewed. Following the receipt of the application, the related faculty member reviews the exam paper within 5 workdays and advises the outcome back to the Dean. Any modifications to the grades are made according to Article 11.2.17 of this instruction letter.

Errors in Grades

- Correction of an error made in an announced course grade is decided by the Faculty Administrative Board upon the application of the related faculty member. Any errors made in grading the courses in any semester must be corrected before the course registration period of the following semester starts

Objection to Examination Grades

- Students are given a letter (A, B, C, D, E, OR F) grade for each course they register for at the end of the semester.
- In determining the letter grade, the students' mid-term and final examination grades, their success in their studies within the semester and their attendance during the course and practical work are taken into consideration.
- The courses for which an exemption exam is to be administered, the requirements for exemption and the implementation principles are determined by the Senate upon the recommendation of the relevant faculty board.
- The coefficients of the letter grades, the score intervals used in the calculation of Grade Point Average and the standings related to success are indicated below:

Credit Unit(s)	Percentage Scores	Letter Grades	Grade point (GP)	Grade point Average (GPA)	Cumulative Grade Point Average (GPA)
Vary according to contact per week/ semester and workload	70-100	A	5	Derived by multiplying (i) by (iv) & dividing the sum by the Total Credit Unit	4.50-5.00
	60-69	B	4		3.50-4.49
	50-59	C	3		2.40-3.49
	45-49	D	2		1.50-2.39
	40-44	E	1		1.00-1.49
	0-39	F	0		0.00-0.99

Curriculum

- Any changes to the curriculum and course of undergraduate programs are determined at the beginning of each semester by the Faculty Board by taking the opinions of program coordinators assigned by the Deans and how the changes will affect the degree programs of the students and determine corresponding courses earlier offered by the student.
- Based on the report with the supporting reasons prepared by the student, the Faculty Administrative Board will decide if a student should take courses given at other higher education institutes.
- Any changes to the curriculum and courses of undergraduate programs are approved by the Senate.

Compulsory and Elective Courses

Courses offered in the undergraduate programs are divided into two groups, namely compulsory and elective courses. Students are required to take the compulsory courses for the program they have registered for. Elective courses are the ones that a student can take in his/her areas of interest. To be able to take a course that has a prerequisite, the prerequisite course must have been completed successfully. Prerequisite courses and

requirements are determined by the related Faculty Board.

Intensive Courses

- The departments can organize the delivery of a course load intensively; that is, in two or three weeks in case the departmental board decides to invite a lecturer from another university within or outside the country for the students' benefit.

Objection to Examination Grades

- Students are given a letter (A, B, C, D, E, OR F) grade for each course they register for at the end of the semester.
- The Head of Department should then ask for the Faculty
- Board's approval will be the final decision on the matter.

The fact that a course is offered intensively does not change the contact lecture periods. That course is supposed to be delivered in one semester.

- The timetable can be temporarily modified to suit the delivery of the intensive course.

Course Credit Values

- The credit values of courses are determined as NUN credits.
- The credit values of undergraduate courses are determined by the Faculty Board..

Course Load

- A course load is the total NUN credits of courses taken by a student in any semester.

Carryover course

- Students are given a letter (A, B, C, D, E, OR F) grade for each course they register for at the end of the semester
- A minimum course load consists of 15 credits per semester and a maximum consists of 24 credits per semester. However, students can take courses under the specified Instruction Letter for Undergraduate

Programs course load depending on their academic standing and degree program requirements.

- Students who are at the graduation year can increase their course load during course registrations, at most 30 credit units with the opinion of their academic advisors and the decision of the Faculty Administrative Board in the first and second semesters by submitting a written petition to the Faculty they enrolled in. An Excess Credit Fee shall be charged to a student who has registered for over 24 credits.

Academic Warning

Academic Warning is assigned to students who have two consecutive semesters with a semester grade point average (GPA) below 2.0, but whose cumulative grade point average (current CGPA) remains above 2.0. Students remain on Academic Warning until they achieve a semester grade point average above 2.0.

Probation students

- Students who have Cumulative Grade Point Averages below 1.5 in the conclusion of the first and second semesters are considered as probation students.
- Probation students may not enrol in courses that they have not previously taken. These students must first repeat the carryover courses they have previously taken, primarily those for which they have earned the letter grades F.

Class of Degree	CGPA
1 st Class Honors	4.50-5.00
2 nd Class Honors(Upper Division)	3.50-4.49
2 nd Class Honors(Lower Division)	2.40-3.49
3 rd Class Honors	1.50-2.39
Satisfactory	1.00-1.49

Students whose Cumulative and Semester Grade Point Averages are at least 1.5 and who have not earned the letter grades F in the relevant semester are qualified as follows according to their Semester Grade Point Averages (GPA):

Student absence and excuses

- Students who miss exams have no automatic right to a make up exam. A make-up exam may be scheduled only under exceptional circumstances at the discretion of the relevant faculty administrative board.
- Appropriate documentation verifying the circumstances for the missed test/exam must be provided to the Faculty Board for consideration in three days. Failure to provide appropriate documentation will result in a grade of F on the missed test.
- Tests/exams missed due to medical circumstances must be supported by an attending physician's statement or a statement by a psychologist or counselor. The physician's statement must include the following:
 - Full name, mailing address, telephone number of the physician.
 - State the nature of the illness and its duration (i.e., specific dates covered)
 - An indication of whether the illness and/or medication prescribed would have SERIOUSLY affected the student's ability to study and perform over the day of the exam.
- A headache, stomach-ache or cold will not be considered a sufficient excuse.
- Tests/exams missed due to non-medical circumstances must be supported by appropriate documentation, i.e., death certificates, obituary notice, automobile accident reports, airline/bus ticket/receipt for emergency travel (with the date of booking on ticket), etc. Airline/train/bus ticket/receipts for emergency travel must indicate destination, departure, and return dates. Having to work at the time of a test is not considered a valid excuse for missing the test.

Final Examination Schedule

- As per the NUN Examination and Assessment Regulations, candidates are expected to sit their final examinations as scheduled.
- SWEP – Student Work Experience Programme is a programme aimed at providing the participating Engineering students with the practical skills of general workshop and safety practices in the use of tools and equipment as they are obtainable in the real world of engineering practices. It is carried out within the school at the end of the second semester

Grade Point Averages

- Students' semester Grade Point Averages and Cumulative Grade Point Averages are calculated at the end of each semester and their standing related to success is determined.
- The total credit points obtained from a course are calculated by multiplying the credit value of the course and the coefficient corresponding to the letter grade earned from the course at the end of the semester.
- The Semester Grade Point Average is calculated through the division of the total credit points obtained from all the courses the student has taken in the relevant semester by the total credit values of those courses.
- The Cumulative Grade Point Average is calculated through the division of the total credit points obtained from all the courses the student has taken up to that time, the semester relevant inclusive,
- Expressed by rounding them off by the total credit values of those courses.
- The Grade Point Averages obtained in these calculations are to the second digit after the decimal point. In rounding the numbers off, the second digit after the decimal point does not change if the third digit is smaller than 5, but it increases by 0.01 if the third digit is 5 or greater.

Graduation requirements and graduation date

- The following requirements must be fulfilled to be eligible for graduation from an undergraduate program:
 - All the courses included in the curriculum must be completed with at least the letter grade E.
 - The Cumulative Grade Point Average must be at least 1.5.
 - The student shall meet other requirements that may be prescribed by the faculty and senate.
 - Students shall have earned:
 - Not less than 120 credit units for programmes that have a duration of four years.
 - Not less than 150 credit units for programmes that have durations of five years
- The date of graduation from undergraduate programs is determined as follows:
 - In undergraduate programs, the graduation date is the announcement date for the letter grades for the relevant semester as indicated in the academic calendar. For those who graduate after the announcement of grades as a result of the correction of an erroneous grade, the conversion of the grade “IP” to a letter grade, or by exercising the right for a make- up, the graduation date is the date on which the letter grade is finalized.

Degrees

- The classification of the first degree (undergraduate) programmes of the university shall be determined by the Cumulative Grade Point Average (CGPA) earned by students.
- To calculate a student’s CGPA to determine the class of degree to be awarded, grades obtained in all the courses whether compulsory, required, or elective will be included in the computation. For repeated courses, the most recent grade will be valid for computation.

The classification shall be as follows:

Class of Degree	CGPA
1 st Class Honors	4.50-5.00
2 nd Class Honors(Upper Division)	3.50-4.49
2 nd Class Honors(Lower Division)	2.40-3.49
3 rd Class Honors	1.50-2.39

- The University awards the following undergraduate degrees:
 - Bachelor of Science Honours- B.Sc. (Hons.)
 - Bachelor of Social Science Honours- B.Sc.(Hons.)
 - Bachelor of Arts Honours-B.A. (Hons.)
 - Bachelor of Engineering Honours-B.Eng. (Hons.)
 - Bachelor of Law Honours-LLB (Hons.)
 - Bachelor of Management Science Honours- B.Sc (Hons.)
 - Bachelor of Medicine Honours. MBBS (Hons.)

Aggregate Degree

- A candidate who is unable to take her or his exams because of illness can sometimes be awarded an aggregate degree; this is an honours degree without classification, awarded on the understanding that had the candidate been well, she or he would have obtained honours
- The Faculty Board may recommend to the Senate that the aggregate degree may be awarded as long as the student:
 - Was prevented from fulfilling the requirements for the award of a classified degree through serious illness

and/or disability of such magnitude that would in all probability prevent the candidate from writing any supplementary examinations in the near future.

- Provides medical evidence of such illness or disability which must be authenticated by the relevant officer at the university.
 - Has completed the course work in at least 70% of the final year courses.
 - Has at least a 1.0 GPA throughout his/her study period.
 - Has records of work and progress which indicate that he/she would have earned the degree if he/she had completed the final examination.
 - Would in all probability, be capable of fulfilling the responsibility normally expected of the holders of that degree in the future.
- The degree holder will not be allowed to re-enter any part of the same degree examination in subsequent years.
 - Applications for the award of the aggregate degree will be submitted by the candidate himself to the HOD.
 - The HOD will forward the application to the Dean who will seek the opinions of the Faculty Board and then forward the recommendation to the Senate.

Diplomas, certificates, and other documents

- Diplomas, certificates awarded, and other documents issued to students, and the provisions regarding the issuance of these are as follows:
- The diplomas/Certificates given by the university are organized according to the guidelines set by the Senate.

- For a student to be granted a degree, the tuition fee and all university-related obligations must be met.
 - Undergraduate Graduate Certificate: This graduation certificate is awarded to students who meet the graduation requirements of an undergraduate program.
 - Transcript: This document is a complete official record of the courses taken each semester, their credit values and the grades earned, the grade point averages for the relevant semesters, the cumulative grade point averages and the standing of a student starting from the student's admission to the university.
 - Provides medical evidence of such illness or disability which must be authenticated by the relevant officer at the university.
- The format, size, and information to be written on the degree certificate are specified by the Senate
- In the event of the loss of a degree certificate, a replacement copy is issued once only. The replacement copy bears the annotation "second copy".
- In the event of a change in the name and/or surname of the graduate after the graduation date, replacement copies of diplomas and/or certificates are not issued, nor is the information on them changed.

Deferment

- Students may be granted leave of absence from the University for a maximum period of four semesters, and without exceeding two consecutive semesters each time.
- Students who wish to be granted a leave of absence must apply to the HOD of the relevant department with a petition stating valid grounds for the request and the necessary documents,
- Deferment can be made four weeks after the resumption date of which Friday of the fourth week will be the

deadline. If any fees have been paid, the money will be transferred to the next session/semester, and if the student does not want it, the money can be refunded by a letter from the sponsor.

- Deferment after the deadline will attract a deduction in cash of the number of days the student has spent in the University except for the sickness of a student, or sickness and death of his/her sponsor which evidence will be provided.

- A student who has not registered cannot apply for deferment after the deadline.

The University's process of deferment will follow the process stated below.

- Before Deadline: Departmental Board- Faculty Board-Deputy Vice Chancellor-Registrar-Academic Division
- After Deadline: Departmental Board- Faculty Board- Deputy Vice-Chancellor -Registrar-Executive Management Decision- Academic Division
- Students who wish to return to University earlier than the termination of the leave period must apply with a petition to the relevant department HOD before interactive registrations start. The application is resolved with the decision of the relevant administrative board upon the opinion of the student's academic advisor and recommendation of the department chair, and it is sent to the Registrar's Office.
- The semesters for which students are granted a leave of absence (defer) by the concerned administrative board are not included in the normal and maximum durations of study. The deferred semester(s) must be completed before the student can graduate and payment will be made for the whole semester(s).

REGISTRATION CANCELLATION AND EXPULSION

- Students who wish to cancel their registration may do so by applying to the RO.
- Students who cancel their registration or are dismissed on any grounds must follow the procedures for

registration cancellation specified by the university and fulfil their financial obligations (tuition or education fee, dormitory fee, library debt, etc.) so that they may receive their documents in the RO files.

- A student who withdraws from the university without the approval of the Senate or is suspended on disciplinary grounds shall only be considered for re-admission after the case has been addressed and the approval of the Senate obtained for re- admission.
- Regardless of what the re-admission is, the current student fee is charged
- A student can be expelled from the university under the following circumstances:
 - Gross misconduct
 - Examination malpractice or any other offence as determined by the laws and regulations of the University.
 - Starting to receive education at another tertiary institution.
 - Having contacted contagious diseases specified by health authorities in Nigeria.
 - has not renewed his / her registration for two successive semesters.
 - When it is clear that the student cannot complete his education within the number of years specified by the NUC.

Notifications

- All types of notification are sent to the students' postal address in the official records or the e-mail addresses provided to them by the University.
- Students are obliged to follow the messages sent to the e- mail address provided by the University.
- Students are obliged to follow the messages announced on the University's bulletin board and/or on departments' bulletin boards.
- The student must keep the official e-mail address provided by the university active, keep track of his / her

emails, and update his / her new address through the student information system if he/she changes his / her address during enrolment.

- Since the email addresses to which the e-mail is sent is not active or not being followed by the student, unread notices or notifications made with incorrect/missing address are deemed to be notified.
- Regulations, guidelines, senate principles, academic procedures and amendments relating to the general affairs of the students and other procedures related to the general education of the students are published on the University's official website. The student is obliged to follow the announcements.

ADMISSIONS OFFICE

The Admissions Office is an integral part of the educational process whose mission is to provide services for prospective students to do screening, preparing admission letters, preparing student files etc.

Admission

Admission to undergraduate programs

- Admission to undergraduate programs is carried out following the principles determined by the Senate within the framework of the regulations and decisions of the NUC.
- NUN adopts a credit point system in accordance with NUC rules and regulations.

Initial enrollment

- The below-mentioned requirements are sought, for the finalization of student enrolment to the university:
- Holding a document certifying that the student is qualified to receive a certificate from a high school in Nigeria, or abroad whose equivalence is recognized by the NUC.

- Fulfilling the provisions related to tuition and other fees.
- For international students, fulfilling the requirements for a student visa.
- Fulfilling other requirements as announced by the University.
- Only the originals of the documents are required for registration, or their approved copies upon presentation of the originals to the University are accepted. Students that earned registration rights with false or misleading declarations will not be registered when such documents are detected. If they have already been registered, the registration will be cancelled regardless of the semester they are in. therefore, all documents issued to them, including Certificate(s), will be declared null and void, and legal action will be taken against them. Those in this position are deemed not to have earned a student status and cannot enjoy any rights granted to students in the future.

Matriculation Ceremony

- It is held in due course by the university during which the deans of the faculties present the first-year students for formal oath-taking and signing of the matriculation register.
- All students cleared via the screening process must return to the Admissions Office for submission of copies of the appropriate form and collection of their Admission Letters, with which they will then be allowed to proceed to the bursary for payment of their fees. Pursuant to completing this process, there is a mandatory orientation program.

Tuitions and other fees

- Yearly tuition fees are determined each year by the Board of Trustees. Students who do not pay the tuition fees within the specified period at the beginning of each semester are not to be registered.
- Students who are suspended from the university due to disciplinary action also have to pay the required tuition

fees. No refunds shall be made to these students.

- Any fee paid by the student after registration for the current semester is non-refundable.

Payment and Refund Policy

- The tuition fee is being announced before the beginning of each session.
- Tuition fee should be paid at once at the beginning of the session or in 2 instalments at the beginning of each semester. The ones who did not pay at a planned time interval, / shall miss his/her semester.
- Tuition fee and the number of discounts or scholarships should be written on the admission letter
- Candidates who pay during the late resignation period
- (week) will also pay the late registration penalty.
- Fees can be reviewed annually depending on the economic condition of the country
- In the case of withdrawal:
 - After the completion of course registration, there will be no refund only for that semester
 - Before the completion of course registration (for newcomers) N150,000 (non-refundable) will be deducted from the paid fees
- Candidates who did not come to school for 2 consecutive semesters will have the first admission cancelled in the case of re-admission, the current tuition fee shall apply.
- Spillover students will pay 50,000 naira for each credit.
- Any overpayment of fees is non-refundable. The balance will be transferred to the next session.

Admissions through Transfers

- Transfer applications received from other higher education institutes or other undergraduate degree programs in NUN shall be evaluated by the related Faculty Academic Boards.
- NUN principles are being applied for transfers between the faculties and degree programs offered at NUN, and transfer between the Undergraduate Degree programs and credit Transfer between the Institutions.

- For the students who transfer to NUN, the previous periods of education they have taken before the transfer, are added to the calculation of the maximum education periods of the student.
- The Faculty Academic Board should state which courses, credits and grades must be taken by the student before they are accepted and the corresponding courses in the transferred diploma program in its resolution. Course credits along with the grades granted to internal NUN transfer applications between the Faculties and diploma program are valid in the new diploma programs offered at NUN.
- Transferred students must have at least two years of education within the NUN.

The Principles Concerning Education

Medium of Instruction

The medium of instruction in NUN's undergraduate programs is English except for the specific courses in which world languages are offered.

An undergraduate program

- An undergraduate program is drawn up by the relevant department(s), and offered by recommendation of the relevant faculty board, the decision of the Senate and approval by the NUC.
- The curriculum of an undergraduate program comprises the distribution among semesters of studies such as coursework, laboratory work, practical work, workshop(s), studio work, practical training.
- The changes to the title of an undergraduate program are drawn up by the relevant department and determined/resolved by the Senate after a recommendation from the relevant faculty board.
- The amendments to the curriculum of an undergraduate program and the guidelines for the adaptation of

students to these are prepared by the relevant department and resolved by the Senate after the recommendation of the relevant faculty board.

An International Joint-Degree Program

- International joint-undergraduate degree programs may be offered in collaboration with institutions of higher education abroad.
- The principles governing international joint-undergraduate degree programs are determined by the Senate.

Exchange programs

Within the framework of mutual agreements, exchange programs may be arranged between NUN and institutions of higher education within the country or abroad. The principles governing such programs are determined by the Senate.

Graduation Project

- The style of graduation thesis and defence conditions is outlined in a separate document by the related department. The related course is normally placed at the beginning of the final session; however, the topic can be assigned to a student in the previous semesters.
- The rules of the graduation projects are specific according to the departments. In this manner, they are under the responsibilities of the relevant HOD and Deans.

Student Grants & Withdrawal, Registration Cancellation and Student Notifications

Student grants and aids

The provisions governing the distribution of student grants and aids obtained from various sources are determined by the Senate.

Scholarship and Special Discounts

The following conditions must be obeyed by the scholarship students:

- a. You must be successful in all the courses at the end of session
- b. CGPA must be a minimum of 3.50/5.00 at the end of the session
- c. You must complete your studies within the stipulated period allowed
- d. You must not be involved in any act of misconduct or disciplinary act.
- e. The university reserves all right to terminate your scholarship if the need arises.

Withdrawal for Health Reasons

- A student shall be asked to withdraw for Health reasons certified by a hospital approved by the senate of the University.
- Such a student may be readmitted only after a valid medical report from an approved medical doctor and certified by the Director of Health Services had been received to the effect that the student is medically fit to continue the programme.
- Students who withdraw due to health reasons may be entitled to a refund of all or a portion of the tuition fees for a given semester depending on when the withdrawal is completed. To get the refund, students should not have any unpaid balance to the University

Quality Assurance

- A student shall be asked to withdraw for Health reasons certified by a hospital approved by the senate of the University
- Students' evaluation of courses will be in three ways:
- Focus group discussion with last session-level students' discussion at the end of the second-semester examination.
- Administration of questionnaire to assess staff delivery, regularity, punctuality, staff-student relationship,

course relevance, etc.

- External examination system (checking exam questions, marking scheme for exam, final year project, etc.)

STUDENTS DISCIPLINARY REGULATIONS

Disciplinary Procedures

The disciplinary procedures regarding students are carried out in accordance with the provisions of the Rules and Regulations ratified by the Nigerian Government and the NUN Law.

Announcements

Students need to check the notice boards and other announcement platforms (SIS or E-mail) to see if there are any recent developments. Once a notice is posted to a notice board, the students will not be able to claim that they have not seen the announcements, as it is their duty to check the boards regularly.

Proper Manner

From the beginning of their journey at Nile University of Nigeria, Abuja, students are expected to conduct themselves in a manner consistent with the calibre of the institution.

Hence, in a bid to avoid any discrepancies as to the mannerisms permissible in the university, the student conduct and discipline regulations are hereby delineated (Detailed regulation is available on our web page). All students admitted to the university are required to comply strictly with these rules and regulations. Any action in violation of these rules and regulations is considered an act of misconduct and thus punishable.

A core value of NUN is 'mutual respect', there is a famous saying that goes 'live and let live'. This quote bears many virtues within itself including but not limited to respect, tolerance, sacrifice, integrity, and eventually wisdom. We believe our students will soon realize that spiritual contentment is far better than being materially content.

All the Students and Staff are advised to imbibe the culture of mutual respect.

Therefore, it is understood, that we expect our students to observe the following:

- **Keep silent:** Please keep silent in the closed areas, and do not shout in the open areas. Silence is very important for concentration and success. Remember that you are in a learning environment.
- **Socialize:** Greet your elders, seniors, and peer students, lecturers who teach you or who do not currently teach you. Make someone happy and they will return to you with more happiness.
- **Be socially responsible:** help the ones that might need your help.

The world will be a better place with small steps that everyone will take, including yourself.

- **Respect rights:** Think of every action you are about to take. If you decide that you are transgressing another person's right, you had better keep away from that action.
- **Maintain high integrity:** as it is the best policy in all your actions and think about your family reputation.
- **Avoid cultism:** Think about your life ahead. Do not ruin it.
- **Maintain hygiene:** A person is both responsible for himself/herself, and the people around.

During a Lecture

We encourage students to be punctual in class. Students cannot leave the classroom unless they have health issues or with the consent of the lecturer. It is not permissible to leave the classroom to make a phone call, talk to a friend, eating and drinking in the classrooms is strictly forbidden etc.

The students are also encouraged to participate in the teaching process by interacting often with the lecturers.

Participating in Scientific Meetings

Participation in scientific meetings is part of your education; therefore, you are advised to attend any meeting you

are invited to. NUN is a big family, and the speakers invited to such meetings are considered to be our family guests. We urge you to observe the following rules at the meetings:

- Remember not to chew gum at the meetings.
- Do not talk to or laugh with the people near you as talking even in a lower voice can disturb the speaker and the others.
- Switch off / mute your mobile phone.
- Do not leave the meeting before it finishes. You are also advised not to enter the hall after its commencement.
- Your manners in the hall will be related to the NUN family, so we always encourage you to keep this in mind.

Class Representatives

A class representative will facilitate communication between the students of the class and the administration. The typical duties and responsibilities of the class rep. are:

- To assist the lecturers to ensure that students sign the Attendance Register for every lecture hour. Also, to bring to the attention of the lecturer any error or omission in the course of filling the Attendance Register.
- To remind lecturers, three minutes after the time stipulated in the Time table about his /her lectures and to report accordingly to the Faculty Secretary or the HOD of the lecturer's absence or lateness
- To safeguard all the University properties in the classroom
- To report to the Head of Department any damaged or malfunctioning equipment for immediate repair or replacement
- To ensure that all the teaching materials for each lecture hour are available and ready before the commencement of each lecture.

- To assist lecturers in arranging the students into study groups for workshops, tutorials, seminars, and projects/term paper presentations.
- To communicate information to the students either from the lecturers or Head of Department to ensure that each student is adequately informed.
- To ensure smooth information flow and feedback between lecturers and students in the areas of teaching and learning activities in the classroom.
- To inform and notify the students about the lecture Table Time and exam Timetable at the beginning of each semester and/or before the commencement of the semester exam respectively.
- To carry out the day-to-day administrative duties in the classroom and any other duty assigned by the Head of Department toward the advancement of learning and teaching Programmes of the Department.

Student Publications

Permission must be obtained from the Student Affairs Office before any publication is printed or circulated on the NUN campus. The appropriate forms must be filled out at the Student Affairs Office and the following information must be provided. The typical duties and responsibilities of the class rep. are:

- The proposed name of the publication, names of the publishers and editors, which must also be printed in the front of the publication.
- A disclaimer on the front of the publication stating that the views and opinions are not those of the university but those of the publishers.
- An undertaking stating that the editors/publishers take full responsibility for the contents published.
- All publications must be devoid of obscene, violent, or discriminatory content.

- 10 complimentary copies are to be provided to the Student Affairs Office, 2 of which shall be forwarded to the university library

Channels of Communication

Nile University email address system is the main channel of communication to ensure that all-important information is passed across from the University to students/parents alike.

Students wishing redress on non-academic matters should direct all queries to the Director of Student Affairs where there may be further directed as the situation necessitates.

On academic matters, the student will contact the related HOD or Academic Division depending on the topic.

Take note of the following: When the students wish to write a letter to the management, they should use a blank A4 paper, and address it to their HOD in the appropriate formal letter format.

The group representative can communicate group requests to the HOD. However, students are encouraged to write their letters.

The students should be aware that NUN would be working closely with the parents to maintain student discipline and success.

.SOCIAL LIFE

Student Clubs and Associations

The students are free to suggest the opening of a student club at the university. They will only be recognized after the proposed club/association has met the following conditions:

- Submission of an application to the Director of Student Affairs.
- Submission of the club/association's objectives and constitution, which must be in agreement with the objectives and constitution of the university
- Every club/association must renew its registration yearly at the beginning of each session with the Student Affairs Office
- Clubs/associations can be closed down upon the perception of any malicious act against university rules.
- Clubs/associations are required to seek the consent of the university through Student Affairs before they Publish anything.
- Clubs/associations are required to obtain the consent and guidance of the student affairs director before uploading any content concerning the university on any social media platform
- Invite guest speakers to the university.

Rights of registered student organizations

- Use of the name 'Nile University of Nigeria, Abuja' in all information, publicity, and references with the approval of the Director of Student Affairs Office.
- Use of services of the Director of Student Affairs Office, including assistance in planning, implementation and evaluating activities and programs, and assistance in making the organization more effective and efficient.
- Funding support opportunities for approved activities.
- Publicity assistance through the DOSA website, bulletin boards, mass email.
- Privilege to invite off-campus personnel for meetings or events with the approval of the Director of Student

Affairs.

- Sponsorship of profit-making activities and fundraising for organizational activities following University regulations.
- Representation in the Student Council

Responsibilities of Student Organizations

- To organize programs and activities that contribute to the educational, professional, civic, and social development of the students.
- To manage itself and carry out its activities within the local, state, and federal laws, and all university regulations and policies.
- To conduct its activities and fiscal operations in accordance with standards of good management practice and approval of the Director of Student Affairs Office.
- To be aware of the special role the organization holds as an integral part of the academic community of the Nile University of Nigeria, and to act accordingly in the best interest of its members and the University, as well as the surrounding community.
- To be aware of and to be in compliance with all organization information explained in the first student Association meeting of each semester, as well as information sent through organization mailboxes and email.
- To obtain prior approval for the use of activities funding, students should complete an activity request with a budget allocation application for their anticipated activity. Students must obtain approval from the Student Affairs Office for both forms. Reimbursement of expenses will be furnished based on receipts.
- To work cooperatively with the Student Affairs Office in conducting organization, operations, and activities. The Director of Student Affairs will serve in an advisory capacity to all registered student organizations.

- To update any of the information supplied to the Student Affairs Office within two calendar weeks of the change. This includes changes in the officers, membership requirements and needs of the organization.
- To provide the Student Affairs Office with a complete program board containing all activity reports at the end of each semester.

Trips

The university organizes cultural and technical trips to destinations within and outside the country. The students are encouraged to attend such trips to increase their experience and skills. They might need to sign a disclaimer before the trip.

Cultural Activities

The students at NUN make use of their leisure time in beneficial ways such as organizing charity programmes through food festivals, Eid-al- Adha and Ramadan organizations, and student cultural days.

Transportation Service

The university provides a shuttle bus from the hostels to the school and from the school back to the hostel

Dress Code Policy

The University holds students accountable for acceptable and appropriate dressing within university premises. They include the following amongst many:

- Disruptive attire, which may include obscenity, profanity, or indecency, is highly prohibited.
- Showing off undergarments, midriffs, and cleavage will not be tolerated,
- shoes must always be worn,
- Shirts promoting the use of drugs/alcohol, advertising inappropriate practices, or displaying offensive language and figures are prohibited.

- Sagging of pants is not allowed
- Wearing shorts to lectures is not allowed
- Students in violation of the dress code will not be permitted by the security to enter the buildings or to attend classes; recurrence of violation concerning dress code will result in disciplinary action.

Non-discrimination Policy

In the common pursuit of excellence and equality in education, the University serves students from many nations, races, and creeds. The University accepts as a principle that in any program there will not be a difference in the treatment of students because of race, color, national origin, religion, age, gender; and that access to facilities and equal opportunity will be available to all.

No Solicitation Policy

The University has a no-solicitation policy and does not allow any sales or distribution of merchandise or services by students except fund-raising activities authorized by the Director of Student Affairs.

External vendors are not allowed to carry out sales activities on campus without approval from the Director of Student Affairs Office.

Student Code of Conduct

The student code of conduct supports certain standards by outlining and enforcing acceptable behaviours. Students must abide by the regulations described in the student code of conduct. Details available on the University website:

RICOR

International Relations Office

The main task of the International Relations Office (IRO), a subdivision of the DVC`s Office, is the development and implementation of the international policy and the promotion of the University`s internationalization process.

Among others, IRO promotes and encourages:

- dissemination of information toward students and faculty on global study opportunities to enhance students learning such as international internships availability, joint degree programs, international scholarships availability and scientific and cultural events abroad.
- organization of activities aiming at fostering students' awareness of the benefits of a multicultural environment.
- organization of international events which aim to broaden the global perspective of our students by exposing them to different cultures on campus.
- university community support with international cooperation agreements (drawing up and negotiating agreements, monitoring the implementation of international agreements);
- representation of the University abroad and promotion, exploring and intensification of international coordination with other institutions.
- Planning and coordination of activities are aimed at the promotion of the university's international image as a global centre of excellence in teaching and research.

Industrial Training Unit

Industrial training was established to coordinate a training programme for students as a part of work experience with an Industry. This industrial training programme is normally called the Students Industrial Work Experience Scheme (SIWES) for Engineering Faculty and Industrial Training programme for other faculties.

It provides a laboratory environment for students pursuing academic programs (usually Science and Engineering programs) to test out the theory and knowledge they have learned in university while enriching their academic

experience with work-based issues and examples.

The duration of SIWES is six months at the end of 300 or 400 or 500 levels depending on the decision of the faculty board.

Objectives

The Objectives of SIWES among others includes:

- Provide students to acquire industrial skills and experience in their approved course of study.
- Prepare students for the industrial works situation, which they are likely to meet after graduation.
- Expose students to work methods and techniques in handling equipment and machinery which are not available in their institutions.
- Provide students with an opportunity to apply their knowledge in real work situations thereby bridging the gap between theory and practices.
- Supporting employers' involvement in the entire educational process and preparing students for employment in Industry and Commerce.

Outcomes

They are to gain skills from experience such as:

- Teamwork
- Problem-solving skills
- Communication
- Business and customer awareness
- Self-Management
- Application of Information Technology
- Planning and organizing
- Managing Information
- Learning skills
- Literacy

- Numeracy

University Library

A functional library is the hub of academic activities in a university. Against this background, the Nile University of Nigeria Abuja has a library that is well stocked with current books, journals, e-resources, and other learning and research materials.

In addition to adequate materials in both quality and quantity, the library is a learning resource centre where students have easy access to facilities to extend the frontiers of knowledge and acquire an enriched reading culture and individual learning.

Library operating hours are:

Weekday: 08:30 – 22:00

Saturdays: 08:30 – 16:00

Sundays: Closed

Vacations: 08:30 – 16:00(Weekdays)

General Guidelines for Use of the Library

- Consumption of food and beverages is prohibited in the University Library.
- The usage of mobile phones, speaking loudly, noisemaking or disruption in the Library premises is prohibited.
- Library material cannot be lent on behalf of someone else.
- Damages to library property are punishable offences, any student caught shall be held responsible for any misuse of items in their custody.
- The library takes no responsibility for any items lost or stolen on the premises.

Please refer to the NUN Library Handbook for details.

ICT Centre

Internet Service

The university is committed to providing an internet facility for NUN members for research and communication.

Photocopy Service

A photocopying service is available. The students are welcome to utilize the service for a certain fee.

Dining Hall

We are doing our best to make eating at the dining hall an enjoyable experience. NUN pays significant attention to the quality and the hygiene of the food that is prepared in the kitchens. What we expect of our students are as follows:

- Please do not break the line
- Please do not take more than what you can eat, and
- Please observe silence while eating
- Please do not ask for more food, because the meal is prepared according to a certain number of people.
- If the standard amount of food is a lot for you, or if there is a certain type of food you do not like, then do not take it. The following verse

explains why: "Verily, the spendthrifts are brothers of the Evil Ones: and the Evil One is to his Lord (himself) is ungrateful."

- Please drop the tray at the designated area.
- We also suggest you wash your hands before and after getting into the dining hall.

Canteen and Food Court

The canteen and food court provides a wide range of refreshments, fast food choices, and desserts in a serene environment where relaxation is the goal while enjoying food.

University Clinic

The University Clinic is available on campus to provide emergency medical care to students.

For effective use of its services, students are strongly encouraged to bring their previous medical records and provide their emergency contact information, medical history, and any allergic reaction to certain medications to the centre. This will enable the centre to cater to any medical needs more efficiently.

The Clinic offers free medical services to all registered students. If the centre is unable to treat or handle a particular medical case, the patient involved will be forwarded to an approved Hospital.

In addition, the health centre staff oversees the sanitation of the university environs as well as the hygiene of the cafeteria.

Conference Hall

A state-of-the-art conference hall is utilized for holding both scientific and social events ranging from international conferences to performances by the student clubs. The hall has a seating capacity of 450 persons.

Parking

The Nile University of Nigeria utilizes a parking policy to create an orderly traffic flow in the residence, hall, and on campus. Motor cars, motorbikes, and bicycles are required to be parked in the designated areas at owners' risk.

Any persons in control of a motor vehicle who wish to park on campus are subject to the provisions outlined in NUN

Parking Policy. For more information, contact the Chief Security Officer.

All motor vehicles parked at the hostel or on campus must be registered with the Security Department and have a valid parking permit displayed from inside of the vehicle. All vehicles are subject to parking and traffic regulations while on University property and may be towed or locked at the owner's expense for serious or cumulative violations.

APPENDICES

Appendix I. Examination Related Issues

Before the Examination Week

- The examination timetable is placed on the related notice board.
- The examination Committee will announce the seating order at the notice boards (if arranged for certain examinations).
- Students who might have possible clashes in the timetables are strongly advised to contact the Examination Committee Secretary immediately as they are solely responsible for such matters.
- Students with attendance, disciplinary, and/or financial issues
- will not be allowed to sit for the examinations.
- Students with the following issues may not be allowed into the examination hall:
 - Students with no valid NUN ID cards,
 - Students with expired library books loaned to them.,
 - Students with less than 70% attendance, Just Before the Examination Starts

The candidates have the responsibility of removing implicating materials found around the examination hall including cell phones, computers of any kind, papers, bags, books, handouts, and any foreign materials. Students should not bring any of the above-mentioned materials into the examination hall.

Candidates are required to provide for themselves any necessary examination materials as no exchange or borrowing of any item is permissible during an examination.

Students are required to show their ID Cards as the invigilators will be checking their identities. The students must arrive at the examination hall 15 minutes prior to the start time to enable them properly to identify themselves and take the proper sitting order.

During the Examination

- A candidate will not be allowed to enter the examination hall 30 minutes after the commencement of the examination except for valid excuses approved by the Chief Invigilator, but with no extra time allowed.
 - A candidate will not be allowed to leave the examination hall during the first 30 minutes after the start of the examination. No candidate will leave the examination hall during the last 10 minutes. These times are subject to change under exceptional circumstances approved by the Chief Invigilator.
- Students are advised to:
- Always carry their ID Cards.
 - Proofread their answers if there is still time left.
 - Not fold the answer booklet.
 - Disciplinary actions:
 - Silence is always expected from the students. Any distraction or disturbance in the exam room will not be tolerated.
 - Students should review the questions at the beginning of the examination and communicate with the invigilator for clarifications.
 - Candidates shall comply with all the instructions on the allotted time for commencement and stoppage of the examination.
 - Any student who attempts to manipulate internal or external examiners to distract invigilator's attention in any fashion will face disciplinary action.
 - Any breach of the examination regulations by any student will be brought to the examination Committee for

disciplinary action. Details have been provided below:

Regulations on Examination Malpractice and Sanctions

Examination malpractice is an irregularity or infringement of examination regulations. These include, but not limited to, cheating, bringing in foreign materials, causing any form of disturbance, rudeness, and disobedience to invigilator. The term 'cheating' includes but are not limited to:

- Exchanging examination papers,
- Exchanging other materials,
- Writing on someone else's paper,
- SMS / email exchange,
- Using materials that are not allowed for examination,
- Looking directly into another student's paper,
- Attempting to do the actions mentioned above, etc.
- The following procedures will be adopted for reporting of examination malpractice:
 - The student will write his / her examination number and other information required on the Examination Malpractice Form to be provided by the invigilator.
 - The invigilator submits his / her written report along with the evidence to the Faculty Examination Committee within 24 hours. The Committee will then submit a report along with the findings to the related Committee.

After the Examination

- Students need to make sure they have signed the exam invigilation form.
- Students can take the question papers with them after Final Examinations unless they are specifically told otherwise.
- Students are not allowed to get back to the examination hall once they have submitted their exam papers.
- Students should not gather in front of the examination hall as this will cause noise, and eventually distraction for the students who are still taking the examination.
- Any student who is absent from any course examination without a valid excuse will fail the course.

- Students who believe they have a valid reason for being absent can write a letter to the Head of Department for a possible make up with all the relevant supporting documents attached. The Head of Department will bring the issue up at the Faculty Board for decision.

Appendix II. Examination Misconduct and Disciplinary Measures

For any type of action that requires a disciplinary measure to be taken, the related committees that eventually handle the case will look at several points before reaching a decision. Below are some of the misconducts considered major and the utmost disciplinary measures possible for committing them.

(Please refer to the Misconduct and Disciplinary Measures Table on page 86 of the handbook)

Appendix III. Procedures for Final Examinations

Lecturers and Invigilators

The objective of the written examination is to assess how much the students know about the courses which lecturers have taught them for a particular semester in accordance with the course description and syllabus. Therefore, the examination procedures that lecturers should adopt in the conduct of examinations include the following:

1. Prepare a study guide: Before the examination, a lecturer should conduct a revision session for the students necessary to prepare them for the examination. Likewise, a study guide should be provided for the students.
2. Prepare the questions: Also, a lecturer is required to prepare a set of questions for the final examination, out of which the students are expected to answer a certain number of questions only. While setting the questions, the questions prepared are expected to cover all areas of the course description and the syllabus. The lecturers are required to submit the questions on the related form, one printed out, and electronically as well. The minimum number of questions for a 3-credit course will be 6 out of which the students will answer 4, and for a 2-credit course, the number of questions will be 5 out of which the students will answer 3. For objective (multiple choices)

questions, the number can go up to 100.

3. Address national needs: A certain percentage of the questions must reflect the existing realities of the Nigerian environment.
4. Submitting the questions: The questions (FR-005) should be submitted by the lecturer in a sealed envelope to the Secretary of the Examination Committee through the Head of Department, one week before the commencement of the examination for assessment and subsequent approval by the Committee
5. Know about the date and time: Before the examination, lecturers are required to either collect a copy of the Examination Timetable from the Head of Department or check the Notice Boards for such information a week before the exam (related form: FR-008).
6. Know the people on duty: Lecturers should ascertain and familiarize themselves with the invigilators assigned to assist them in the conduct of the exam, also one week before the exam.

JUST BEFORE THE EXAMINATION

1. Receive the exam materials: On the day of the examination, invigilators are required to collect the examination materials consisting of question papers, answer booklets, malpractice forms and attendance register sealed in a big envelope from the office of the Secretary, Examination Committee.
2. Careful with the materials: The lecturer(s)/invigilator(s) should not open the sealed envelopes containing the examination materials in their either offices or elsewhere. The sealed examination materials should be opened only in the examination hall in the presence of all the students and invigilators.
3. Be punctual: The lecturer(s)/invigilator(s) should be at the examination hall 15 minutes before the start-off time to check in the students.

4. **Search the desks:** The invigilators should check all the desks to see if there are materials previously placed by the students.
5. **Search and Check-in the students:** During the check-in process, no student should be allowed to enter the examination hall with his/her cell phone, bags, books, advanced calculators, or any other related material. In the course of checking in the students, any students who do not attain the 70% attendance requirement should not be allowed to enter the exam hall; likewise, students who have not completed the payment of their school fees should also not be allowed to write the exam. Required information will be provided in the envelope.

DURING THE EXAMINATION

1. **Start on time:** The lecturer(s)/invigilator should ensure the exam starts at the exact time stipulated in the timetable, as acts of lateness will not be tolerated. The invigilator will write the actual time the exam started, the duration, and the time it will finish on the chalkboard.
2. **Fill out the form:** Also, 10 minutes into the exam, the invigilators should distribute the attendance form (FR-006) and ensure that only the students present duly sign the form.
3. **Careful with collecting the exam materials:** The invigilator should ensure that the number of answer booklets corresponds with the number of students registered for the exam. Extra copies of answer booklets should be put back into the envelope for onward return to the Secretary of the Examination Committee. If there are shortages of exam booklets, the lecturer/invigilator should make a request to the Chief Invigilator for more copies.
4. **Malpractice (students):** Any student caught in the acts of malpractice or cheating during the examination is required to sign the Malpractice Form (FR-020) and the nature of the offence indicated in the column provided.
5. **Check with answer booklets:** The invigilators should ensure that the students fill their registration numbers in the answer booklets and confirm that other instructions contained therein are observed.

6. Malpractice (invigilators): Please be advised that any invigilator caught not carrying out the required duties during the examination will be reported to the dean by the Chief Invigilator.

POST EXAM PROCEDURES

1. Submit the materials: At end of each exam, the lecturer(s) /invigilator(s) must collect all the unused answer booklets, Malpractice Forms and copies of the examination attendance list and put them back inside the envelope and return the same to the Secretary of Examination Committee; while the lecturer(s) retains the used answer booklets and a copy of the examination attendance list for onward assessment, marking and grading. (FR-007 to be signed by the Secretary and the lecturer(s)/invigilator(s)).

2. Submit the marks: Each lecturer should collect the original copy of the Final Marks-Submission Form (FR-019) from the Head of Department for the assessment and grading of the students. This should be finally submitted on or before 10 days after the examination.

3. Submit related exam materials: All lecturers are required to submit the marking scheme, answer key, a copy of the examination question, and evidence of continuous assessment to the Head of Department until the date as specified in the academic calendar.

4. Do not reveal any results: The results will be displayed on the Notice Board after due approval by the Senate. No lecturer should show or reveal the scores to the students before Senate approval.

5. Stick to the rules: All lecturers are required to adhere strictly to these procedures, as a violation of any of these provisions might attract disciplinary actions.

Appendix IV. Matriculation Oath

"I solemnly undertake, and swear, to observe, and respect, the provision, of the Nile University of Nigeria, Abuja Law and Statutes, Ordinances and regulation, lawfully made thereunder, which are now in force, and shall from

time to time be brought into force.”

Appendix IV. Matriculation Oath

“I solemnly undertake, and swear, to observe, and respect, the provision, of the Nile University of Nigeria, Abuja Law and Statutes, Ordinances and regulation, lawfully made thereunder, which are now in force, and shall from time to time be brought into force.”

Appendix V. Students' Performance Criteria

The performance evaluation includes:

- a. External Examiners' reports.
- b. Internal Examiners' reports.
- c. Employers' rating of graduation.
- d. Professional body's reports on the programmes.
- e. Self-assessment of the entire programme yearly.
- f. Quality and quantity of staff both academic and non-academic.
- g. Adoption of a feedback mechanism for checking and balancing all course components.
- h. Total and/or percentage of graduates who are self-employed within two-three years.
- i. International recognition of the degree awarded.

j. Research findings on contemporary social sciences education and training.

k. High level of subscription to the programme by both local and international would be students and even lecturers.

l. In assessing students' work, i.e. dissertation, essays/oral presentations, case studies etc. some or all of the following criteria may be adopted:

i. How far have students focused on questions asked and/or identified key problems?

ii. How well have students chosen the arguments, the relevant theory or model, to relate to the area specified or question asked?

iii. How good is the quality of explanation?

iv. How well have students demonstrated consistency, coherence and purposeful analysis?

v. How successfully have students used evidence?

vi. How well have students collected, processed, analysed and interpreted relevant data?

vii. How deep is the extent of critical evaluation?

viii. How well has the student demonstrated knowledge of the literature?

m. For the general performance evaluation of the learning environment, internal and external reviewers/assessors should focus on:

n. The relevance and adequacy of the course of study.

- o. The delivery of the content in terms of lectures /tutorials and practical's.
- p. The adequacy of available learning materials e.g. books, journals, equipment, consumables etc; and
- q. The adequacy of physical facilities e.g. classroom space, lecture theatres, laboratories, clinics, studios, etc.
- r. All assessors are expected to be constructive but frank in the interest of respectable academic standards.

Appendix VI. GPA AND CGPA CALCULATION

Grade Point (GP)

This is a point replacement (0 – 5) for 'F' to 'A' as indicated in the classification.

Total Semester Credit Units (CU)

This is the sum of the credit units of the various courses attempted by the student for the semester under consideration.

Weighted Grade Point (WGP)

This is the product of the grade point and the number of credit units for the course under consideration.

$WGP = GP \times \text{number of credit units.}$

Semester Grade Point Average (GPA)

The average grade earned by a student for each grading period or education semester. The GPA is figured by dividing the total amount of weighted grade points earned by the total amount of credit hours attempted for the particular semester under consideration. Your grade points may range from 0.0 to 5.0.

All grades from A to F are included in the calculation of the Grade Point Average (GPA).

$$\text{GPA} = \frac{\text{The Total Amount of Weighted grade points scored}}{\text{The Total Amount of Credit hours attempted}} \quad \frac{\Sigma WGP}{\Sigma CU}$$

Example

Course Code	Credit Units	Letter Grade Recieved	Grade Point Equivalent	Weighted Grade Point
MAT 101	3	B	4	(3x4)=12
CSC 101	3	A	5	(5x3)=15
CHM 101	3	C	3	(3x3)=9
CHM 107	1	A	5	(5x1)=5
GST 101	2	F	0	(0x2)=2
PHY 101	3	C	3	(3x3)=9
PHY 107	1	B	4	(4x1)=4

PHY 107	1	B	4	(0x3)=0
	19 Total Credit hours			54 total weighted grade points

d. Professional body's reports on the programmes.

Cumulative Grade Point Average (CGPA)

The mean of GPAs for all semesters at any particular level:

Cumulative Grade Point Average (CGPA) is computed by dividing the total weighted grade points earned from courses the student has attempted, completed, and passed since joining the programme by the sum of the total credit hours of these courses. $(\text{CUM} (\text{WGP}) / \text{CUM} (\text{CU}))$

In cases when a course is repeated, the last grade is included in the current CGPA computations and the passed grade is used for the final CGPA calculation. For 1st year students in the first semester, their CGPA would be their calculated GPA.

Example

Course Code	Credit Units	Letter Grade Recieved	Grade Point Equivalent	Weighted Grade Point
MAT 102	3	A	5	(5x3)=15
CSC 102	3	C	3	(3x3)=9
CHM 102	3	C	3	(3x3)=9
GST 102	2	A	5	(5x2)=10
PHY 102	3	C	3	(3x3)=9
PHY 108	1	B	4	(4x1)=4
BIO 101	3	C	3	(3x3)=9
		Total	=18	=65

$$\text{GPA} = \frac{\sum WGP}{\sum CU} \quad \frac{65}{18} = 3.50/5.00$$

d. Professional body's reports on the programmes.

Cumulative Grade Point Average (CGPA)

The mean of GPAs for all semesters at any particular level:

Cumulative Grade Point Average (CGPA) is computed by dividing the total weighted grade points earned from courses the student has attempted, completed, and passed since joining the programme by the sum of the total credit hours of these courses. $(\text{CUM (WGP)}/\text{CUM (CU)})$

In cases when a course is repeated, the last grade is included in the current CGPA computations and the passed grade is used for the final CGPA calculation. For 1st year students in the first semester, their CGPA would be their calculated GPA.

Appendix VII. Student Disciplinary Regulations

1.Aim

This document regulates the process of student conduct and discipline for the students at B.A., B.Sc., LL.B. and B.Eng. levels at Nile University of Nigeria (NUN) in parallel with the regulations ratified by the Nigerian Government and the NUN Law.

2.Content

The regulations cover the disciplinary breaches, sanctions, disciplinary committee(s), investigation process, contesting the sanctions (appeal), and the application of the sanctions for students at all levels at NUN.

3.Coverage

This document covers the disciplinary issues related to the educational process during a regular day. Other issues

will be addressed by the related authority.

4. Definitions

Board: Disciplinary Board

Committee: Student Welfare & Disciplinary Committee

Authority: Disciplinary authority

Improper Material: Any kind of materials that are considered to be unethical by the University administration.

Examination Misconduct and Disciplinary Measures

•For any type of action that requires a disciplinary measure to be taken, the related committee that eventually handles the case will look at several points before reaching a decision. Below are some of the misconducts considered major and the utmost disciplinary measures possible for committing them

•The disciplinary authority will decide on the final sanction according to the nature and the degree of the breach.

Explanations; X*: Failure; Dress Code***.

- a. All transparent, tight-fitting, bareback, and clinging dresses.
- b. All short dresses above knee length, including knickers and shirts with a slit above the knee.
- c. All provocative dresses that reveal the bust, belly, waist, chest, and backside.
- d. Dresses bearing obscene and unholy inscriptions.
- e. Wearing dark glasses except on medical grounds inside the class.
- f. All dresses that reveal political issues

Reprimand and Warning: The student is verbally warned about the kind of action that is considered to deserve disciplinary action. A note is taken in the student file.

Examination Misconduct Matrix

	Breach	Reprimand & Warning	Denunciation	Rustication(1 week-1 month)	Rustication(1 week-2 month)	Rustication(1 week-3 month)	Expulsion
1.	BAD BEHAVIOUR						
a)	Acting in a way that is not compatible with being a typical student: anti-social, immoral, unethical and indecent behaviour within the campus or in any kind of programme organized by the University outside the campus		✓	✓			
b)	Shouting or singing in a loud voice, playing / listening to a musical instrument in the buildings / campus, littering around.	✓					
c)	Using abusive language and swear words.	✓					
d)	Chewing gum, talking out loud, talking on the phone at scientific meetings		✓				
e)	Carrying out political activities on campus			✓	✓		
f)	Distributing any illegal / improper handbills; posting posters, banners, etc.		✓		✓		
g)	Religious fanaticism and intolerance.			✓	✓		
h)	Carrying arms/weapons.					✓	

l)	Involvement in cultism.			✓			
j)	Communicating with outside agencies, governments or organizations for the purpose of soliciting financial sponsorship / aid that may jeopardize the interest of the university.						
k)	Preventing staff from carrying out disciplinary investigations.		✓	✓			
l)	Being sentenced with any crime against the government or because of an infamous crime.			✓	✓		
m)	Rape, transgender relationships.						
2.	DISRUPTION						
a)	Causing distraction or disturbance in lectures, meetings, and/or practicals. Obstructing and disrupting the teaching process, the right of teaching and learning directly or indirectly.		✓				
b)	Provoking people to hinder the education process.	✓					
c)	Disrupting the smooth-going of education by activities such as illegal meetings, boycotts, etc.			✓			
3.	VANDALISM / AGGRESSIVENESS						
a)	Taking away, tearing, dirtying, or writing on any formal announcements.		✓	✓			
b)	Sticking posters on places not designated for this purpose.		✓				

c)	Keeping and / or spreading improper materials banned by the administration.		✓	✓			
d)	False claims, misinforming the administration when required to provide relevant information; insubordination evidenced by refusal to respond to requests by authority.	✓	✓				
e)	Writing, drawing, carving on the university property.	✓	✓				
f)	Threatening university staff and students, cursing, slandering their names, insulting and/or attacking them.				✓	✓	
g)	Taking university staff or students out of campus by force, hindering them from doing their duties, or provoking students towards these actions					✓	
h)	Assault, physically attacking university staff and students; physical abuse, verbal abuse, threats, intimidation, harassment and coercion.				✓	✓	
i)	Talking unfavourably about the personality of the university administrators alone or as a group, producing publications, provoking students for this kind of activities				✓	✓	
j)	Trying to enter any restricted area or areas that the student(s) is not allowed to enter for any reason, causing damage at any level.						
4.	IMPROPER DRESSING						
a)	Indecent dressing (please refer to the related article)	✓	✓				
b)	Dress Code***)	✓	✓	✓			
5.	BAD HABITS						

a)	Plagiarism		✓	✓			
b)	Smoking on campus			✓	✓		
c)	Drinking alcohol on campus.				✓		✓
d)	Participating in any university activity illegal (such as lessons, meetings, seminars, etc.) drunk / having taken alcohol or narcotics. .					✓	✓
e)	Gambling or organizing gambling.		✓	✓			
f)	Stealing.			✓	✓	✓	✓
g)	Using, carrying, selling, trafficking, or keeping narcotics of any kind.					✓	✓
h)	Selling or trafficking cigarettes, and/or alcohol.						✓
l)	Indecent use of internet for pornography, cyber-crime, terrorism, hacking etc.				✓	✓	✓
6.	FORGERY						
a)	Letting someone else use his/her official NUN documents, or using someone else's university documents at NUN.				✓	✓	✓
b)	Forgery in general.		✓	✓	✓	✓	✓
7.	ILLEGAL ORGANIZATIONS						

a)	Organizing meetings boycotts, riots, and obstructions in order to defame the university; causing his/her family to get involved in the activities.					✓	✓
b)	Causing discrimination and polarization in terms of language, nationality, colour, religion, and sect.					✓	✓
c)	Organizing / participating in meetings without university's consent; joining in meetings impersonating the student union representative.		✓	✓	✓	✓	✓
d)	Keeping any illegal, political / ideological banners, posters, handbills at the university.				✓	✓	✓
e)	Setting up illegal associations.		✓		✓		
f)	Securing membership with illegal organizations, contributing to their activities, and acting on behalf of them.			✓	✓		
8.	EXAMINATION MALPRACTICE						
a)	Rudeness to invigilator.		✓*	✓*			
b)	attempting to cheat .		✓*	✓*			
c)	Cheating, organizing cheating				✓*	✓*	✓*
d)	Leaving exam hall without permission.	✓*	✓*	✓*			
e)	Speaking to other candidates.	✓*	✓*	✓*			
f)	Exchanging oral/written communication.	✓*	✓*	✓*			

g)	Possession of unauthorized materials.	✓*	✓*	✓*			
h)	Using inappropriate answer sheet.	✓*					
l)	Disruption of the examination.	✓*	✓*	✓*	✓*		
j)	Threatening invigilators and examiners.			✓*	✓*	✓*	✓*
k)	Use of telephone and other electronic materials in the exam hall for cheating purposes.				✓*	✓*	✓*
l)	Refusal to submit answer booklet.		✓*	✓*			
m)	Tearing papers off the examination/answer booklet.		✓*	✓*			
n)	Impersonation.				✓*	✓*	✓*

Denunciation: When this is the chosen course of action as deemed by the appropriate authorities, a letter of warning is issued to the offending student with copies being filed in the student affairs.

Restitution Order: When there is damage or loss of university property, a student may be ordered to pay for the item in question for the cost of repairing the item, or a specified outright fine amount. The bursar will be instructed to debit the student's account accordingly.

Rustication: (or suspension) refers to the exemption of a student from entering/ utilizing the university's facilities, or benefitting from the school's academic or administrative bodies/structures for a stated period.

Expulsion: (or dismissal). This action demands that a student be permanently physically removed from the university premises, and entirely exempt from all privileges of being a student at the Nile University of Nigeria on the authority of the Vice-Chancellor.

Nile University Of Nigeria does not discriminate against any member of its community on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.



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