



Usmanu Danfodiyo University, Sokoto

Revised Students' Handbook

Approved by the Vice Chancellor
with effect from 2020/2021 Academic Session

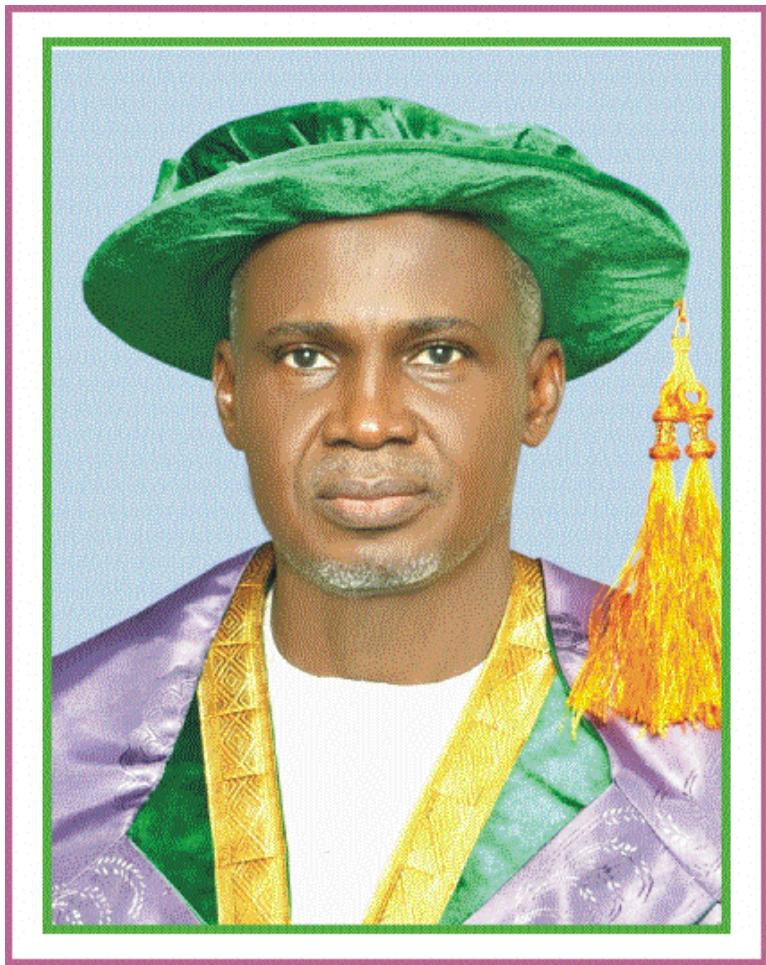
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The University reserves the right to change the schedule of fees, rules and regulations in this Handbook without prior notification. However, changes made shall be communicated to the students by posting same up on notice boards and University's website. Efforts shall also be made to insert such changes in the subsequent editions of the Handbook.

Acknowledgements

Several hands went into the production of this Handbook.
They are all gratefully acknowledged.



Prof Lawal Suleman Bilbis, BSc (Unisok), PhD (Essex)
Vice Chancellor

MESSAGE FROM THE VICE CHANCELLOR

I must begin by expressing my pleasure in writing this message. It is my delight to welcome you to Usmanu Danfodiyo University, Sokoto; a University known for its peace, decency and academic excellence.

Perhaps it is important to remind you that you applied for admission into various degree programmes of this University for you to have the best; and we shall give you the best. This University exists primarily for students. You are further reminded that our degrees are awarded to students who are found worthy in both character and learning. I assure you that, one of our strengths in UDUS is, the Management and staff (both academic and non-academic) are always committed to helping students to realize their dream.

But, one thing is sure, that nothing is achievable without peace. Our environment is peaceful and conducive to learning. I therefore, urge you to contribute your quota in maintaining the status quo. I am optimistic that, you will be of good behavior, disciplined and law-abiding; the attributes with which responsible University students are identified.

On our part, I assure you that we will make your stay in UDUS a rewarding one by doing everything within our power and resources to ensure your comfort, welfare and success.

This Students' Handbook is a collection of the information that the students need about the University. Thus, it contains the rules, regulations and mode of operations of the University. I call on you to study the Handbook very carefully so that you familiarize yourself with its contents. Doing this will surely help you to conduct yourself in accordance with the University rules and regulations; it will also help you accomplish your academic pursuits with relative ease and resounding success.

Finally, I pray to God to make your stay in this University a blessed and fruitful one.

[Signed]

Prof LS Bilbis

(Vice Chancellor)



Prof M.A. Mode,
BA, (UNISOK) MA, PhD (UDUS), PDE (ABU)
Dean, Student Affairs

MESSAGE FROM THE DEAN OF STUDENT AFFAIRS

I am honoured to write this message to the 10th edition of the Students' Handbook. The last of the past editions was published in 2015. This 10th edition contains, like the others, all the information a student needs about the University. Actually, the edition is quite new and unique in the sense that it has come at a time when the University is recording sustained academic excellence, quality academic programmes and development.

Today, our University is among the few Nigerian Universities with full accreditation for most of their degree programmes. It is worthy of note that the University started with only four faculties at inception in 1975. These were Arts and Islamic Studies, Education and Extension Services, Science, and Social Sciences; with an initial enrolment of 93 undergraduate students and 102 Pre-degree students in October, 1977.

Currently, the University has a total of 15 faculties, a Postgraduate School, Six Research centers, Central Research Laboratory and a number of other academic support Units; and a student population of more than 23,000. This attests to the fact that the University has recorded a steady growth and development in both student enrolment and physical expansion; which justifies the need for a review of the Handbook on the University rules, regulations and other operations.

The Handbook contains vital information for students to familiarize themselves with the various University organs and how they function. It offers information on the University itself and continues on student admission, registration, matriculation ceremony, continuous assessment, use of the library, conduct of examination, probation, withdrawal and graduation. It also contains sections which deal with students' general conduct, freedom and fundamental human rights as they affect students, freedom of assembly, unionism, associations, clubs, societies, publications and even demonstrations. Similarly, it contains information on students' services such as accommodation, sports and recreation, transportation, guidance and counselling and health. It is interesting to add that, this edition reflects certain changes made with regard to registration guidelines, withdrawal from academic programmes, academic misconduct and regulations governing the conduct and discipline of students.

The University implores you to read and study this vital document as it contains all the information you need about it. The Handbook serves its purpose only when you study it and adhere to its contents. I assure that, when you do so, you will remain proud of your choice of UDUS and add to its value. UDUS is the most peaceful, decent and true centre of excellence in Nigeria. Our lecturers are committed to teaching and research for your benefit. I urge you to remain law abiding, hardworking and sincere to yourselves and to the University.

It is my hope and prayer that your stay in this University will be a successful one, amin.

[Signed]

Prof MA Mode

Dean, Student Affairs

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Chapter One

GENERAL INTRODUCTION

1.1 PHILOSOPHY AND CARDINAL PRINCIPLES

As a centre of learning, the Usmanu Danfodiyo University, Sokoto shall promote and disseminate knowledge, pursue research, contribute to the universal truths and maintain the international character of a University. It shall specifically:

- 1) Endeavour to identify with the needs and aspirations of the people where it is located;
- 2) Uphold and develop the ideals of the community within which it is situated and at the same time promote national unity;
- 3) Cherish and preserve the cultural heritage of the society; and
- 4) Establish a two-way rapport between the University and the society.

In pursuing its aims and objectives, the University will always be guided by the requirements of the national development plan, manpower needs and physical and environmental factors.

1.2 VISION OF THE UNIVERSITY

“To be a centre of excellence in terms of teaching, research and community service in all fields of human endeavour i.e. Arts, Humanities, Pure and Applied Sciences”.

1.3 MISSION OF THE UNIVERSITY

“To provide quality teaching, research and community service to deserving persons and communities, under the most peaceful atmosphere and in line with the national policy on education, irrespective of social class, gender, race, nationality and religion; and to ensure that at all times it serves as a centre for pursuit of research and academic excellence”.

1.4 The University Crest



*The Crest displays the Colours of the University. These are Purple, Green and White. The Book at the centre of the crest depicts the symbol of scholarship which the Usmanu Danfodiyo University is best known for. This significance is further emphasized by the motto of the University captioned in the Arabic word “**Iqra**” which means, “**Read**”.*

1.5 BRIEF HISTORY OF THE UNIVERSITY

The Usmanu Danfodiyo University, Sokoto (formerly University of Sokoto) is one of the four Universities established by the Federal Government of Nigeria in September 1975. Three of these four were, at the time, University Colleges whose status was upgraded to full-fledged Universities. So, Usmanu Danfodiyo University, Sokoto was the only one of the four to have started with the status of a full-fledged University from the scratch.

The development of the University started on a temporary site (now called City Campus), situated along Sultan Abubakar Road, Sokoto. Classes started on October 20th, 1977, with an initial enrolment of ninety-three undergraduate students for the degrees of Bachelor of Arts, Bachelor of Arts/Science in Education and Bachelor of Science; while the then academic staff numerical strength was barely thirty-three. In January, 1978, one hundred and two students enrolled for a two-year pre-degree programme in the humanities and basic sciences. With this modest start, the Usmanu Danfodiyo University, Sokoto formally graduated a total of seventy-two students during its first convocation held on November 22nd 1980.

Presently, there are thirteen Faculties and a Postgraduate School in the University. The Faculties are: Agriculture, Arts and Islamic Studies, Education and Extension Services, Law, Science, Social Sciences, Management Sciences, Medical Laboratory Sciences, Pharmaceutical Sciences, Veterinary Medicine and College of Health Sciences (Faculties of Basic Medical Sciences, Clinical Sciences and Dental Sciences). As the development programme is actively pursued, the following Faculties will be established: Food Sciences, and Engineering.

The University Statute established the Centre for Islamic Studies in 1982. Its aims, among others, are to promote the study of and research in Islam, Islamic instructions and related disciplines as well as Islamic culture with special reference to the northern states of Nigeria. The Centre runs a Diploma Programme in Islamic Studies, which started in 1983, to assist in the manpower development of the locality and the country at large. The Centre also runs Certificate Courses in Arabic and Islamic Studies.

In November 1982, the Sokoto Energy Research Centre was established at the instance of the Federal Government. The Centre was created not only to conduct research in solar energy, but also to train and develop manpower in that area. A year after, the *Cibiyar Nazarin Hausa* (Centre for Hausa Studies) was essentially established in 1983, for the study of Hausa literature, culture, its scientific and social segments together with all it encompasses in its vast field of study.

The Centre for Peace Studies (CPS), established in December 2004, was an important outcome of a collaborative Conference on Peaceful Coexistence, Pluralism and Nation Building organized by the Usmanu Danfodiyo University and the Sokoto state Government in an effort to conduct research on possible peaceful coexistence among societies so as to enhance ethnic and religious harmonies.

Sequel to approval by the Governing Council of the University, the Centre for Agricultural & Pastoral Research was established in

April, 2010 to promote research and development in agriculture and pastoralism. The Centre for Urology and Nephrology was also established.

The Postgraduate School of the University was established in 1983 for the training of graduates in various disciplines at the Master's and Doctoral degree levels. At the convocation ceremony held in November 1985, the School produced its first two graduates who finished the Master of Science Programme in Botany. At the convocation ceremony held in December 1986, the School produced its first PhD graduate in Chemistry.

The University moved most of its Faculties and Service Departments to the main campus in 1982. Phase 1 of Students' hostels had already been completed and occupied. The City Campus now houses the Faculty of Veterinary Medicine, the Centre for Islamic Studies, *Cibiyar Nazarin Hausa*, the Office of the Coordinator BEd (part-time) programmes, a few service units and three Halls of Residence for students' accommodation. However, the University Guest Inn Limited, which runs on commercial basis, is located at Mabera Layout.

1.6 FACULTIES AND DEPARTMENTS

A) ARTS AND HUMANITIES COMPLEX

Faculty of Arts and Islamic Studies

- 1) Department of Arabic
- 2) Department of History
- 3) Department of Islamic Studies
- 4) Department of Modern European Languages and Linguistics
 - a) English Unit
 - b) French Unit
 - c) Linguistics Unit
- 5) Department of Nigerian Languages

Faculty of Education and Extension Services

- 1) Department of Adult Education and Extension Services
- 2) Department of Curriculum Studies and Educational Technology
- 3) Department of Education Foundations
- 4) Department of Science and Vocational Education

Faculty of Law

- 1) Department of Islamic Law
- 2) Department of Private and Business Law
- 3) Department of Public Law and Jurisprudence

Faculty of Management Sciences

- 1) Department of Accounting
- 2) Department of Business Administration
- 3) Department of Public Administration

Faculty of Social Sciences

- 1) Department of Economics
- 2) Department of Geography
- 3) Department of Political Science
- 4) Department of Sociology

B) SCIENCE AND AGRICULTURE COMPLEX

Faculty of Agriculture

- 1) Department of Agricultural Economics
- 2) Department of Agricultural Extension and Rural Development
- 3) Department of Animal Science
- 4) Department of Crop Science

- 5) Department of Forestry and Environment
- 6) Department of Fisheries and Aquaculture
- 7) Department of Soil Science and Agricultural Engineering

Faculty of Science

- 1) Department of Biochemistry
- 2) Department of Biological Sciences
 - a) Biology Unit
 - b) Botany Unit
 - c) Zoology Unit
- 3) Department of Geology
- 4) Department of Mathematics
 - a) Mathematics Unit
 - b) Computer Science Unit
 - c) Statistics Unit
- 5) Department of Pure and Applied Chemistry
 - a) Pure Chemistry Unit
 - b) Applied Chemistry Unit
- 6) Department of Microbiology
- 7) Department of Physics

Faculty of Engineering and Environmental Sciences

- 1) Department of Civil Engineering
- 2) Department of Mechanical Engineering
- 3) Department of Electrical Engineering and Electronics
- 4) Department of Information and Communication Technology
- 5) Department of Environmental and Resource Management

C) CITY CAMPUS COMPLEX

Faculty of Veterinary Medicine

- 1) Department of Veterinary Anatomy
- 2) Department of Veterinary Medicine
- 3) Department of Veterinary Microbiology
- 4) Department of Veterinary Parasitology and Entomology
- 5) Department of Veterinary Pathology
- 6) Department of Veterinary Pharmacology and Toxicology
- 7) Department of Veterinary Physiology and Biochemistry
- 8) Department of Veterinary Public Health and Preventive Medicine
- 9) Department of Veterinary Surgery and Radiology
- 10) Department of Theriogenology and Animal Production

COLLEGE OF HEALTH SCIENCES

Faculty of Basic Medical Sciences

- 1) Department of Anatomy
- 2) Department of Chemical Pathology and Immunology
- 3) Department of Haematology and Blood Transfusion
- 4) Department of Medical Biochemistry
- 5) Department of Microbiology and Parasitology
- 6) Department of Morbid Anatomy and Forensic Medicine
- 7) Department of Pharmacology and Therapeutics
- 8) Department of Physiology

Faculty of Clinical Medical Sciences

- 1) Department of Community Medicine
- 2) Department of Medicine
- 3) Department of Nursing Sciences
- 4) Department of Obstetrics and Gynaecology

- 5) Department of Paediatrics
- 6) Department of Psychiatry
- 7) Department of Radiography
- 8) Department of Radiology
- 9) Department of Surgery

Faculty of Medical Laboratory Sciences

- 1) Department of Chemical Pathology
- 2) Department of Haematology
- 3) Department of Histopathology
- 4) Department of Immunology
- 5) Department of Medical Microbiology

Faculty of Pharmaceutical Sciences

- 1) Department of Clinical Pharmacy and Pharmacy Practice
- 2) Department of Pharmaceutical and Medicinal Chemistry
- 3) Department of Pharmaceutics and Pharmaceutical Microbiology
- 4) Department of Pharmacognosy and Ethno-Pharmacy
- 5) Department of Pharmacology and Toxicology

1.7 ACADEMIC SUPPORT UNITS

- 1) Audio Visual Unit
- 2) Equipment Maintenance and Development (EMD) Unit
- 3) Information Communication Technology (ICT) Unit
- 4) Language Laboratory
- 5) Management Information System (M.I.S) Unit
- 6) School of Matriculation Studies
- 7) Students Industrial Work Experience Scheme (SIWES)
- 8) Teaching and Research Farms and *Dabagi* Farm

- 9) The University Library
- 10) Usmanu Danfodiyo University Network (UDUNet)
- 11) Usmanu Danfodiyo University Teaching Hospital (UDUTH)
- 12) Usmanu Danfodiyo University Veterinary Teaching Hospital (VTH)

1.8 RESEARCH CENTRES

- 1) Sokoto Energy Research Centre (SERC)
- 2) Centre for Islamic Studies (CIS)
- 3) *Cibiyar Nazarin Hausa* (Centre for Hausa Studies)
- 4) Centre for Energy and Environment (CEE)
- 5) Centre for Peace Studies
- 6) Centre for Agricultural and Pastoral Research (CAPAR)
- 7) Centre for Entrepreneurship Development
- 8) Centre for Advanced Medical Research and Training
- 9) Central Advanced Science Laboratory Complex (CASLAC)
- 10) LADAN Centre
- 11) Centre for Urology and Nephrology

1.9 MAJOR DECISION-MAKING ORGANS OF THE UNIVERSITY

1.9.1 Council

The Council is the governing body of the University charged with the general control and superintendence of the policy, finance and property of the University, including its public relations. Membership consists of the Pro-Chancellor as chairman, Appointees of the Federal Executive Council, Representative of the Federal Ministry of Education (FME), Vice-Chancellor, Deputy Vice-Chancellors and representatives of the Senate and Congregation. The Registrar serves as the Secretary.

1.9.2 Senate

The Senate is the highest academic decision making body of the University. Its functions include the admission of candidates to courses of study, the appointment of external examiners, the formulation and modification of schemes for the organization of Faculties, Departments and Centres as well as assignment of their respective subjects, the formulation of regulations governing the conditions of award of degrees, diplomas and certificates by the Faculties and other academic units of the University and the promotion of research. Membership consists of the Vice Chancellor, Deputy Vice Chancellor (Acad.), Deputy Vice Chancellor (Admin.), Deans of Faculties, Directors of Centres, all Professors holding established chairs, the Director of General Studies, Faculty representatives and the University Librarian. The Congregation is also represented in the Senate. The Vice Chancellor serves as the Chairman while the Registrar serves as the Secretary.

1.9.3 Faculty Boards

Faculty Boards are the highest decision making bodies of the faculties. They regulate the teaching and conduct of examinations and make recommendations to Senate. A Faculty Board is made up of the academic staff of the Faculty and representatives of other Faculties. The Vice Chancellor serves as the Chairman; the Dean normally presides over the board on behalf of the Vice Chancellor while the Faculty Officer serves as the Secretary.

1.9.4 The Congregation

The Congregation is the general assembly of all degree holders from among the University staff. The forum allows members to express opinion on all matters affecting the interest and welfare of the University Community. Its membership consists of Principal Officers, academic staff and all members of the administrative, professional and technical staff holding degrees conferred by

recognized Universities. The Vice Chancellor serves as the Chairman and the Registrar serves as member and the Secretary.

1.9.5 Convocation

Convocation is the body comprising all the graduate members of staff as well as graduate alumni of the University. Like Congregation, the Chairman of Convocation is the Vice Chancellor and the Secretary is the Registrar. Convocation is represented on the Council but not on Senate. It has powers to discuss general University affairs and to make recommendations directly to Council on any matter. The quorum of Convocation shall be one hundred.

1.10 Academic Calendar

The Academic Year consists of two semesters of 17 weeks each.



Plate I: Faculty of Veterinary Medicine:



Plate II: Faculty of Management Sciences



Plate III: Faculty of Social Sciences



Plate IV: : Multipurpose Lecture Hall, Main Campus



Plate V: Department of Modern European Languages & Linguistics



Plate VI: Faculty of Engineering & Environmental Design



Plate VII: Faculty of Medical Laboratory Sciences Administrative Building



Plate VIII: Department of Nursing Sciences



Plate IX: 500-Seat Lecture Hall at the College of Health Sciences

Chapter Two

UNIVERSITY ADMINISTRATIVE SET-UP

The Central Administration of the University comprises the Offices of the Vice Chancellor, the Registrar and the Bursar.

2.1 OFFICE OF THE VICE CHANCELLOR

The Vice Chancellor is the Chief Academic and Executive Officer of the University. He has the general function of directing the activities of the University on both academic and non-academic matters. He is the Chairman of the University Senate, as well as many other important and high level Committees of the University. To assist him on his onerous duties, the Vice Chancellor has two deputies: Deputy Vice Chancellor (Academic) and Deputy Vice Chancellor (Administration).

Apart from the Main Offices of the Vice Chancellor and his deputies, there is a Division and a number of Units under the Vice Chancellor's Office. These are:-

2.1.1 Academic Planning Unit

This unit is responsible for planning duties concerning academic matters such as academic calendar, monitoring of accreditation status of academic programmes, budgeting and liaison with the National Universities Commission etc.

2.1.2 Management Information System Unit

This unit is responsible for the storage, analysis and retrieval of computerized information on students and staff records. The Unit has UDUNet and Data Centre under it as sub-units.

2.1.3 Security Division

This Division is responsible for the general security of the University, its properties, staff and students.

2.1.4 Transport Unit

This unit is responsible for general transportation arrangements in the University including students' transportation. In liaison with the transport unit, the University Bus Service Management Committee co-ordinates the transportation of students

2.1.5 Directorate of General Services and Strategic Planning

This Directorate serves as the Secretariat of the University's Strategic Planning Committee and is responsible for overseeing the preparation, implementation and evaluation of the Strategic Plan of the University. It is also the Secretariat of the Anti-corruption and Transparency Committee/unit (ACTU) whose main function is to assist the University authority in ensuring that normal academic and other activities are conducted within a just and transparent atmosphere free from all forms of corruption and unethical conducts. The office also advises, from time to time, the Vice Chancellor and Statutory committees of the University on matters concerning discipline of staff, students, and registration guidelines etc, as well as carrying out any other duties assigned to it by the Vice Chancellor.

2.1.6 University Lodges Unit

The Unit is responsible for University lodges, accommodation and general welfare of University's guests.

2.1.7 Internal Audit Unit

This Unit is responsible for the internal auditing and checking of University accounts.

2.1.8 Student Affairs Division

There is a detailed entry on the section on *Student Affairs Division*.

2.1.9 Public Relations Unit

This unit deals with University publications and relations with the public and mass media.

2.1.10 Students Industrial Work Experience Scheme (SIWES) Unit

This unit is responsible for coordinating the students' industrial work experience scheme in liaison with the Industrial Training Fund (ITF).

2.1.11 Dabagi Farm

Dabagi farm is located about 40km away from the Main Campus of the University along Sokoto – Gusau road. It is an integrated farm for teaching and research. In addition, it has a robust commercial component. The Farm is an integral wing of the Centre for Agricultural and Pastoral Research.

Access to the Vice Chancellor

No individual student or students' groups or associations, including the Students' Union Executives, should directly seek audience with the Vice Chancellor. Such individual students or group of students should approach the Dean of Student Affairs with their grievances or requests. The Dean of Student Affairs shall take necessary steps to satisfy the requests or solve the problems. Where the need arises for a group of students, including the Students' Union Executives, to meet with the Vice Chancellor, the Dean of Student Affairs shall arrange the meeting after obtaining the consent of the Vice Chancellor.

Notwithstanding these guidelines, it is the prerogative of the Vice Chancellor to grant or refuse to grant audience to any individual or group of students at any time.

2.2 REGISTRY

The Registry is headed by the Registrar who is the Chief Administrative Officer of the University responsible to the Vice Chancellor for all the administrative matters of the University. The Registrar's Office is the Secretariat for the Council, Senate, Congregation and Convocation.

The Registry has the following Divisions and Units:

2.2.1 The Academic Division

This is responsible for the implementation of Senate decisions on academic matters including inter-faculty transfer, deferment of admission for undergraduate, postgraduate and sub-degree students.

The division is the custodian of students' academic records; it issues notification of results and Certificates for all academic programmes i.e. degree and sub-degree and processes Academic Transcripts. In addition, it processes applications for change of Name. It issues letters of students' discipline on misconduct.

2.2.2 The Establishments Division

This division deals with all establishment (personnel) matters. It consists of Senior and Junior Staff Sections, as well as Passages, Housing and Staff Training Units.

- a) *The Housing and Passages Unit* deals with allocation of staff houses, travel arrangements, work permit, visas, passports, etc.
- b) *The Junior Staff Office* deals with all Junior Staff establishment matters, including recruitment and placement.
- c) *Staff Training and Development Unit* deals with all matters relating to staff training for all staff of the University.

2.2.3 The General Administration Division

This division deals with general administrative matters including postal & telephone services, in-house registration of contractors,

etc. It also assists the office of the Registrar in the discharge of sundry duties including but not limited to serving as the Secretariat of the University Council. The main unit under this Division is the *Legal Unit*, which provides legal and ancillary services to the University.

2.3 BURSARY DEPARTMENT

The Bursar, who is the Head of the Department, is answerable to the Vice Chancellor. He is responsible for the financial administration of the University. He is also the Chief Financial adviser to the Management/Council. The department has the following Divisions:-

2.3.1 Business and Auxiliary Division

The Business and Auxiliary Division which is one of the six Divisions in the Bursary, handles all the financial matters pertaining to student fees and charges. The Division ensures that relevant information on fees and charges are posted on the University Web site and students' on line Registration Portal. The Division deals with all financial records on all students, such as student ledger cards for students of all part-time and full time programmes. It also ensures that each student pays full fees and other approved charges at the beginning of each academic session.

The Division issues clearance to the students who have paid their fees in full at the end of their programmes by means of signing and stamping of the student's clearance certificate. List of students who are being sponsored by their state governments or other bodies are compiled by the Division and submitted to those concerned for settlement.

2.3.2 Treasury Division

The Division is in charge of processing and paying of salary and salary related emolument. It also documents and introduces into payroll all newly employed staff.

2.3.3 Final Accounts and Reports Division

The Division deals with the preparation of the University final accounts for auditing purpose. All the monthly receipts and payments summaries are collected from various Divisions for posting into the various ledgers and subsequently prepared for Bank reconciliation.

2.3.4 Budget Control and Management Division

The Division prepares the annual budget of the University and ensures that payment vouchers for all authorized expenditures are prepared, duly coded and recorded into the vote books before passing to the Internal Audit Unit for auditing purpose. The Division takes charge of the records of all capital projects. Monthly financial progress reports on all on-going Capital Projects are prepared for record purpose. The Division also ensures that advances are given strictly in line with the laid down conditions.

2.3.5 Purchase and Supplies Division

The Division deals with direct procurement and supply of assorted goods after all the regular documentation and due process are observed strictly.

2.3.6 Complexes

The Division oversees the finances of four different complexes and is responsible for keeping proper records of financial transactions made by the faculties/departments under each of the complexes. The Deputy Bursar that works in the complexes Division is the officer through whom the complexes funds are transferred to the complexes from the Bursary for payment of various expenditures incurred by Faculties or Department.

The Division at the end of every month collects receipts and payments summaries from the four complexes for onward submission to the Final Accounts and Reports Division.

2.4 SERVICES DEPARTMENTS

2.4.1 Health Services Department

The University Health Services Department provides public health and medical services to members of the University community. The department comprises of a public health unit and two health centres, at the main and city campuses of the University, respectively. The city campus clinic is situated directly behind Faculty of Veterinary Medicine, while the main campus clinic is located next to Meteorological Station. The health centre provides medical, nursing, pharmaceutical and laboratory services, while the public health unit provides preventive health services.

Opening Hours

Main Campus Clinic opens 24 hours a day, 7 days a week. However routine medical consultation is available only between 8:00am and 9:00pm every day (including weekends).

City Campus Clinic opens between 8:00am and 3:30p.m Mondays – Thursdays and 8:00am to 1:00pm on Fridays.

Each registered student of the University is entitled to effective and high quality medical care in the clinic. In the event that the services required by a student are beyond the technical competence of the staff in the clinic, the student will be referred to a centre that can provide the needed service. However, the cost of treatment incurred outside the university clinic is entirely the responsibility of the student. However, in a situation where a student is referred to a competent medical practitioner and a prescribed drug is unavailable in that clinic, he/she will be given the drug(s) based on that prescription. The same applies to any laboratory investigation. A 24 hour ambulance service is also available on the main campus due to the distance between the University clinic and the students' hostel. In addition, the clinic has two hotlines (08162298437 & 081 87203160).

In emergency cases, these lines can be used by students on the two campuses. The University network of radio communication can also be utilized to get in touch with the University clinic.

Pre-registration Medical Screening

All newly admitted students are expected to be medically examined to ensure that they are fit enough to pursue the rigorous academic activities and also ensure that they do not constitute a danger to other students either at the hall of residence or during lectures. Therefore, every student is expected to collect and complete the “A” part of the Medical Report Form from the Admissions Office. The “B” part will be completed by the medical officers in the clinic. In addition to the basic requirements stated in the forms, a student may be asked (by the examining Physician) to undergo additional laboratory investigations. A copy of the duly signed forms should be presented together with a signed Form “02” and one passport size photograph to the medical records officer who, in turn, will issue a hand card with a hospital number on it. This is part of student identification in the University. It should be kept safe and presented whenever attention is required at the clinic. A student may not be able to access any service in the clinic without a clinic hand card.

Whenever a student (living on or off campus) falls ill, he/she is expected to seek for medical attention in the University clinic. In case of emergency, where exigencies of time will not permit the student to attend the clinic, he/she is expected to notify the Director, Health Services as soon as practically possible.

Medical Certificates

If for reasons of ill-health or pregnancy cases a student fails to perform his/her academic responsibility (lecture, assessment test, semester examination, practical class or any other activity) they are expected to collect a report from the registered medical practitioner that attended to them, and present it to the Dean of their Faculty who will then send it to the Director, Health Services for authentication. This gives the student adequate cover for the period

of absence. Students outside Sokoto town or students taken on emergency to a hospital in Sokoto must similarly obtain a medical report from the medical officer that attended to them. It is in the best interest of students to get in touch, in the quickest possible time, with the university clinic and their respective faculties during periods of ill health and support their cases with appropriate medical reports. The Student Affairs Division can, on behalf of the student who gets in touch with it, communicate cases of ill health to the clinic or Dean of Faculty pending his/her ability to resume studies. The University does not honour medical reports issued by any person other than a qualified medical practitioner.

NB:

- a) *Families of students are not entitled to free medical services of the university. However, married pregnant female students are entitled to full pre-natal care and skilled obstetric services during delivery.*
- b) *Students are advised to utilize the services of the clinic in the event of illhealth, in other not to compound the problem.*
- c) *Medical reports are time bound. Every medical report is expected to state time of resumption of normal studies. Hence, if a report indicates fitness to resume studies, yet a student applies for deferment (of either semester or session) on the merit of that report, the University will not be obliged to honour such application.*

2.4.2 Department of Physical Planning and Development

The Department of Physical Planning and Development is responsible for the structural planning and development of the University as well as the general up-keep of the structural and environmental plans. It also operates a workshop for maintenance and repairs of University vehicles.

2.4.3 Department of Estate and Municipal Services

The Department is responsible for maintenance and general up-keep of University buildings, appliances as well as provision and maintenance of portable water supply, electric power, intercom lines, internal road network, parks and other municipal services.

2.4.4 Student Affairs Division

This is a division under the office of the Vice Chancellor which is responsible for the general welfare of students and which administers non-academic matters of students. The Division caters for accommodation, career guidance, as well as recreational and sporting activities of students. Matters pertaining to students' union, clubs, societies and associations are also handled by the Division. In addition, the Division is responsible for the welfare and discipline of students; the latter without prejudice to the function of the Students Disciplinary Committee, Senate and the Vice-Chancellor. It also takes care of students needs such as scholarships, bursaries and counselling services.

Student Services and Accommodation

There are seven halls of Residence in the University. Hall Administrators are responsible for registering students into halls, giving exit permits and attending to complaints pertaining to accommodation or referring them to the Dean of Student Affairs where necessary. Hall Masters and their assistants are appointed from among senior members of academic and non-academic staff. They provide guidance to student members of the Hall Management

Committee made up of students duly appointed by the Executive Council of the SU to represent members of the various halls of residence in the University.

There are common rooms in the halls of residence in the city and main campuses, equipped with television sets and other indoor games for student's recreation. It is the responsibility of students to provide their own beddings and linens while the University will try

to provide beds. In the same vein, students are responsible for their own laundry.

Returning students have to apply for accommodation at the end of each session. The tentative allocation list of all successful applicants is displayed on the notice boards at the beginning of each session. No student is actually given any allocation until he/she presents to the space allocation committee an official University receipt, which indicates full payment of fees. The lodging fee is ₦6,590 (for undergraduate students) and ₦13,090 (for post-graduate students) per bed space per session while hostel maintenance fees for undergraduate and postgraduate students respectively is as determined by the University and payable by successful students into the Students' Fees Account through a bank draft on presentation of an allocation slip obtained from the Bed Space Allocation Committee. Fees paid without allocation letters cannot be refunded.

Sports and Recreation

Provision has been made for a University Sports Complex in the master plan, which is yet to be fully executed. However, a Mini Stadium Complex does exist with facilities for football, volley ball, lawn tennis, basketball and an eight lane track for athletics.

There are also standard squash, lawn tennis, fives and badminton courts located close to Jubril Aminu Hall at the Main Campus. Provision for lawn tennis is at the City Campus, whereas football and volley ball are at the Usmanu Danfodiyo University Teaching Hospital (UDUTH).

Ibrahim Badamasi Babangida Centre (IBB Centre)

The IBB Centre is the centre for students' recreation, and it is located behind the Abdullahi Fodiyo Library in the Main campus. The Centre houses facilities such as separate common rooms equipped with cable satellite televisions for male and female students, a business centre, a bookshop, an internet café, a restaurant, a table tennis, a badminton court, a snooker and other indoor games. It also has an open theatre for hosting events such as

dinners, cocktail parties, lectures, etc. The Counselling centre of the university is also located within the centre. Medical, social and academic counselling services are available.

Guidance and Counselling

The Unit is headed by a Deputy Registrar and liaises with the Federal and State Ministries of Education and other Scholarship Boards on the provision of scholarships and bursaries. Students are also assisted in the processing of application for jobs, as well as contacting prospective employers and arranging interviews and career talks.

In addition to the above, the unit offers counselling services to students in the following areas:

- a) Assisting the students to resolve their educational and vocational problems;
- b) Helping the students to remove barriers that might inhibit learning and at the same time assist them to develop better problem-solving techniques;
- c) Assisting the students to ease their anxieties and seek enriching information which will aid them in living normal lives; and
- d) Assisting the students to understand themselves and to be able to resolve personal and social problems so that the best possible self can be realized.

Note that it is the responsibility of eligible and desiring students to apply for scholarship from prospective sponsors such as Local, State and Federal Governments as well as other organizations.

Catering Services

Catering services are provided by private caterers. Students wishing to patronize them should equip themselves with enough money to last them for the session as the University does not entertain request for funds. However, the University monitors the quality and price of food sold.

Discipline

A Disciplinary Committee set up by the Vice-Chancellor handles discipline of students. This, however, is without prejudice to the power of the Dean of Student Affairs to handle and deal, as he/she deems appropriate, with students' Minor cases. The Dean may, at his discretion, delegate this power to any Hall Master.

General Welfare of Students

The Students Welfare Committee also looks into the general welfare of students. Problems of individual students should, however, always be referred to the appropriate University operational centre, e.g. Halls, Health Clinic, etc. Students may also meet their tutors with their individual problems for advice.

2.4.5 Abdullahi Fodiyo Library Complex

Branches of the Library

Abdullahi Fodiyo library Complex is the official name of the University Library, which is made up of four (4) branch libraries, created to cater for the needs of the University community. The branches comprise:

- a) **The Main Library** is a two-storey building situated at the Main Campus. It caters for the needs of the Faculties of Agriculture, Arts and Islamic Studies, Education and Extension Services, Management Sciences, Social Sciences and Science.
- b) **The Law Library** is located in the Faculty of Law at the Main Campus. It is specifically for the Law Faculty, though staff and students in other Faculties who are interested in consulting legal materials could also use the Library.
- c) **The Medical and Veterinary Sciences Library** is situated at the City Campus. It serves the needs of College of Health Sciences, (Faculties of Basic Medical Sciences and Clinical Sciences) Faculties of Veterinary Medicine and Medical Laboratory Sciences.

- d) **The Pharmaceutical Sciences Library** is situated in the Faculty of Pharmaceutical Sciences and serves the need of the Faculty.
- e) **School of Matriculation Studies Library** is situated at the School of Matriculation Studies, which is also close to the City Campus. The SMS Library also contains the American Corner collection, which covers American history, politics and government, among others.

Library Collections

The Library collections now stand at about 280, 000 volumes of books and 60,000 volumes of periodicals, which comprise both local and foreign journals, magazines, news bulletins and newspapers. The following are specific Collections, Service Points and their Locations within the Main Library Complex:

Ground Floor

The ground floor has two wings and contains the following offices, facilities, service points and collections:

- a) **Porters Counter** is the first point of contact on entering the Library; this is where the Library security personnel are stationed. They are to ensure that all personal belongings are kept in the lockable pigeon holes provided for male and female users, respectively. They also ensure that all outgoing users are duly checked, in order to prevent any unauthorized removal of books and other materials from the Library.
- b) **The OPAC (On-line Public Access Catalogue)**: On passing the Porters Counter, next is the OPAC. This is an array of networked computers on both sides of the Library. It is the electronic form of a catalogue, with bibliographic information on books, journals and other information resources inputted electronically. All that the library user needs to do is to develop and determine his/her key or search terms. If any of such terms is entered, a range of information relating to such sources will be displayed on the computer

monitor. Selection of relevant item can then be made by title, author or subject. User then double clicks such or goes to enquiries and type the required query. All the items on such query will then be displayed showing location, dates and number of copies available in the Library.

- c) **Information/Inquiries Section** is just after the OPAC, where all queries are presented, and relevant information about the Library, its, facilities, operations services and locations are obtainable.
- d) **Canteen** is located directly opposite the Information / Inquiries Unit. Refreshments are sold at the canteen.
- e) **Circulation Counter** is located to the left end side of the Canteen. This is where registration of users, clearance, borrowing and returning of books are done by the Readers Services Division.
- f) **Television and Newspaper Lounge** is located opposite the Circulation Counter. This is where users sit for relaxation, reading, and watching Television programmes.
- g) **Reference Collection Section** is located at the ground floor inside the large room on the left wing of the Library. It contains reference collections such as encyclopedias, bibliographies, handbooks, yearbooks, indices, abstracts, biographies, atlases, maps, etc.
- h) **Serials Collection Section** is also located at the ground floor inside the large room at the right wing of the Library. It contains current and previous issues of local and foreign journals, periodicals and magazines/newspapers.
- i) **Media Unit** contains audio-visual collection/facilities. It is equipped with various audio-visual resources on different subjects/fields, as well as other recording equipment for use by registered users of the Library.

First Floor

The first floor accommodates the following:

- a) **Management and Social Sciences Collection** Section contain textbooks for both undergraduate and postgraduate levels. It is located on the right wing of the library. Except the books on reserved collection, materials on the open shelves can be borrowed.
- b) **Arts and Education Collection** Section contains Arts and Education textbooks for both undergraduate and postgraduate levels. It is on the left wing of the floor. Except the books on the reserved collection, all materials on the open shelves can be borrowed.
- c) **Documents and Africana Collection** Section is in between the Library Café and the ICT Division. It contains important publications of Federal, State and Local Governments of Nigeria and their agencies, International and Inter-governmental organizations.
- d) **The e-library/Cafe** is next to the Documents and Africana Collection. It is equipped with computers, printers, scanners and internet for browsing and other relevant web links.
- e) **Study Carrels** are single user/ research compartments, located just opposite the Documents and Africana Section. Access to the carrels is restricted to only senior staff and postgraduate students on request.

Database for E -Books/E-Journals

Database	E-Books	Journals	Total
Ebscohost	900	1100	2000
Science Direct	1,957	2,100	4,057
Hinary	13,000	21,000	34,000
Ajol	0	479	479
DOAJ	0	124	124
CD-ROM	19	0	19
TEEAL	0	275	275
Total	15,876	25,078	40,954

Second Floor

The second floor has two wings and accommodates a number of collections, facilities and services in various divisions as follows:

- a) Science and Agriculture Collection can be found on the right wing of the Library. Essentially, it caters for Science and Agriculture programmes and resources. Except the books on reserved collections, all materials on the open shelves can be borrowed.
- b) The Arabic and Islamic Collection is found on the right wing of the floor. This caters for the needs of the Departments of Arabic and Islamic Studies. All books can be borrowed out except those on the reserved collection.
- c) Research and Bibliographic Services Division is in-between the two wings (Science and Agriculture and Arts and Islamic Collections). Important research works for all programmes and levels and for further researches are all found here. Specifically, these comprise the following:
 - i) Undergraduate Projects
 - ii) Postgraduate Theses and Dissertations
 - iii) Previous issues of Newspapers and Magazines.
- d) Special Arabic Collection contains some classical Arabic textbooks and journals, as well as materials on the Sokoto Caliphate / Jihad. All the materials here are on closed access.

The ICT Facilities

State of the art ICT facilities for the enhancement of teaching, learning and research are provided in the Main, Law and Medical Libraries. The e-library and Internet Cafes for browsing, e-research and other related services to users are all under the ICT Division. The Division assists users in the areas of training, research, research work and other assignments relating to their academic work.

Opening Hours

The Library opening hours are as follows:

Period	Days	Opening Hours
During Semester	Monday-Thursday	8.00am - 10.00pm
	Fridays	8.00am - 1.00pm; 4.00pm - 10.00pm
	Saturdays & Sundays	8.00am - 6.00pm
	Public holidays	Closed
During Vacations	Monday - Friday	8.00am - 6.00pm
	Saturday	8.00am - 1.00pm
	Sunday & Public holidays	Closed

Admission to the Library

Those eligible for Library membership with full borrowing privileges and entitlements to other services are:

- a) Members of the University Governing Council;
- b) Members of the Academic and Research Staff, Senior Administrative/Technical Staff;
- c) Full time students of the University; and
- d) Part-time students of the University.

The University Librarian may admit such other persons on temporary basis. Application should be made in writing to the University Librarian stating reason (s) for which use of the Library is desired.

All students are expected to register with the Library. In doing so, they must submit registration *Form 02* duly signed by all those concerned, University identity card with confirmation of admission letter signed by the Registrar or his representative for newly admitted students. The continuing students are to submit registration *Form 02* and the University identity card. The number of cards issued depends on the category of members/users of the library: Senior members of staff ten (10) tickets, undergraduate

students four (4) tickets, Postgraduate students are issued with six (6) tickets, while Matriculation and Certificate /Diploma students are issued with two (2) tickets.

Part-time students are only issued with Library Membership Card without borrowing tickets.

Library Registration

Library registration is mandatory for all staff and students in order to benefit from the facilities and services of the Library. All must adhere to the following:

- a) No person will be allowed to use the Library without being registered. All Library users are registered annually at the beginning of every session. Library membership card must be shown before being allowed into the library.
- b) Students are registered by filling in the appropriate registration forms; and for the faculty members, by producing appointment letters and letters of introduction from their Heads of Department. Borrower's tickets and membership card will then be issued.
- c) All Library users must have their tickets with them when using the Library as they may be requested to produce them at any time by the Library staff.

How to Locate a Book in the Library

It is important to know and understand the basic system employed by the Library to organize its materials, so as to be able to trace or locate a material while in the Library. Basically, the Library Catalogue and classification marks/numbers are most relevant here.

The Library of Congress Classification Scheme

The Library materials are shelved in accordance with the classification scheme of the Library of Congress. The scheme aids in processing and organizing books/works in the Library. Each work is given a class mark, which indicates not only its subject division but also its place on the shelves. Class mark normally consists of one or two capital letters (the main subject division)

followed by the number, the sub-division of the main subject. It is also referred to as the location mark, in the form of Class Marks showing the locations of books, appearing always on the left hand side of the catalogue card.

The following represent some of the divisions and subjects in the Library's organization and arrangement of books on the shelves, according to the Library of Congress Classification.

Code	Title
A	<i>Reference Books and Generalia</i>
B-BF	<i>Philosophy and Religion</i>
BJ	<i>Ethics and Religion</i>
BL-BX	<i>Religion and Theology</i>
C-F	<i>History</i>
CB	<i>Civilization</i>
DA-DR	<i>Europe</i>
S	<i>Asia</i>
DT	<i>Africa</i>
EF	<i>America</i>
G	<i>Geography and Anthropology</i>
H	<i>Social Science and Economics</i>
J	<i>Political Science</i>
K	<i>Law</i>
L	<i>Education</i>
M	<i>Music</i>
N	<i>Fine Arts</i>
P	<i>Language and Literature</i>
PA	<i>Classics</i>
PE	<i>English Language</i>
PJ	<i>Oriental Language</i>
PL	<i>African Language</i>
PQ	<i>French Literature</i>
PR	<i>English Literature</i>
PS	<i>American Literature</i>

Code	Title
Q	<i>Science</i>
QA	<i>Mathematics</i>
QS	<i>Astronomy</i>
QC	<i>Physics</i>
QD	<i>Chemistry</i>
QE	<i>Geology</i>
QH	<i>Biological Sciences</i>
QK	<i>Botany</i>
QL	<i>Zoology</i>
P	<i>Biochemistry, Physiology</i>
QR	<i>Microbiology (Bacteriology)</i>
R	<i>Medicine</i>
S	<i>Agriculture</i>
T	<i>Technology</i>
X	<i>Arabic Literature (if separate from BJP)</i>
Z	<i>Bibliography, Library Science</i>

The Catalogue

This is also a system as well as a tool used by the Library to describe each book/item in the Library. Basic elements like author, title, place, publisher and year of publication, as the characteristics of such items are presented as entry information, like in a catalogue card. Many other forms of catalogues also exist too. The most Modern nowadays is the Online Public Access Catalogue (OPAC), which is computer generated bibliographic information.

Card Catalogue

The first thing to do when looking for a book is to consult the catalogue cabinet at the entrance/exit of the Main Library, or its branch libraries. The catalogue facilitates the efficient use of the library as it helps users to:

- a) Discover which books the Library has by a certain author or title (Author/Title Catalogue)
- b) Discover which books the Library has on a certain subject (Subject Catalogue).

Using the Catalogue and Class marks to trace and locate materials

There are two ways to search/ locate materials in the Library using:

- a) The Catalogue
 - i) Manual Card Catalogue as described above.
 - ii) The Electronic On-line Public Access Catalogue (OPAC). This is the electronic version of the manual library catalogue. Book and journal titles inputted/catalogued electronically. A library user needs to develop/determine his key / search terms. If any of such terms is entered, a range of information sources will be displayed on the computer monitor. The selection can then be made by title, author or subject. User can then go to enquiries and type the required query. All the items on such query will then be displayed showing location, dates and number of copies available in the Library.
- b) The Locations marks/signs: First, determine or know the author, title or subject of the material of interest. Then search through the manual catalogue or the OPAC to find the relevant/related catalogue entry, and then take note of the class mark of the same material from the same card. This will now guide the user to the very shelf that contains such a material.

How to Borrow Books

All borrowings are conducted through the Readers Services Division at the Circulation Desk (ground floor). Books to be borrowed are presented to the Library staff behind the counter. Students are to present their borrowers` tickets and Library membership card for each book they wish to borrow. In addition, they must show their identity card. Books taken out of the Library must be signed against the book card placed in the book pocket inside the front cover of each book. Each book will be stamped with date on or before which it must be returned. It is in the interest of the borrower to make sure that the Library Assistant crosses his/her name on the book card any time a book is returned.

Borrowers must as well be sure that their right cards are withdrawn and given back to them. The Library does not accept responsibility for the loss of any ticket in the Library. University staff may also be required to show their University identification cards and, Library lending card (s) when they wish to borrow. The book will be stamped with the date on or before which it must be returned. A fine is paid if it is not returned on time. Reminders of late return of books in the form of overdue notices are normally sent to the defaulters, but this is a courtesy that is extended to readers. Failure to receive one does not exempt the borrower from any fines. Borrowers greatly help other Library users and staff of the Library if they return books as soon as they finished using them; and not later than the last date stamped inside each book. If another reader requests a book on loan, it will be recalled after the first borrower has had it for one week.

Library users are reminded to be prepared to stop at the security checkpoint at the exit and submit all books and/or bags for inspection. The checks are carried out to safeguard the Library's property and the user.

Return of Books

- a) Books should be returned on or before the date the loan expires.
- b) Fines will be charged for overdue, damage or loss as follows:
 - i) Overdue: N200.00/day/book for staff. (N100.00 for postgraduate students and N50.00 for other students).
 - ii) Damage: estimated cost of repair not exceeding the current value of the book.
 - iii) Loss: Replacement or estimated three (3) times current value of the book lost is charged, with a surcharge of N5,000.00 to cover administrative cost of replacement.
 - iv) Loaned out books must be returned to the Library at the end of the academic session.
 - v) Loss of Borrowing Tickets/Library ID card: No replacement except on special cases approved by the

University Librarian, in which case a Police report and sworn affidavit may be required and payment of N500.00 only shall be made.

Recall

The Library, before the expiration of the loan, may recall books on loan to any reader. Such books should be returned at once. Failure to do so after three days from the date of the recall will attract a fine as in overdue cases (item b(i) above).

Borrowing during Vacation

Students, under special request from their Heads of Department, can be permitted to have up to two books on loan during semester break only. But this requires special application and approval to take away books for use outside the University Campus, which must be approved by the University Librarian. The approved books must be returned to the Library within the first week after vacation.

Other Library Services

- a) **Photocopying Services:** The Library is equipped with photocopying machines for photocopying. Photocopies of articles from journals and other reference materials are available in all the Libraries at subsidized charges.
- b) **Inter-Library Loan:** Inter- Library loan facilities exist between all the Nigerian University Libraries in the country so that materials not available at present in this Library may be obtained from other University Libraries either in the original or photocopy form. Likewise, interested users may be given introductory letters to facilitate access to the resources/services of other Nigerian Libraries.
- c) **Audio-Visual Services:** The Media Unit provides a range of services such as video / audio coverage, recordings of events, programmes for interested users at subsidized charges

Bindery

The University has a small Bindery Unit. The Unit was established so as to take care of repairs and binding of the Library's damaged

materials, including books, newspapers, journal articles downloaded from the Internet and other printing work. The Unit is restricted to the University Library staff only.

Library Rules and Regulations

All users are expected to abide by the following rules and regulations of the University Library.

Without prejudice to any sanction as may be specified below, the University reserves the discretion to deal as it deems appropriate with any Library user who **flagrantly** infringes on the following Library rules and regulations.

- a) The University Librarian may, as he deems expedient, suspend/bar any library user who flagrantly infringes the Library rules and regulations from the use of any or all of the Library services/facilities.
- b) Noise making is prohibited in the Library. Enquiries should be made quietly.
- c) Orderly conduct must be maintained at all times in all parts of the Library.
- d) Congregating in the lobby/ passage is strictly prohibited.
- e) All Library materials and equipment must be treated with care. Any damage occasioned must be reported at once. The University Librarian shall cause any user to pay the cost of repair/replacement of any damaged property.
- f) The person responsible for the cost of replacement estimated by the University Librarian shall pay for the book or other Library material lost, destroyed or damaged beyond repair.
- g) All Library materials taken out on loan by students must be returned by the end of each academic session or the date(s) due for return [whichever date comes earlier]. Violators will be surcharged as in overdue cases.
- h) Access to rooms marked “Staff Only” is prohibited to Library users.

- i) Library users must show their membership cards while entering the Library, when asked to do so by any member of the Library Staff.
- j) Library tickets are valuable and nontransferable. Every library user will be held responsible for the books or any material issued against his/her ticket.
- k) Books must be returned immediately on demand from the Library. They are issued out only with this strict understanding.
- l) Before leaving the University finally, each user must return to the library all books loaned to him/her along with the library membership card and tickets issued. Failure to do so is a breach of the regulation and shall deny him/her clearance.
- m) Marking or defacing of any kind of Library materials is strictly forbidden. Perpetrators shall, in addition to any other sanction, be surcharged.
- n) Brief cases, umbrellas, handbags and all unauthorized items must be left in the pigeon holes provided at the entrance. All items kept are at owners' risk.
- o) Library users must show all books in their possession to the Porter(s) when leaving the Library to ensure that all Library books have been properly issued out.
- p) Smoking, the use of matches, lighters, fire or naked lights, knives, razor blade, scissors and other dangerous objects and items are prohibited within the Library premises. Perpetrators will be rusticated from the University for a Minimum of two semesters.
- q) Library Users are prohibited from using any electrical apparatus or flash cameras in the Library without prior authorization by the University Librarian. Such items will be confiscated and scrutinized before reverting.
- r) All Library books and journals (except reserve books) shall be left on the reading tables; and readers should not shelve

them after use. Hiding of Library materials is also not allowed.

- s) Reservation of seat or any library materials in any manner is not allowed. Library staff shall remove books and other materials from any seat left unoccupied and allow another user of the Library to occupy same.
- t) Use of handsets and other audio-visual or electronic equipment in the Library by users is not allowed.
- u) Taking (including but not limited to any participation in series of events in furtherance of taking) any library material to any other place outside the library through whatever outlet or means without a prior formal authorization, permission or consent of the library staff on duty; or any form of mutilation of any library material shall attract EXPULSION from the University.
- v) No immoral (pornographic, morally abusive or obscene) materials, whether in hard or soft copy shall be carried into the library. Perpetrators shall be appropriately sanctioned.

Library Fines

Books should be returned on or before the date the loan expires. Fines will be charged for late return, damage or loss as follows:

- a) Late Return of Book (charges per day per book):
 - i) N200.00 for staff
 - ii) N100.00 for postgraduate students
 - iii) N50.00 for other students
- b) Book Damage: Estimated cost of repair not exceeding the current value of the book.
- c) Book Loss: Replacement or estimated current value of the lost book plus a surcharge of N5,000.00 to cover administrative cost of replacement.
- d) Book Recall: Before the expiration of a loan period, the Library reserves the right to recall books on loan from any user. Failure to comply after three days from the date of the

recall will attract a fine as reflected in cases of Late Return mentioned in item (I) above.

- e) Loss of borrowing ticket/Library Card: Lost borrowing tickets/library cards are not replaceable except where a special circumstance is proved (eg. fire outbreak, automobile accident or other unforeseen eventualities). The University Librarian may, where he deems expedient, approve replacement upon payment of N500.00 and presentation of a police report or sworn court affidavit.



Plate X: Bursary Department



Plate XI: Registry Department



Plate XII: Main Library (*Abdullahi Fodiyo Library*)

Chapter Three

ACADEMIC AFFAIRS

3.1 ADMISSION TO NON-DEGREE AND FIRST DEGREE PROGRAMMES

There are three modes of admission into the University:

- a) Universities and Tertiary Matriculation Examination (UTME) organized by Joint Admission and Matriculation Board (JAMB) for 4 year degree programmes, except for candidates admitted into LL.B., BMLS, B. Agric, B. Fisheries, B. Forestry, B. Pharm., BSc Nursing and BSc Radiology which run for 5 years, while DVM and MBBS degrees are 6 year programmes.
- b) Direct entry admission through JAMB into 3 year degree courses in the Faculties of Arts and Islamic Studies, Education, Science, Management Sciences and Social Sciences; 4 years for Law and Agriculture; and 5 years for DVM.
- c) Matriculation programme qualifies a candidate for admission into 4, 5 or 6 year (as indicated in a) above) science & science related programmes only.

All enquiries on available courses in the University should be directed to the Admissions Officer. Information on degree programmes can be obtained from the brochure published annually by the Joint Admissions and Matriculation Board (JAMB).

3.2 ADMISSION INTO POSTGRADUATE PROGRAMMES

Postgraduate programmes are advertised in national dailies at the beginning of every session. Except for Ph. D programmes into which admissions are conducted twice in a session, candidates for other postgraduate programmes are only admitted at the beginning of the session.

All enquires with regard to postgraduate courses should be referred to the Secretary, Postgraduate School.

3.3 CONFIRMATION OF ADMISSION AND REGISTRATION

3.3.1 Confirmation of Admission

All fresh students (Matriculation, UTME, Direct Entry, Certificate, and Diploma) whose names appear on the various admission lists should first present themselves to the Admission Officer for screening at designated centres. Students should come along with originals of their credentials (Result Slip and Official notification of results inclusive) and passport photographs. Successful candidates shall be issued with confirmation of admission letters and admission numbers. Similarly, postgraduate students are to report to the Postgraduate School for clearance. Students are to collect and fill in designated forms (MIS 01, 02, etc.)

3.3.2 Registration (using the system)

In order to do registration online, students are to interact with the University Portal using Computers. While it is possible to start the process of registration from anywhere in the world, physical presence of prospective student is necessary to complete the Registration.

The University will be making available more than 200 computers and a number of technical staff to assist students with the processes (including creating electronic passports) at the ICT Center and the University Library. Students are therefore, advised to use these facilities to create their account and other registration accomplishments. Registration using the UDUS Portal is divided into four parts:

Creating your Personal Information

In order to successfully create your personal information, you should readily have the following:

- a) An electronic copy of your passport photograph (not more than 2MB)
- b) Details about your date of birth
- c) Details of your qualifications, including your JAMB number/Matric number
- d) A valid email address (if you do not have one, you should open it before proceeding)
- e) GSM number
- f) Study programme offered to you by the University

To create your Personal Information, follow the following steps:

- a) Open the university website <http://www.udusok.edu.ng> and click the link UDUS portal located at the right hand side of the page.
- b) Upon opening the page, you would be requested to enter the Jamb number with which you were offered admission, to confirm that you are an admitted Student of UDUS. Once confirmed, the system will display the page for you to create your account. (Note that in creating your account any entry marked “*” by the field label must be filled before the registration can be complete and successful).
- c) Fill all information correctly, read through and proof read the information you have provided,
- d) Click the **Create New Account** button at the bottom of the screen to create and submit your information to the portal.
- e) Once the account is created successfully; a green message will be displayed at the top of the screen informing you about successful creation of the record. Your username and password will be printed. Carefully record these details. Pay attention to case sensitivity. You need them to log into the system. Same details and additional instructions are sent to the e-mail address you provided. ***It is very important to***

record your username and password. You are strongly advised to print this page.

Note:

- a) Make sure you fill all the information correctly, read and proof read your information before sending. Once you click Create new account to create your record, you cannot edit it until after confirmation.
- b) Ensure to print and collect your username and password, even if you are registering in commercial cafés, as you need them to log into the system and continue your process of registration. Students are strongly advised to use unique passwords, they can always remember upon changing their passwords, as further interaction with the online system would only be carried out with the password provided by the Student.
- c) Next stage is to present yourself to the confirmation officer at the Usmanu Danfodiyo University, Sokoto for confirmation.

Physical Presence of Prospective Student for Confirmation of Admission

In order to successfully complete this process, you need the following documents:

- a) Copy of evidence of admission into Usmanu Danfodiyo University, Sokoto
- b) Original and Photocopies of all your credentials
- c) 10 passport photographs
- d) Original and photocopy of your Certificate of Birth or Declaration of Age
- e) Local Government Indigene Letter

Present yourself to the confirmation officer at the confirmation venue in the University.

Note:

- a) The confirmation officer will use the originals of your documents to verify the information you provided while creating your personal information record and confirm your admission.
- b) On confirmation of your admission, two copies of confirmation letters will be printed for you to sign.
- c) The confirmation letter contains your admission number, a new email address and login details to your new email account. Further details and instructions will be sent to the new email account. (*Note:* at this stage, your new login username is your admission number, while the password remains the same).
- d) If your confirmation is not successful, you will be directed on what to do next by the confirmation officer.
- e) You can now proceed to pay your fees and register your courses. Note that you cannot register courses unless your fees payment is approved.

Payment of Fees

Once you receive your confirmation letter, you are ready to proceed to fees payment. To do this, retrieve your login details from your UDUS email account and log into the portal home page through the University website <http://www.udusok.edu.ng> and clicking UDUS portal located at the left hand side of the page.

- a) Click Pay fees from the menu at the left side of the screen. This will display list of all fee items payable according to your program of study and level. This is for information only.
- b) Click the button pay fees at the bottom of the screen to continue.
- c) A summary of all fee items will again be displayed. At the bottom of the screen will be the details of each fee item with total amount payable at the bottom of the table.

- d) Read the customer information at the bottom of the screen carefully.
- e) Click Send fee details for processing to complete this part of fees payment.
 - i) You can print your invoice by clicking the “print invoice”. You need the invoice to complete your fees payment at the designated bank.
 - ii) Once printed, you can proceed to any indicated banks on the invoice to make your payments.
 - iii) You need your confirmation letter and the invoice to complete payment at the bank.

Note:

You cannot be able to register your courses unless you successfully pay your fees. You shall receive a text message through your phone and email on confirmation of your payment, only then shall you proceed for courses registration.

Courses Registration

Once you pay your fees, the bank will automatically send the confirmation to the University Portal to enable your registration.

Contact your relevant department for any specific and/or general instructions about choice of courses before continuing with your courses registration.

For Courses Registration, proceed as follows:

- a) Log into the portal with your login details and click “**Registration**” at the left hand side of the menu. A list of courses offered by your department for your admitted program level will be displayed. The page will show two tables, one for 1st semester and the second for 2nd semester. Each table will display courses offered in each semester. Below each table will be a summary showing ***Minimum Credit Load, Maximum Credit Load*** and ***Selected Credit Load***. (*Note: you must register at least the minimum load and at most the maximum load*).

- b) Carefully note that core and compulsory courses have their boxes dimmed and contain a tick. This indicates that the courses are compulsory and not selectable. Courses with boxes not dimmed are electives that you need to choose from according to the instructions from your department.
- c) Select the required elective courses: Notice that as you click to select, the units of the course will automatically be added to your ***Selected Credit Load*** for each semester.
- d) Once you finish, click the submit button to complete your registration. (*Note:* your registration will not be stored in the database until you press “**Submit**” button).
- e) You can print a copy of your registered courses from the option “**My Courses**” from the main menu.

This Completes Your Registration Process

3.3.3 “Adding” or “Dropping” Courses

- a) “Addition” means registering a course (s) in addition to earlier course(s) registered.
- b) “Dropping” means removing a course (s) from a student's record of previously registered courses.
- c) The “Addition and dropping” of course (s) may be carried out during normal registration or within the first two weeks of the beginning of the Second Semester.
- d) Students wishing to “Add” and/or “Drop” courses are advised to contact their Heads of Department for proper guidance.
- e) It is the responsibility of students to ensure that they submit the add or drop forms to the Head of department except for students of Faculties of Agriculture, Law, Pharmaceutical Sciences, Medical Laboratory Sciences and College of Health Sciences who should submit to the Dean/Provost for proper documentation.

3.4 CHANGE OF NAME(S)

- a) Please note that students should register with the names by which they were admitted. The University does not normally approve change of names, but if a student wishes to change any part of his or her name(s), a Sworn Affidavit and appropriate classified advert in Newspaper must support such application before any approval could be obtained from the Registrar. ***Complete change of name(s) is not allowed by the University.***
- b) Any approved change of name should accordingly be communicated to the Student Affairs Division, the relevant departments and Faculties.
- c) Change of any part of students' name in the year of graduation is not allowed.

3.5 MATRICULATION CEREMONY

- a) Matriculation is binding on every student admitted into the University for the first time.
- b) To matriculate, each registered student must sign the matriculation register in accordance with the directives of the Registrar. Non-Matriculated (undergraduate and postgraduate) students are not *bona fide* students of the University.
- c) Matriculating students are presented by their respective Deans/Provost, while the Vice-Chancellor administers the Matriculation Oath. Students are made to ***“solemnly undertake and swear to observe and respect the provisions of Usmanu Danfodiyo University Laws, Statutes, Ordinances and Regulations which are now in force or which may from time to time be brought into force”***.

3.6 ORIENTATION PROGRAMME FOR FRESH STUDENTS

This exercise is conducted at the beginning of each session with the following objectives:

- a) To acquaint the new students with the University generally especially with its rules and regulations;
- b) Initiate a basis for useful and friendly contacts and understanding between new students, other students and the staff; and
- c) To provide new students with information on their obligations, and available students' facilities

3.7 ATTENDANCE OF LECTURES AND CONTINUOUS ASSESSMENT

- a) Students are expected to attend their prescribed course lectures punctually and regularly. The University has set seventy-five percent (75%) course lecture attendance as pre-requisite for sitting for examination.
- b) Continuous assessment ranges from 25% - 40% of the total points in the final examination.
- c) The University is not under any obligation to repeat course(s) and/or continuous assessment to student(s) who absent themselves from regular lectures and continuous assessments. In respect of continuous assessment (CA), the University may grant concession to students to write a make-up CA; or test as the case may be in special circumstances such as medical grounds and other approved leaves on application to the Dean/Provost of a student's Faculty/College/School.

3.8 LEAVE OF ABSENCE

- a) Students can apply to the Dean/Provost of Faculty/College/School for not more than one-year leave of absence if the need arises. Students may also apply for

special leaves such as maternity, to perform pilgrimage, etc. through the appropriate office of the University. However, such leaves are given without any academic concessions.

- b) Students who have genuine reason(s) to be away from the University may also apply for the suspension of their study for a specified period. iii. Students are advised to get in touch with the University immediately they have any genuine reason(s) that will warrant their absence from the University during a session. If the circumstance will not permit, as on health grounds the University may accept an application written on behalf of the student.

3.9 THE COURSE UNIT SYSTEM

- a) This is a system of study where courses are divided into levels and units, and students are expected to register a certain minimum number of credit units at a particular level to qualify for graduation. The system allows students to repeat certain failed courses at higher levels (carry over) within the limit approved by the University at that level. However, such failed course (s) should not be pre-requisite for courses at higher levels. With this arrangement, a student can graduate at his/her own pace but within the specified period of study approved by the University.
- b) Students of the College of Health Sciences and Faculty of Veterinary Medicine are not normally allowed to carry over failed courses but are allowed a second chance to re-write the examination as a Re-sit. Candidates who failed in second attempt would be asked to repeat the year or be withdrawn as the case may be.
- c) A unit is awarded to a course of 15 hours of lectures (or of 45 hours of practical) per semester.
- d) Students admitted into (BMLS, DVM and MBBS) are advised to seek clarification on the peculiar features of their training from the relevant Faculties.

Chapter Four

EXAMINATIONS AND GRADUATION

4.1 WRITING EXAMINATIONS ON HOSPITAL/SICK BEDS

- 1) A hospitalized or bedridden sick student within Sokoto metropolis may, through his/her physician, apply for permission to write examination on hospital/sick bed. The application should reach the Head of Department at least 7 days before the examination of the affected course.
- 2) The Head of Department shall, within 24 hours or the next working day of receipt of the application, forward his recommendation or observation to the Dean of his Faculty.
- 3) Subject to relevant factors including availability of facilities, the Dean may approve the application and notify the University Authority through the Registrar.
- 4) A copy of the approval shall be made available to the Chairman, Examinations Monitoring Committee, before the commencement of the examination for necessary action.
- 5) The approval shall be communicated to the student at least 24 hours to the examination.
- 6) A minimum of N1, 000.00 and a maximum of N5, 000.00 shall be paid by the student, being expenses for the conduct of the examination per paper.
- 7) Examination materials (question papers and scripts) for the student should leave the main examination hall at the commencement of the examination or so soon thereafter and should reach the hospital or the destination of the sick student within 45 minutes of the examination commencement.

4.2 GUIDELINES FOR RE-MARKING OF EXAMINATION SCRIPT(S)

- 1) A student who wishes to apply for his/her paper(s) to be re-marked, should do so within one week of release of examination results by his/her Faculty.
- 2) All requests for re-marking should be routed through the complainant's Faculty Board, which should, within two weeks of receipt of the complaint, conduct investigation into same before presenting to the Senate their findings and recommendation(s).
- 3) If the complainant is, however, not satisfied with the decision taken at this stage, he/she would then be at liberty to apply through the same channel for his/her script(s) to be remarked by an external assessor.
- 4) Where a student applies pursuant to the preceding clause, Senate is to approve the assessor on the recommendation of the Vice-Chancellor.
- 5) The assessor should be paid an appropriate honorarium to be determined by Senate.
- 6) The applicant student should pay, in cash and in advance, the full expenses for the re-marking (to be estimated by Registry) before his/her script(s) is/are sent out. The payment should be done within one week of Senate's approval of the assessor. vii. The verdict of the assessor, which shall be reported to the Senate for onward communication to the student, shall be final.

4.3 CALCULATION OF GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

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

- 1) Letter grades and grade points are earned from percentage scores in the final examination in a given course as shown in the Table above:
- 2) GPA and CGPA are not calculated for DVM and MBBS programmes nor are these degrees classified at the end of the training. For this reason, the minimum pass grade is a “C” for all courses and any score below fifty percent (50%) is graded “F”.
- 3) The performance of a student in a semester is reported as (GPA), while the overall performance at the end of the session (and/or at any point in his/her study programme) will be reported as CGPA.
- 4) A weighed Grade Point (GP) is determined for the performance in each course by multiplying the grade point obtained by the credit unit of the course.
- 5) Adding the weighed grade point obtained in all courses offered in that semester and dividing the sum by the total

value of credit of all the courses, determines the GPA for the semester.

- 6) Cumulative Grade Point is calculated by adding the weighed grade points obtained in all courses offered up to the end of a given session (and/or up to a point in a student's programme or end of the programme) and dividing the sum by the total value of credits of all courses at that point.
- 7) To qualify for a Bachelor's degree, a student must obtain a minimum number of credit units for each level of study (core and elective courses) and the total units required for his/her programme as well as the credit units for General Studies courses.

4.4 CLASSIFICATION OF DEGREES

CGPA	Class of Degree
4.50-5.00	First Class Honours
3.50-4.49	Second Class Honours (Upper)
2.40-3.49	Second Class Honours (Lower)
1.50-2.39	Third Class Honours
0.00-1.49	Fail

- 1) Degree classes will be designated with reference to Grade Point Average as shown in the Table above:
- 2) For classification of Diplomas and Certificates, students are advised to contact their respective Directors.

4.5 PROBATION, WITHDRAWAL AND INTER-FACULTY/PROGRAMME TRANSFER

- 1) If a student's GPA falls below 1.00 during one session, he/she would be placed on probation (warning period) in the hope that the student will improve in the following session.
- 2) If in the following session, the student's GPA still falls below 1.00, he/she shall be withdrawn from the programme.

- 3) If a student's GPA falls below 0.50 **at the end of any session**, he/she shall be withdrawn without any probation.
- 4) Students in DVM, MBBS, Nursing, Pharmacy, Medical Laboratory Science, Radiography and Dental Surgery are not normally placed on probation. Therefore, students undergoing these programmes are advised to contact their Faculties/College on conditions that may lead to withdrawal as a result of poor academic performance.
- 5) A student so withdrawn for poor academic performance in one programme may, on application, be considered for another programme; provided he/she obtains a CGPA of not less than 0.75 at the end of the probation period.
- 6) Application forms for such transfers are available in the Academic Secretary's Office upon payment of the applicable charges.

4.6 DEFERMENT OF SESSION OR SEMESTER

- 1) Any student wishing to defer a first or a second semester on **personal grounds** must submit application to that effect within or by the end of such semester (but before examination), while application for the deferment of a session on the same ground must be submitted within or by the end of first semester (but before examination). It should also be noted that the University does not permit two consecutive deferments on personal grounds.
- 2) Deferment on **medical grounds** may be perpetual until the student has been clinically certified fit.
- 3) All enquiries concerning deferment should be directed to the Office of the Registrar.

4.7 REGULATIONS GUIDING WITHDRAWAL FROM ACADEMIC PROGRAMMES

4.7.1 Voluntary Withdrawal/Transfer

- 1) The University has no objection to any student withdrawing from any programme voluntarily but the University is not under any obligation to accept such student into any other programme.
- 2) Nonetheless, only students from College of Health Sciences, Faculties of Agriculture, Law, Medical Laboratory Sciences, Pharmaceutical Sciences or Veterinary Medicine may be considered for transfer after he/she must have satisfied the following conditions:
 - a) He/she must have spent two (2) academic sessions in the former Faculty
 - b) He/she must present a letter of consent from the sponsor
 - c) He/she must present written evidence of interaction with the student adviser, or the University Guidance and Counseling Officer
 - d) He/she must present positive recommendation from Departmental and Faculty Boards attaching relevant minutes and other genuine evidence; and
 - e) (a-d) must be obtained before the expiration of registration period to facilitate registration of the accepted student.

4.7.2 Withdrawal Due to Academic Incompetence

For any student withdrawn due to academic incompetence from the College of Health Sciences, Faculties of Agriculture, Law, Medical Laboratory Sciences, Pharmaceutical Sciences or Veterinary Medicine to be considered on transfer to another Faculty, the following conditions must be satisfied:

- 1) At the end of the probationary period a student must have attained a CGPA of 0.75

- 2) Transferring student must satisfy the entry requirements of accepting Department/Faculty
- 3) Under no circumstance should a student be considered for transfer more than once throughout the period of his/her studentship
- 4) A student who fails to graduate after exhausting his/her maximum period of studentship will not be considered for transfer to any Faculty

4.8 SPILL OVER

- 1) Students who are not able to graduate at the end of their approved period of study shall be allowed to carry over such courses into the next session. This period shall be referred to as “First Spill Over”. All grades scored in that session shall be fully credited to the student and scored in the appropriate class of degree awarded.
- 2) Students who could not graduate at the end of their second or (for *professional courses*) third spill over would be withdrawn from the University.

It should be noted that the period of study of any undergraduate student shall not exceed the normal period prescribed for the study by more than four or six semesters. Diploma students have only two additional semesters.

4.9 GRADUATING WITH AN 'F' GRADE IN A COURSE

- 1) To graduate, the University expects students to pass all registered courses. However, in exceptional circumstances, they may apply to graduate with an “F” grade in an elective course irrespective of the session of registration of the course.
- 2) The application is made through the Head of Department and the Dean to the Chairman of Senate, provided the course is not a core course.

- 3) Such students are also expected to meet minimum requirements for graduation in terms of credit units at different levels
- 4) For other conditions required for the consideration of such applications, students are advised to contact their Heads of Department.
- 5) It should be noted that the provision is not a right but a privilege.

4.10 NOTIFICATION OF EXAMINATION RESULTS

- 1) The Dean of the Faculty shall communicate to the students as soon as possible, Senate approved results on the semester grade sheet/MIS grade slip
- 2) A student may also request, in writing to the Dean of the Faculty, for his/her result slip or semester grade sheet or statement of result (for postgraduate students) if the need arises
- 3) shall report immediately to the Head of Department or the Dean of the Faculty through Departmental/Faculty Examinations Officer any discrepancies in the grades communicated to them.

4.11 CONVOCATION CEREMONY

Convocation ceremonies are held from time to time as approved by the Senate and Council of the University. It is an occasion where graduates (having been found worthy in character and learning) are conferred with Certificates, Diplomas and Degrees of the University. In addition, honorary degrees may also be conferred on deserving personalities. The Ceremony is usually preceded by various events, which make up the convocation week.

4.12 ISSUANCE OF OFFICIAL TRANSCRIPTS OF ACADEMIC RECORD

- 1) The Registrar shall be responsible for issuing certified copies of the official transcripts of academic record.
- 2) Copies of the official transcript shall be sent on request only to institutions or to prospective employers or other appropriate agencies
- 3) No official transcript shall be issued directly to a student/graduate.
- 4) Transcripts shall only be issued on application to the Registrar, supported by the receipt of payment of applicable charges.

4.13 NATIONAL YOUTH SERVICE CORPS (NYSC) MOBILIZATION

The National Youth Service Scheme is compulsory for every Nigerian who is less than 30 years of age at the time of obtaining first degree, except employees of military and paramilitary organizations/service. For a graduate to be mobilized for the scheme, he/she is required to:

- 1) Present the original copy of his/her Notification of Results and University identity card to the Student Affairs Officer (SAO);
- 2) Obtain copies of the mobilization forms, and fill out as appropriate;
- 3) Return the filled forms with a photocopy of notification of result to Student Affairs Officer for processing;

In addition to (1-3) above, married female graduates who wish to apply for concessional posting to States of abode of their spouses would be required to present the following:

- 1) Letter from the employer of the husband
- 2) Marriage certificate or appropriate classified advert in a national daily newspaper

Upon receipt of the NYSC mobilization documents, the postings shall be placed on the notice boards at the Student Affairs Division, following which:

- 1) All successful prospective corps members shall present their original copy of the Notification of Results to the Academic Secretary for sealing;
- 2) Sealed copies of Notification of Results and University identity card shall subsequently be presented to the Students Affairs Officer to enable the prospective corps member collect his/her NYSC call up letter

(Note: *NYSC Call Up letters shall not be issued to persons other than the graduate*).

4.14 COLLECTION OF CERTIFICATES

Graduates wishing to collect their certificates are to present themselves to the Academic Secretary with the following:-

- 1) Original of the Notification of Results issued by the University
- 2) Students' Identity Card
- 3) A Clearance Certificate, duly signed by all the designated officers from the Student Affairs Division and the University Library.

(Note: *Certificate(s) shall not be issued to persons other than the graduate except (in special circumstances) the biological parent of the graduate*).

4.15 LIST OF ACADEMIC PRIZES

Details of these could be obtained from the Student Affairs Division.

Chapter Five

REGULATIONS GOVERNING CONDUCT AND DISCIPLINE OF STUDENTS

(NOTE: Except where the context suggests otherwise, any reference to a male gender in any part of these regulations includes the female gender and vice-versa.)

5.1 REGULATIONS GOVERNING GENERAL CONDUCT

- (i) Students are responsible for the care of their personal belongings. The University shall not be responsible for any damage to, or loss of personal effects of any student.
- (ii) Any breach of peace or social nuisance within the University premises should be reported to the appropriate University officer (such as porter, caretaker, matron, hall administrator, security officer etc.)
- (iii) Absence from lectures, tutorials or practical classes requires the approval of the Heads of Department and the Deans concerned.
- (iv) Students are prohibited from possessing, consuming or trading in alcoholic drinks, illicit drugs as well as any other intoxicant within the University premises and shall, on contravention, be rusticated for two semesters or one session and debarred from boarding in the halls of residence.
- (v) Students are prohibited from possession or trading in firearms and any other dangerous weapons within the premises of the University and shall, on contravention, be expelled from the University.
- (vi) Students are responsible for the conduct of their visitors within the premises of the University.

- (vii) Students and visitors may only be granted access into the campuses of the University after 10.00pm on proper identification.
- (viii) Visitors to the female hostels are not allowed to remain within the premises beyond 10.00pm.
- (ix) Students granted accommodation by the University in any of its Halls of Residence shall vacate the Halls at the last day of the session. Any overstay beyond the last day of the session without formal approval of the University, shall attract rustication for one semester or one session and loss of accommodation for the rest of the student's stay in the University.
- (x) All unauthorized vehicles and their owners should vacate the premises of the halls of residence before 10.00pm.
- (xi) Loitering around the halls of residence and shelterbelts beyond 10.00pm is not allowed. Violation of this provision shall attract a minimum of debarring from boarding in the halls of residence to a maximum of rustication for one semester or one session.
- (xii) Receiving visitors or visiting other students of opposite sex in any part of the University's Halls of Residence shall attract rustication for two semesters or one session and loss of accommodation for the rest of the student's stay in the University.
- (xiii) Unauthorized entry into any Hall of Residence occupied by other students of opposite sex shall attract a minimum of rustication for two semesters or one session (including loss of accommodation for the rest of the student's stay in the University) or a maximum of expulsion from the University.
- (xiv) Any utterance, act, graffiti, write up, publication (in print or otherwise) or sign specifically considered blasphemous, insulting, derogatory to any religion, creed or faith is strictly prohibited on campus. Violation of this provision

- shall attract a minimum of rustication for two semesters or one session or a maximum of expulsion from the University.
- (xv) Any scuffle or brawl in any part of the University premises is strictly prohibited and shall attract rustication for two semesters or one session, debarring from boarding in the halls of residence and forfeiture of University accommodation for the subsequent sessions.
 - (xvi) No student shall take the law into his own hands and shall, by so doing and without prejudice to the sanction attracted by his action, be rusticated for two semesters or one session.
 - (xvii) Any use, conversion or dealing with personal properties of another person within the University premises without due permission of the owner shall attract rustication for two semesters or one session.
 - (xviii) Where, pursuant to the misconduct described in xvi or any allegation of a crime committed within or outside the University premises (except allegations of traffic offences), a criminal prosecution is initiated before a competent court of law and conviction is secured against any student, such student shall, unless an appeal is pending before or the conviction has been quashed by an appellate court, be expelled from the University.
 - (xix) Any physical harassment to the body of another person within the University premises shall attract a minimum of rustication for two semesters or one session or a maximum of expulsion from the University.
 - (xx) Campaigning for or promoting the ideology of any political party or any candidate of a political party is prohibited on campus, and shall attract a minimum of rustication for one semester or one session.
 - (xxi) Use of any fake document in furtherance of securing admission into or gaining any undue advantage in the

University shall, irrespective of the student's level of study, attract expulsion from the University.

- (xxii) Belonging to or participating, within the premises of the University, in any activity of any unregistered or secret club, organization or association (by whatever name called) shall attract expulsion.
- (xxiii) Any immoral, indecent or disrespectful conduct capable of bringing the good name of the University to disrepute shall attract a minimum of rustication for two semester or one session or a maximum of expulsion from the University.
- (xxiv) Practicing sorcery, magic, voodoo, juju or any such related activities (by whatever name called) within the University premises is prohibited and shall attract a minimum of rustication for two semesters or one session or a maximum of expulsion from the University.
- (xxv) A repeat of any misconduct for which a student has been previously disciplined shall attract expulsion from the university.
- (xxvi) All regulations governing discipline of students shall apply to all students of the University including those students whose programme of study is conducted at other institutions or centres in affiliation with the University.

5.2 REGULATIONS GOVERNING CONDUCT OF EXAMINATIONS

- (i) The University Senate reserves the power, under the Act establishing the University and other subsequent amendments, to decide exclusively on all academic matters.
- (ii) At the end of each semester or when applicable, examinations are conducted for courses taught in various departments. Such examinations may take the form of written examinations, oral examinations, practical, clinical, submission and defense of written projects, etc. as approved by the University Senate.

- (iii) The time-table for the examinations may be fixed on any of the various notice boards in the University and the University website stating the time and venue of all examinations.
- (iv) Students with clashes of examinations based on the time-table should endeavour to immediately intimate their Departmental/Faculty Examination Officers for their information and possible action. However, the fact that a student has intimated the appropriate officers of the University of impending clashes in examinations or that the officers have not been able to provide a panacea to the clashes does not entitle the student to any remedy.
- (v) Continuous assessment shall be included in determining the final score of candidates in the examination results.
- (vi) Unless he has formally withdrawn from his course of study, a student who absents himself from any examination without approval of the University would be graded “**F**” for such course(s) and the grade(s) would be reflected in the calculation of his GPA for the semester or session.
- (vii) Subject to the approval of the Senate, the University may grant concessions to student(s) who could not complete or write all their examinations due to certified illness or other exigencies acceptable to the Senate. Where the Senate accepts any reason as genuine, it shall be at the discretion of Senate to determine the nature of concession(s) to be so given.
- (viii) The University may allow second semester registration in appropriate cases.
- (ix) Students who satisfy the requirements for examinations shall be issued with an examination card duly signed by an appropriate officer, which shall be presented to the invigilator in all examinations.
- (x) No student shall be allowed to enter the examination hall without the University identity card and examinations card.

- (xi) A student shall not be allowed to enter the examination venue if he is more than thirty (30) minutes late. However, a student may be allowed entry only at the discretion of the invigilator in consultation with the Head of Department or the Faculty Examinations Officer. Such cases shall be reported in writing by the invigilator to the Faculty Examinations Officer.
- (xii) A student shall not be allowed to leave the examination venue within 45 minutes after the commencement of the examination except under exceptional circumstances acceptable to the Head of Department or the Examinations Officer or the Invigilator.
- (xiii) No student shall leave the examination venue during the last fifteen (15) minutes of the examination.
- (xiv) At the point of entry or taking seat into an examination venue, a student shall draw the attention of the invigilator to any paper or material on his seat, table or on the floor around him to ensure that such materials are removed before the commencement of the examination.
- (xv) A student who arrives late shall not be granted an extra time.
- (xvi) Students shall, before the commencement of the examination, deposit all handbags, brief cases, books, handouts, etc. outside the examination venue or in front of the invigilator or at such places designated by the invigilator. Any student coming into the examination hall with material(s) other than writing materials) will be doing so at his own risk.
- (xvii) Students shall comply with all the instructions to candidates as set out on a question paper and answer booklet or other materials supplied.
- (xviii) Students shall comply with all lawful instructions given by the invigilator and other officers of the University charged with the responsibility of conducting examination.

- (xix) Students shall only use the answer booklet or other materials provided by the invigilator.
- (xx) All rough works shall only be done on the answer booklet and shall be crossed out neatly.
- (xxi) Supplementary answer sheets or booklets, even if they contain only rough work, must be neatly packed into the answer booklet.
- (xxii) At the end of the time allocated for an examination, a student shall gather his answer sheets or booklets neatly and shall hand them over to the invigilator. Every student is responsible for the proper return of his scripts.
- (xxiii) Unless specifically required to do otherwise, a student shall not write anything other than his admission number and name on the question paper.
- (xxiv) A student shall not write anything on his examination card.
- (xxv) Where a student requires the attention of the invigilator, he should raise his hand to indicate the need. Absolute silence must be maintained.
- (xxvii) Nursing mothers are not allowed to enter Examination Hall with their babies.
- (xxviii) Female students wearing face cover (Niqab) shall be appropriately identified before they are admitted into the Examination Hall and may subsequently be further identified during examination.
- (xxix) Any student sitting for an examination shall ensure that his examination card has been duly stamped and signed by the appropriate officer of the University.

5.3 REGULATIONS GOVERNING ACADEMIC MISCONDUCT

- (i) A student who, without a reason acceptable to the Faculty/College/School/Division Academic Misconduct Committee, fails to honour its invitation over an alleged academic misconduct on three (3) different occasions shall be expelled from the University.
- (ii) A student shall not take into an examination hall/room or have in his possession or make use of, during an examination, any pre-programmed electronic device, book, paper or any other form of scanned, printed or written material on any surface or object or audio recording, whether it contains information relevant to the examination or not except as may be stated in the rubric of the question paper, or as he may be specifically authorized to do so.
- (iii) Any student found with any item or material described in regulation (ii) above and which item or material contains information relevant to the examination being conducted shall be liable to expulsion.
- (iv) Any student found with any item or material described in regulation (ii) above but which item or material is not relevant to the examination being conducted shall be liable to rustication for two semesters or one session.
- (v) Taking a telephone handset (by whatever name called) into an examination hall/room or possession of same during an examination is strictly prohibited. Any student found to have taken into an examination hall/room or in possession of a telephone handset during an examination shall be liable to rustication for two semesters or one session; provided that the telephone handset was not found to be containing information relevant to the examination.
- (vi) Any student found to have taken into an examination hall/room or in possession, during an examination, of a

- telephone handset containing information relevant to the examination shall be liable to expulsion.
- (vii) Any attempt by any student to suppress, mutilate or destroy (by chewing, swallowing, burning or otherwise concealing) any evidence of academic misconduct shall attract a minimum of rustication for two semesters or one sessions or a maximum of expulsion from the University.
 - (viii) Students shall comply with all lawful instructions given by the invigilator(s) and other officers of the University charged with the responsibility of conducting examination. Refusal to comply with any such instruction shall attract rustication for one semester or one session.
 - (ix) Any student found, during a particular examination, with an unsigned or unstamped examination card or with an examination card stamped or signed by an unauthorized person shall be liable to rustication for one semester or one session.
 - (x) Any student found sitting for a particular examination without his identity card, examination card or any other document considered as a requirement for writing such an examination shall have his examination cancelled.
 - (xi) Any student found sitting or to have sat for a particular examination in any course not registered by the student shall be liable to rustication for two semesters or one session or a maximum of expulsion from the University.
 - (xii) Students shall sign the attendance register at the commencement of the examination and at the end while submitting his answer script. Failure or refusal to sign the register shall attract cancellation of the student's paper.
 - (xiii) Students shall use only the answer booklets provided by the Invigilator. Any student found in possession of any booklet other than that issued by the invigilator shall be liable to rustication for one semester or one session.

- (xiv) Any writing on the question paper other than the student's name and admission number shall attract rustication for one semester or one session.
- (xv) A student shall not remove out of the examination hall/room or mutilate answer script or any other material or paper supplied, whether used or not, except that he may, with the consent of the invigilator, remove from the examination hall/room, at the end of the examination, the question paper and such other items authorized by the invigilator. Any removal or mutilation of answer script by a student shall attract rustication for two semesters or one session.
- (xvi) Until students are allowed to leave the examination room, no copy of any question paper shall be removed from the examination hall/room. Any student who removes any question paper from the examination hall/room before the time students are allowed to leave the examination hall/room shall be liable to rustication for one semester or one session.
- (xvii) In the event that a student, for good cause, has to leave the examination hall temporarily, he shall be accompanied by, at least, an invigilator or a security staff on duty.
- (xviii) A student who sits for another person or partakes in any series of events in furtherance of having any other person to sit for another or exchanges answer scripts with another person during any examination conducted by this University shall be expelled.
- (xix) Giving or accepting any assistance (short of the circumstances described in iii and xvii hereinabove) from within or outside the examination hall/room in the course of writing an examination shall attract rustication for one semester or one session.
- (xx) Smoking inside the examination hall/room shall attract rustication for one semester or one session.

- (xxi) Talking with any other student in the course of the examination without permission of the invigilator shall attract rustication for one semester or one session.
- (xxii) Any offer, gift, promise (including inducement of any sort), threat or blackmail to an invigilator, lecturer, examiner, or any other officer connected with an examination, either before or after the examination shall attract a minimum of rustication for two semesters or contact session to a maximum of expulsion.
- (xxiii) Examination misconduct shall, for the purposes of these regulations, include:
 - a. Substitution of or alteration of answer scripts by any means after it has been submitted to the invigilator at the end of the examination.
 - b. Gaining access (through whatever means) to answer script(s), marking scheme, records of performance or any such examination document in possession or under the custody of any examiner, lecturer, invigilator or any other officer having anything to do with marking or evaluation or assessing and/or processing the result/performance of student.
 - c. Obtaining, procuring or possessing by any means, a preview of questions prepared for any examination in the University before its due date and time.
 - d. Any similar or ancillary act which the Vice-Chancellor may, from time to time, consider as academic misconduct.
- (xxiv) Any examination misconduct pursuant to any of the acts listed in xxiii above shall attract a minimum of rustication for two semesters or one session or a maximum of expulsion.

- (xxv) Any period of rustication shall count in the computation of the maximum period for completion of a programme of studies.
- (xxvi) Any student found to have facilitated the commission of any academic misconduct shall be liable to a similar punishment as in committing the misconduct.
- (xxvii) Any misconduct in continuous assessment test, assignment, tutorial paper, seminar paper or any other form of academic assessment by whatever name called, shall be an academic misconduct within the context of these regulations. The relevant provision relating thereto shall therefore be applied.

Note: *LAW STUDENTS should additionally note that, for the purposes of admission into the NIGERIAN LAW SCHOOL, the Council of Legal Education has, in relation to any misconduct committed by LAW GRADUATES while at their respective Universities, made the following directives:*

- a. *Where an applicant makes a disclosure of misconduct, he may be considered for admission after five (5) years from the year of graduation.*
- b. *Where an applicant failed to make a disclosure of misconduct, he may be considered for admission after ten (10) years from the year of graduation.*
- c. *Where an applicant makes a disclosure of a criminal matter, that is not examinations or academic related, he will be denied admission but with leave to re-apply after ten (10) years from the year of graduation.*

5.4 GENERAL PROCEDURE RELATING TO ALLEGATIONS OF MISCONDUCT

- i. For the purposes of the above Regulations, an academic misconduct shall include such misconducts committed during an examination, test, assignment, tutorial paper,

- seminar paper or any other form of academic assessment by whatever name called.
- ii. An Invigilator, Examination Monitoring Committee Member or a Security Staff present at the venue of any examination shall have the authority to confiscate any unauthorized document material or device found in possession of any student and shall duly forward same un-tampered to the appropriate officer or authority for necessary action in accordance with these regulations.
 - iii. A student accused of any misconduct shall be at liberty to write or decline writing his own statement at the point of the accusation or thereafter.
 - iv. A student accused of any misconduct shall be invited to appear before the appropriate Misconduct Committee on such a date and at such a time as the Committee may fix.
 - v. The service of any invitation to any student pursuant to an allegation of any misconduct shall be by personal service to the student through his department. If, however, personal service could not be effected to the student, the invitation shall be pasted on a conspicuous Notice Board within the premises of the student's Faculty, College, School, Division or Centre.
 - vi. A student accused of any academic misconduct shall be heard in his own defence and shall be at liberty to call his witness(es) within a reasonable time.
 - vii. In the event of any dispute arising as to whether or not a student sat for an examination and/or submitted his answer scripts, the signatures on the attendance register shall be conclusive proof thereof.
 - viii. Unless otherwise approved by the Vice Chancellor, any alleged academic misconduct shall be tried by the Academic Misconduct Committee of the Faculty, College, School, or Division where the course concerned is offered.

- ix. Save with the approval of the Vice Chancellor, any case of academic misconduct against any student shall be concluded within the semester following the one in which the misconduct is alleged to have taken place.

5.5 OTHER REGULATIONS

5.5.1 Identity Cards/Identification

- 1) Possession of University identity cards by students is compulsory.
- 2) Any student who refuses to comply with any instruction given by any University security staff within the University premises shall be punished as the University deems appropriate.
- 3) A student must identify himself/herself by providing his/her identity card when required to do so.
- 4) Identity card is to be obtained from the Student Affairs Division on payment of prescribed fees.
- 5) Students who do not have identity card may be denied University facilities or other benefits meant for students.
- 6) Upon completion of their studies or termination of studentship, the identity card should be surrendered to the Chief Security Officer or any other officer designated on that behalf.
- 7) Students who have vehicles may be required to register their vehicles with any University security post
- 8) The University security reserves the discretion to verify the identity of any passenger in any vehicle, search any vehicle or refuse to allow suspicious vehicles (including those with tinted glasses) into the University.

5.5.2 Dress Code

Nudity and all forms of indecent appearances are strictly forbidden in any of the University Campuses.

Students should note that while on campus:

- 1) They should always appear neat and tidy.
- 2) Wearing of any un-buttoned, half-buttoned or shirts that expose the chest is prohibited.
- 3) Wearing tight fitting tattered or transparent dress, sleeveless or short blouse, heavy make-up, and excessive use of jewelry is prohibited.
- 4) Female students are not allowed to wear shorts/miniskirts outside their halls of residence.
- 5) It is forbidden to attend classes and other academic functions wearing shorts, worn out or sliced trousers/skirts; or wearing dresses with provocative, insulting or rude messages; or with coloured hair.
- 6) Male students are not allowed to wear earrings and necklaces. They are also prohibited from perming, weaving, colouring, braiding, fading or curling their hair.
- 7) Wearing of dark glasses during lectures (except on medical grounds) is prohibited.
- 8) Contravention of any of the above attracts punishment as the University deems appropriate.

5.5.3 Students' Clubs, Associations, Societies, Unions, Etc.

- 1) There are various types of clubs and associations in the University. The umbrella organization for all clubs and associations is the Students' Union. Details of clubs, societies and associations in the University can be obtained from the Student' Affairs Division. ii. All associations/clubs shall operate in the University under the supervision of the Dean of Students' Affairs.

- 2) All associations/clubs/societies shall apply to the Dean of Student Affairs for registration or renewal of registration at the beginning of each session.
- 3) The Student Affairs Division would publish the list of successful clubs/associations/societies approved to operate in the University for each session
- 4) Students who operate unregistered associations shall be expelled from the University.
- 5) Only students with a minimum CGPA of 3.0 in the preceding session shall be eligible to contest for elective office (s) of registered students' associations. However, candidate (s) for Students Union elections shall attain a minimum CGPA of 3.5 in the preceding session.
- 6) Elections and handing over to newly elected officers of registered students' associations should be completed at least two weeks to the beginning of the second semester examinations. In addition, there should be a formal handing over notes from one administration of the association to the other, and a copy should be forwarded to the Dean of Students' Affairs.
- 7) A copy of the statement of account at the point of taking and handing over should accompany the notes
- 8) Invitation of dignitaries and guests by students' associations to the University shall be with the permission of the Dean of Students' Affairs
- 9) Request for permission to host any programme in the University by a student/group of students/associations should reach the Dean of Student Affairs at least one week to the proposed date of the programme.
- 10) All associations should notify the Dean of Students' Affairs when conducting election of their executive members

- 11) Except on medical or disciplinary grounds, all officials of the Students Union Executive Council MUST be resident in the Hall of Residence.
- 12) Convoy of cars during rallies within and outside the University is prohibited. Candidates organizing such rallies may be disqualified or/and liable to a semester/contact session rustication.

5.5.4 Solicitation/Collection of Money/Levy

- 1) Individual students or students' organizations shall not solicit for donations in respect of any function organized by them within or outside the University except with the express permission of the Dean of Student Affairs and upon the recommendation of their Staff Adviser.
- 2) Registered students' associations are allowed to charge a token as registration or annual dues from their members. However, the charges shall be within the limit approved by the University Management.
- 3) Whenever it is considered necessary to charge a certain sum to cover the expenses for programme (s) organized by students' associations, printed tickets for programme (s) may be offered for sale on the approval of the Dean of Students.
- 4) The Executives of any association that contravene the regulations on collection of money shall be dissolved forthwith, in addition to any disciplinary measure deemed fit by the University.
- 5) Any student or group of students who collects money or donation under any false pretense shall be expelled from the University
- 6) Withdrawal of money from the account of students' associations requires express permission of Staff Adviser (s)
- 7) Any student or group of students who embezzles, mismanages or fails to account for any money or property

(under his/her or its custody) belonging to a registered union, association, club, society or the Students Union shall refund the money, replace the property or pay its value otherwise have their Notification of Results and NYSC call-up letters withheld or (where suitable) be liable to a minimum of two semesters/contact sessions rustication or a maximum of expulsion.

NB: *A student rusticated for one semester in the first semester will have the portal opened to enable him/her register in the second semester of the session.*

5.5.5 Students' Publications

- 1) The University encourages publication of professional and academic based journals and magazines by Students' Associations, Clubs, etc.
- 2) All regular publications must first be registered with the Dean of Student Affairs before any issue can be approved for publication. The registration is subject to renewal every session, and no issue should be produced in any session until the registration has been renewed.
- 3) All writers and authors who are members of registered organizations must sign an undertaking governing their conduct.
- 4) Publication of libelous articles or cartoons against fellow students, staff or the University authority is prohibited.
- 5) Publications or cartoons shall carry full names and addresses of the writers/publishers; who shall bear full responsibility for such publication(s).
- 6) Use of pen names is prohibited in any publication or cartoon.
- 7) All occasional publications including notices, letters, etc. for the mass media pertaining to the University require approval of the Vice-Chancellor through the Dean of Students' Affairs.

- 8) Failure to abide by the above provisions shall lead to rustication of the writer(s) for two semesters/contact sessions and proscription of the association(s).
- 9) Pasting of posters/notices etc on University buildings is strictly prohibited. Only designated places should be used.
- 10) Failure to comply with (9) above attracts appropriate punishment.

5.5.6 Sports and Sporting Equipment

- 1) Students are encouraged to participate in sporting activities.
- 2) Sport equipment may be issued to students whenever necessary, be it on individual or club basis or through associations/societies
- 3) Any student who fails to return sporting equipment issued to him/her at the stipulated time will be made to pay a prescribed fine
- 4) In the event of loss of any equipment issued to student (s) or club (s), the student (s) or club (s) shall be made to replace same or bear the replacement cost of the lost equipment including its cost of transportation.

5.5.7 Transportation

- 1) Transportation to and from the campuses of the University is the sole responsibility of each student. The University may, at its discretion and subject to any conditions it may wish to stipulate, provide buses and encourage private transport companies to operate between the campuses.
- 2) The University operates a Bus Service Scheme and students shall be charged a transport fare as shall be determined from time to time.

- 3) The University shall, as it deems appropriate, sanction students who assault a driver, conductor or any bus service staff.
- 4) Any student who tampers with or damages any part of the vehicle or obstruct its movement shall be rusticated for two semesters/contact sessions and pay for damages.
- 5) Students are required to conduct themselves in an orderly manner when boarding/alighting buses.
- 6) All students plying the University roads shall observe all traffic rules and regulations, including the speed limits. Violators within the University premises may, in addition to any other disciplinary measures deemed fit by the University, have their vehicle barred from plying any of the University roads.

5.5.8 Relationship with Employees of the University

- 1) Students **MUST** respect and maintain a respectful relationship with all the staff of the University.
- 2) Students shall not challenge or dish out any order or instruction to any staff of the university, irrespective of the status of that staff.
- 3) All complaints about any staff or the performance of his/her duties shall be reported to appropriate officers.
- 4) Insult, embarrassment, humiliation, harassment or confrontation of any member of the University Staff shall lead to a minimum of two semesters/contact sessions rustication or a maximum of expulsion from the University.

5.5.9 Demonstration

- 1) Students may demonstrate peacefully on the University premises on non-academic matters that affect their welfare provided that a written notice is given to the Registrar to

reach him not later than 24 hours before such demonstrations and a formal approval is obtained.

- 2) Demonstrations by students outside the University campuses shall not be organized or initiated from within the University premises or under the guise of the University.
- 3) In all demonstrations, it shall be the responsibility of the students to see that all relevant laws of the University as well as the country are complied with.
- 4) Demonstrations directed against individual members or groups in the University community are not allowed.
- 5) Demonstrations are not allowed in staff residential areas.
- 6) Violent demonstrations, for whatever reasons, are strictly prohibited within the premises of the University.
- 7) Contravention of any of the above provisions shall attract any sanction deemed expedient by the University.

5.5.10 Mail

The University shall not be responsible for any missing mail.

Chapter Six

REGULATIONS GOVERNING HALLS OF RESIDENCE

6.1 ELIGIBILITY FOR UNIVERSITY ACCOMMODATION

- 1) Only *bona fide* registered students of the University are eligible to live in Halls of Residence.
- 2) Accommodation is a privilege not a right. iii. The University prioritizes accommodation of students in accordance with the categorization below (on first-come-first-served basis):
 - a) Physically challenged student
 - b) Students Union Executives
 - c) Foreign students
 - d) Fresh students (Regular Undergraduate & Postgraduate)
 - e) Final Year Students (Regular Undergraduate & Postgraduate)
 - f) Outstanding Sportsmen and Women not covered above.
 - g) Other students

Fresh students wishing to board in the University Halls of Residence are to apply online through the Bed Space Allocation Committee. However due to the limited number of bed spaces, applications would be treated on first-come-first-served basis. Successful applicants would additionally be informed of the rules and conditions of room occupancy on the notice boards and the University website.

6.2 HALL OF RESIDENCE AND ROOM ALLOCATION

Conditions of Allocation & Occupancy:

- 1) Hall allocation, which is the responsibility of the Dean of Student Affairs, may be discharged through the Bed Space Allocation Committee chaired by the Deputy Dean.
- 2) An interested student shall apply online to the Bed Space Allocation Committee.
- 3) Before the final room allocation, all students on the tentative allocation lists are expected to pay appropriate accommodation and hostel maintenance fees to the University through some designated banks. An assigned officer from the Bursary Department shall issue receipt upon confirmation of payment.
- 4) The student shall present the receipt of payment and collect a duly signed bed space allocation document from the Hall Administrator to the Hall Porter, Caretaker or Matron for proper checking into the room.
- 5) It is mandatory on all students who occupy rooms allocated to them to be responsible for the care of the University properties in the rooms.
- 6) A student, once allocated a bed space for the session, is required to maintain the bed space for the session. However, in exceptional circumstances transfer from one room to the other may be allowed on the approval of the Hall Administrator e.g. (on Medical grounds).
- 7) Only a student in whose favour a bed-space is allocated shall have the right of occupancy. "Squatting" is not allowed. It is the responsibility of the authorized occupants to report any "Squatter" to the Hall Porter, Caretaker or Matron. Failure to do so may lead to their loss of right of occupancy without any compensation.

- 8) Students allocated a room shall not move in until a day before the beginning of the session and move out on the last day of the session.
- 9) A student who decides on his/her own to vacate the hall or is ejected from the hall or expelled from the University during the semester shall not be entitled to any rent refund and cannot transfer his/her allocation to another person.
- 10) The right to occupy a space or a room is not transferable.
- 11) Subletting of bed space is prohibited. Contravention of this shall attract rustication for one semester.
- 12) Pets are not allowed in hostels. Contravention attracts ejection from the hostel.
- 13) The University reserves the right to eject any student found trying to cause breach of peace in the hall of residence at any given time.

6.3 UNIVERSITY PROPERTY

- 1) The student(s) shall pay in full for any willful or reckless damage to University property. Dismantling double bunks will necessitate summary ejection from the hostel, including forfeiture of accommodation fees.
- 2) At the end of each session, resident students are required to return all University properties, including keys, to the Hall Administrator. Failure to check out properly attracts a penalty of N1000.00 in addition to paying for any loss or damage occasioned.
- 3) It is a misconduct attracting ejection from the Hall for any student to remove from within the common room, any item (including any furniture, musical instrument etc) provided for use only in the common room, to any other place within the confines of the Hall.

6.4 USE OF APPLIANCES

- 1) All electrical appliances and other personal effects such as beddings to be used in the hostels must be registered with the Hall Administrator and Security Division. The University will confiscate appliances not registered.
- 2) Gas cookers, Air conditioners, refrigerators, hot plates/rings and other electrical appliances must not be used in hostel without approval of the Dean of Student Affairs. Contravention of this regulation shall attract seizure and eventual forfeiture of the prohibited item. Cooking stoves and other acceptable cooking devices as approved by the University must not be used in rooms, toilets or stores.
- 3) Use of radio, musical set, etc. is allowed but the appliances should be played at such a level of sound as not to inconvenience other members of the hall.
- 4) The use of radio/television sets and musical instruments are, in addition to the condition in 3 above, only allowed between 6.00 a.m. and 11.00 p.m. Any student, who inconveniences other students by violating this regulation, will lose his/her right to occupancy of his/her room without any refund.
- 5) Playing musical instruments within the Halls of Residence, classes and other academic areas without permission is prohibited. vi. Cooking is not allowed inside the rooms. All cooking activities should be done in areas designated for that purpose. Contravention of this regulation shall attract ejection from the hostel and, if any damage has been done, the damaged property of the University shall be repaired or replaced. vii. Contravention of the above or any other instruction of the Porter, Caretaker, Matron or Hall Administrator shall attract ejection from the hostel and replacement of any damaged property of the University.

6.5 SANITATION

The University attaches a great deal of importance to cleanliness of University premises. Thus:

- 1) Occupants should keep their rooms clean and tidy at all times. All students must maintain high standard of sanitation and neatness in the hostels.
- 2) Maintenance of high standard of personal hygiene is expected at all times from all students.
- 3) All students should make maximum use of the waste baskets provided by the University. Likewise, the dustbins provided along the corridors should effectively be utilized.
- 4) Taps should not be left running and hard substances should not be used or thrown into the toilets. Only tissue paper and water should be used.
- 5) Blockages of pipes, drainages, toilets, basins, baths, etc. should be reported to the Porters/Matrons or the Caretakers immediately.
- 6) Washing of cloths and cooking utensils in the hand basins or bathrooms or corridors is not allowed. Students should use the appropriate places provided.
- 7) Failure to comply with (1) – (4) above shall attract ejection of the student(s) concerned from the hostel.

6.6 ROOM OCCUPANCY DURING VACATION

Permission to remain on campus during vacation is to be obtained from the Dean of Student Affairs on the recommendation of the appropriate department or unit. However, students should note that permission to remain in hall of residence is a privilege, not a right.

6.7 HEALTH

Sick students should, without delay, go to the University Clinic. Whenever a student is seriously ill and could, consequently, not be

able to take him/herself to the Clinic, he/she should send a report to the Porter, Caretaker, Matron, and the Hall Administrator or to fellow students for immediate assistance. Contact could also be made with the Clinic by using the emergency lines provided (See the notes on Health Services Department).

Chapter Seven

THE STUDENTS' UNION

7.1 THE STUDENTS' UNION MEMBERSHIP OF UNIVERSITY COMMITTEES

The Students' Union is represented on the following University Committees:

- 1) Students Welfare Committee
- 2) Students Disciplinary Committee
- 3) University Ceremonies Committee;
- 4) University Health Service Management Committee;
- 5) University Library Committee;
- 6) University Prizes and Scholarship Committee;
- 7) Committee on Sexual Harassment;
- 8) University Sports Committee;
- 9) University Bus Service Management Committee; and
- 10) Social Ethics Committee.

7.2 THE STUDENTS' UNION CONSTITUTION

Preamble

We, the students of Usmanu Danfodiyo University, Sokoto having firmly and solemnly resolved to:

- 1) Establish a well-structured Student Union geared towards the promotion of academic excellence and general welfare of the students of Usmanu Danfodiyo University, Sokoto (UDUS) throughout its campuses;
- 2) Promote peaceful co-existence and mutual understanding among students and members of the University community; and

- 3) Uphold the ideals of fundamental human rights and achieve the Union's objectives through legitimate means:

DO HEREBY ENACT and give unto ourselves the following Constitution:

ARTICLE I: SUPREMACY OF THE CONSTITUTION

The provisions of this constitution supersedes every other law governing students unionism in Usmanu Danfodiyo University, Sokoto, enacted by students of this University and its provisions shall have a binding effect on all members of the Union.

ARTICLE II: NAME AND MOTTO OF THE UNION

- 1) The Union shall be known and addressed as the Students Union (hereafter referred to as SU) Usmanu Danfodiyo University, Sokoto.
- 2) The motto of the Union shall be *Aluta Continua, Victoria Acerta*

ARTICLE III: AIMS AND OBJECTIVES

The Union shall strive to:

- 1) Promote social, intellectual, cultural and sporting activities of the students of the University;
- 2) Enhance the good image of the student body and the University;
- 3) Foster mutual co-existence and understanding amongst students of the University, other members of the University community and the general public;
- 4) Promote and maintain co-operation with other national and international institutions of higher learning;
- 5) Uphold and propagate the ideals of fundamental human rights;

- 6) Undertake community development project(s) to the benefit of the University Community and the society at large;
- 7) Undertake commercial ventures and promote entrepreneurship amongst the students of the University; and
- 8) Achieve the Union objectives through legitimate means.

ARTICLE IV: MEMEBERSHIP

- 1) Membership is open to all registered regular students of the University.
- 2) Membership shall be confirmed through the payment of annual membership dues.
- 3) Students undertaking courses under the University consultancy services, University outreach centres and affiliated institutions shall not be considered for membership.

ARTICLE V: ORGANS OF THE UNION AND THEIR FUNCTIONS

There shall be for the Union:

A. The Congress

B. The Executive Council

C. The Legislative (Students Representative Assembly) (herein SRA)

A. The Congress

The Congress shall:

- 1) Consist of all the registered students of the University who subscribe to Union dues;
- 2) Be the supreme body of the Union from which the Students Representative Assembly and Executive Council derive their authority;
- 3) Have the speaker as its Chairman;

- 4) Channel their contributions, grievances and suggestions through their representatives in SRA; and
- 5) Have the right to recall any of their representative(s) in SRA as provided by the constitution.

B. The Executive Council (hereinafter referred to as the Exco)

The Executive Council shall be composed of:

- 1) President
- 2) Vice-President I
- 3) Vice –President II
- 4) Secretary-General
- 5) Assistant Secretary-General
- 6) Public Relations Officer I (PRO I)
- 7) Public Relations Officer II (PRO II)
- 8) Financial Secretary
- 9) Treasurer
- 10) Director of Socials
- 11) Director of Sports
- 12) Director of Sales
- 13) Food Director
- 14) Director of Protocol
- 15) Welfare Officer

The functions of the Exco include:

- 1) Promoting the aims and objectives of the Union
- 2) Custody of the Union's property;
- 3) Presentation of the Union's view to the University authority;
- 4) Employment, promotion or termination of appointments of the staff of the Union after due consultation with University authorities in accordance with the relevant Labour Laws;

- 5) Preparation of annual budget and presentation of it to the SRA for approval; and
- 6) Approval of the appointment of members of all standing committees.

The Exco shall meet as provided hereunder:

- 1) The President shall convene the meeting of the Exco
- 2) It is mandatory on the Exco to meet at least once in a month;
- 3) Extraordinary meetings of the Exco shall be held at the directive of the President whenever necessary or at the request of one-third of the members of the Exco;
- 4) The two-third of the members shall form a quorum; and
- 5) Any member of the Exco who absents himself/herself for three (3) consecutive times shall be suspended for one month and be reabsorbed upon an undertaking of good behaviour.

Duties of Members of the Executive Council

1. The President

The President shall:

- a) Be the Chief Executive and Spokesman of the Union and shall issue press releases on matters other than those dealt with by the PRO;
- b) Preside over the meetings of the Exco
- c) Summon through the Secretary-General all meetings of Exco;
- d) With the approval of the Exco, request the Speaker to summon ordinary/joint and emergency meetings of the SRA/Exco and the congress;
- e) Request for the transfer of money into the union's accounts in consultation with the University authority, following the resolution of the Exco and ratification by the SRA;
- f) Shall be a signatory to the Union's Account; and

- g) Keep a monthly impress of N2,000 (Two thousand naira) subject to retirement of the previous allocation.

2. The Vice-President

The Vice-President shall:

- 1) Assist the president in all duties and act in his or her absence;
- 2) Undertake the Registration of Clubs/Associations with the Student Union;
- 3) Perform any other duty assigned to him/her by the President; and
- 4) One of the Vice Presidents shall be assigned the duty of catering for Students of the City campus complex and other campuses of the University outside the main campus and shall be elected from amongst the students of such campuses.

3. The Secretary-General

The Secretary-General shall:

- 1) Take and keep minutes of all meetings of the Exco
- 2) Compile a quarterly report of the Union's activities for the approval of the Exco and publish it for the information of the members of the congress;
- 3) Be the head of the Secretariat;
- 4) Keep all records on the Union's internal and external correspondences;
- 5) Be responsible for writing and replying all internal and external letters on behalf of the Union, except those dealt with by the other officers;
- 6) Be responsible for the safe-keeping of all the Union's documents excluding those of finance;

- 7) Perform any other duties assigned to him/her by the Exco; and
- 8) Ensure the welfare of the Union's staff.

4. The Assistant Secretary-General

The Assistant Secretary-General shall:

- 1) Assist the Secretary-General in all his/her duties and act in his/her absence;
- 2) Serve as the liaison officer of the Exco to the SRA; and
- 3) Perform any other duty assigned to him/her by the Exco.

5. The Public Relations Officer (PRO)

The Public Relations Officer shall:

- 1) Invite the press when policy statements are to be made by the President with the approval of the Exco;
- 2) Co-ordinate internal and external publicity of the
- 3) Union's activities
- 4) Serve as a link between the Exco and the University (through the Student Affairs Division) and with press clubs and cartoonist;
- 5) Be the Chairman of Publications Committee and nominate its members subject to approval by EXCO;
- 6) Be in-charge of Union's communication facilities
- 7) Perform any other duty assigned to him by the Exco; and
- 8) One of the Public Relations Officers shall be assigned the duty of catering for Students of the City Campus complex and other campuses of the University outside the main campus and shall be elected from amongst the students of such campuses.

6. The Financial Secretary

The Financial Secretary shall:

- 1) Be the Chairman of the Finance Committee and nominate its members subject to approval by EXCO;
- 2) Keep record of all subscriptions and dues paid to the Union;
- 3) Shall keep a published record of the names of financial members of the Union;
- 4) Liaise and issue vouchers for the Union's finances; such vouchers being countersigned by the President, the Treasurer and the recipient (In the event that the voucher exceeds fifty thousand naira only (N50,000.00), the Dean of Student Affairs shall counter-sign the cheque);
- 5) Keep the account of monies received from the Union accounts, which shall be subject to auditing;
- 6) Submit his/her account to the Union's Auditing Committee within forty-eight (48) hours on demand
- 7) Prepare and present the budget at the beginning of the term of office and a quarterly financial report during his/her term of office, through the Exco to the SRA;
- 8) Submit to the treasurer within forty-eight (48) hours all monies collected and obtain receipts for such payments;
- 9) Collect on behalf of the Union all profits realized at any fund raising activity staged by the Union within and outside the University and Union's ventures; and
- 10) Clarify and defend on behalf of the Exco financial transactions of the Union before the SRA.

7. The Treasurer

The Treasurer shall:

- 1) Account for all the Union's money received from any source and paid on behalf of the Union. ii. Deposit all the Union's money within 24 hours upon receipt to the Union's Bankers.

- 2) Jointly with the President, Financial Secretary and the Dean of Student' Affairs sign cheques for the withdrawal of the Union's money where necessary.
- 3) Keep not more than N5,000 (Five Thousand naira) for the Union's emergency activities.
- 4) Prepare the balance sheet of the Union's account and submit his/her books for auditing to the Union's Auditing Committee
- 5) Assist the Financial Secretary in the collection of money due to the Union.
- 6) Make all approved payments on behalf of the Union.
- 7) Communicate all revenue realized to the Financial Secretary.

8. The Director of Social Affairs

The Director of Social Affairs shall:

- 1) Be the Chairman of the Social Activities Committee and nominate its members subject to approval by EXCO;
- 2) Be responsible for the custody, maintenance and safety of the union's electronics/electrical equipment;
- 3) Be responsible for organizing social activities; and
- 4) Serve as a link between the Union, the University and registered Social clubs.

9. The Director of Sports

The Director of Sports shall:

- 1) Be the Chairman of the Sports Committee and be responsible for sporting activities of the Union;
- 2) Liaise with the University Coach to co-ordinate friendly matches, competitions and other sporting activities;
- 3) In consultations with the Coach and Food Director, arrange meals and other refreshments for invited guests at sporting activities;

- 4) Liaise with the Coach on matters pertaining to the construction and maintenance of fields, pitches, courts and the provision of sporting facilities;
- 5) Borrow equipment for sporting activities for the Union, where necessary and ensure the safety of such equipment; and
- 6) Be responsible for inviting guests/clubs for sporting activities.

10. The Director of Business

The Director of Business shall:

- 1) Be the Chairman of the Business Committee and be responsible for all commercial activities of the Union
- 2) Be responsible for sale of the Union's publications
- 3) Be responsible for the running of commercial undertakings of the Union, such as Super Market, Business Centre, Gift Shop, Bookshop, Minimart, etc.
- 4) Appoint members of Business Committee subject to approval by EXCO; and
- 5) Shall encourage the establishment and promotion of economic and commercial activities within the University.

11. The Food Director

The Food Director shall:

- 1) Be the Chairman of Food Committee and responsible for all catering activities on the University Campuses;
- 2) Liaise with the University Health Services for the regular inspection of meals, cooking utensils, cutlery and the Kitchen Staff
- 3) Forward all complaints regarding catering services to the appropriate authorities
- 4) Promote student-catering staff/proprietors relation;

- 5) Appoint members of Food Committee subject to approval by EXCO; and
- 6) Advise University authorities on unhygienic practices in the Food Centres as reported by Students for appropriate action.

12. The Director of Protocol

The Director of Protocol shall:

- 1) Be the Chairman of the Protocol Committee and be responsible for all protocol duties of the Union;
- 2) Be responsible for reception, accommodation and care of guests on behalf of the Union
- 3) Liaise with the PRO to organize public lecture(s), symposia and other educational activities
- 4) Arrange and prepare venue(s) for the Union's activities;
- 5) Liaise with the University authorities on arrangement of ceremonial activities; and
- 6) Appoint members of the Protocol Committee subject to approval by EXCO.

13. The Welfare Director

The Welfare Director shall:

- 1) Be the Chairman of the Welfare and Hall Management Committee and be responsible for the Welfare of the Union members;
- 2) Make recommendations on issues affecting the general welfare of the Union members, regarding accommodation, health care and transportation;
- 3) Liaise with the University authorities through the Student' Affairs Division to ensure the neatness of Halls of residence, lecture halls and their surroundings;

- 4) Ensure the welfare of Union members in Police custody or during sickness; and
- 5) Appoint members of the Welfare Committee subject to approval by EXCO.

C. The Students Representative Assembly (SRA)

- 1) There shall be for the Union the Students Representative Assembly (SRA).
- 2) The SRA shall consist of three (3) representatives of the various faculties, colleges, Postgraduate school and teaching centres of the University.
- 3) The President of the Union shall inaugurate the SRA within 24 hours upon taking the oath of office.
- 4) There shall be for the SRA the following officers:
 - a) The Speaker
 - b) The Deputy Speaker
 - c) The Chief Whip
 - d) The Clerk of the House
- 5) The representatives shall elect the Speaker, the Deputy Speaker and the Chief Whip and the Clerk of the House from within the membership of the SRA.
- 6) The SRA shall have the following functions:
 - a) The power to ratify or reject any decision(s) passed at executive council;
 - b) Discuss motions other than those that may be passed at meeting(s) of the congress;
 - c) Make legislation in areas not covered by the constitution subject to adoption by the Exco. Such laws shall be communicated to the Vice-Chancellor through the Dean of Student Affairs for record;

- d) Supervise the activities of the Exco and Standing Committees.
 - e) Ensure budgetary compliance;
 - f) Discuss and deliberate on motions initiated by them, or the congress and pass resolutions;
 - g) Deliberate on bills sent to them by the Executive and pass resolutions;
 - h) Receive reports on the activities of the Exco and deliberate upon them, such reports shall be submitted to the SRA at least once in a semester;
 - i) Be consulted on all major issues by the Exco before decisions are taken;
 - j) Set up standing committees to supervise aspects of students' welfare and union's well-being;
 - k) Discuss and approve the sessional budget estimates prepared by the Exco; xii) Without prejudice to the provisions of the constitution, the SRA shall make rules governing its conduct; and xiii) Shall when necessary suspend officer(s) of the Exco for a period of not more than eight (8) weeks to conduct an enquiry into allegation(s) made against such officer(s).
- 7) The SRA shall meet as provided hereunder:
- a) Meet at least (two) times in a semester;
 - b) Special meeting shall be convened either at the request of at least one-third of its members who shall subscribe their names in writing or at the request of the Exco. Such meetings shall be convened within three (3) days after the Speaker has received the request);
 - c) The speaker shall convene all meetings of the SRA except otherwise specified in this constitution;
 - d) Two-thirds of SRA membership shall form a quorum;

- e) Any member who absents him/herself for three (3) consecutive sittings without acceptable reason(s) to the SRA shall loose his/her seat. The Secretariat shall duly communicate to the Officer(s) concerned, Exco, Congress and University authorities;
 - f) In the event that the speaker refuses to summon a meeting of SRA after being duly served by one-third of its membership, the resolutions of the two-thirds of the members in writing shall summon such meeting; and
 - g) The Deputy Speaker or the presiding member shall immediately communicate resolutions from such meetings to the Exco, the Speaker and the Dean of Student' Affairs.
- 8) The Officer(s) of the SRA shall have the following duties:
- a) The Speaker shall:
 - i) Preside over the SRA
 - ii) Be the Chairman of the Congress.
 - b) The Deputy Speaker shall:
 - i) Assist the speaker in his/her duties.
 - ii) In the absence of the speaker preside over the SRA
 - iii) Perform any other duty assigned to him/her by the Speaker
 - c) The Chief Whip shall:
 - i) Be the disciplinary officer of the house.
 - ii) Perform any other duty assigned to him by the speaker
 - d) The Clerk of the House shall
 - i) Be the Secretary of the SRA
 - ii) Distribute bills to be discussed at the house

- iii) Serve as the link between the House and the Exco
 - iv) Perform any other duty assigned to him/her by the House
- 9) The Advisory Council
- a) There shall be for the Union an Advisory Council.
 - b) It shall be constituted by the Dean of Students' Affairs when deemed necessary.
 - c) The Advisory Council shall In the event of any misunderstanding amongst the organs of the Union, investigate and make recommendations on all matters referred to it by the Dean of Students' Affairs subject to the provisions of the Constitution.
 - d) Meetings of the Advisory Council
 - i) The Advisory Council shall meet when the need arises;
 - ii) Two-third of its membership shall form quorum for Meetings; and
 - iii) All resolutions and rulings of the advisory council shall be communicated to the Dean of Students' Affairs for consideration.

ARTICLE VI: STANDING COMMITTEES

There shall be the following Committees to the Union provided that *ad hoc* Committees shall be constituted when the need arises.

1) Publication Committee

- a) This committee shall consist of the P.R.O. who shall be its Chairman and Editor-in-Chief
- b) Two (2) Associate Editors appointed by the Committee

- c) Three from amongst SU members and
- d) Three (3) other members nominated by Press Clubs
- e) Its functions shall be:
 - i) To produce the Union's publication(s)
 - ii) To examine and approve all the Union's publications

2) Social Affairs Committee

- a) Shall consist of the Director of Socials who shall be its Chairman
- b) Five (5) other members appointed by the Director of social subject to confirmation by the Exco.
- c) Its functions shall be:
 - i) To assist the Director of Socials in organizing social activities
 - ii) To be responsible to the Exco through its chairman

3) Sports Committee

- a) It shall consist of the Director of Sports who shall be its Chairman.
- b) Captains of different sports
- c) Its functions shall be:
 - i) To assist the Director of Sports in the discharge of his/her duties
 - ii) To be responsible to the Exco through its Chairman

4) Business Committee

- a) It shall consist of the Director of Sales, who shall be its Chairman.
- b) Five (5) other members appointed by the Director of Business subject to confirmation by the Exco.

- c) Its functions shall be:
 - i) To assist the Director of Business in the discharge of his/her duties
 - ii) Be responsible to the Exco through its Chairman.

5) Catering Committee

- a) It shall consist of the Food Director who shall be its Chairman.
- b) Five (5) other members appointed by the Director of Food subject to confirmation by the Exco.
- c) Its functions shall be:
 - i) To assist the Food Director in the discharge of his/her duties
 - ii) Be responsible to the Exco through its Chairman.

6) Protocol Committee

- a) It shall consist of the Director of Protocol who shall be its Chairman.
- b) Five (5) other members appointed by the Director of Protocol subject to confirmation by the Exco.
- c) Its functions shall be:
 - i) To assist the Director of Protocol in the discharge of his/her duties
 - ii) To be responsible to the Exco through its Chairman

7) Welfare Committee

- a) It shall consist of the Welfare Director who shall be its Chairman
- b) Five (5) other members appointed by the Director of Protocol subject to confirmation by the Exco.

- c) Its functions shall be:
 - i) To assist the Welfare Director in the discharge of his/her duties
 - ii) To be responsible to the Exco through its Chairman

8) Hall Management Committee

- a) It shall consist of the Welfare Director who shall be its Chairman
- b) Chairmen of various Halls of Residence in the
- c) University nominated by the Exco and ratified by the SRA shall be members
- d) Its functions shall be:
 - i) To liaise with the authority concerned in respect of proper maintenance of the halls

9) Finance Committee

- a) It shall consist of the Financial Secretary who shall be its Chairman.
- b) Five (5) other members appointed by the Financial Secretary and approved by the Exco.
- c) Its functions shall be:
 - i) To assist the Financial Secretary in the discharge of his/her duties
 - ii) To be responsible to the SRA through its Chairman and the Exco.

ARTICLE VII: SPECIAL COMMITTEE

Auditing Committee

- 1) It shall consist of an Auditor from the Bursary Department of University
- 2) An Officer from the Student Affairs Office or his representative who will also serve as the Secretary

- 3) One Academic staff appointed by the Dean of Students' Affairs.
- 4) Two (2) members of the Union who are not members of the Exco appointed by the SRA
- 5) Its functions shall be:
 - a) To audit the financial records of the Union at least once in a semester
 - b) To submit its report at the beginning of preceding academic session.

ARTICLE VIII: MEETINGS

- 1) At least $\frac{2}{3}$ (two-third) of the membership of Standing/*ad hoc*/Special Committees shall form a quorum for meetings.
- 2) Such member shall have a vote except that in case of a tie, the Chairman shall cast the deciding vote.

ARTICLE IX: ADOPTION OF DECISIONS

A simple majority except otherwise specified shall pass decisions of any organ of the Union (Congress, the SRA, the Exco, the Judicial Council and all Committees); and in case of tie the Speaker/President/Chairman shall cast a deciding vote.

ARTICLE X: STUDENTS' JUDICIAL COUNCIL

Establishment

There shall be a Students' Judicial Council

Composition of membership

Composition to be determined by the Dean Students' Affairs, as and when the need arises. However, in addition to any other members to be appointed, there shall be the Chair and Secretary.

Referrals

All complaints must be in writing and forwarded to the Dean of Students' Affairs.

Function of the Council

To resolve disputes arising from the activities of the Exco and the SRA through mediation and/or adjudication

ARTICLE XI: STUDENTS GRIEVANCES COMMITTEE

The Committee is to deal with grievances of students that might be brought before it. The Committee is to be formed by the Dean of Students and it shall comprise three (3) higher level students including one from the Faculty of Law.

ARTICLE XII: ELECTIONS

1) Conduct of Elections

- a) All members of the Exco, the Faculties, Colleges' and Teaching Centres' Representatives to the SRA shall be elected through secret ballots.
- b) There shall be an Electoral Committee, which shall conduct an election of Officers (Exco and SRA) of the Union
- c) It shall consist of:
 - i) A Chairman and Secretary appointed by the Dean of Students' Affairs from amongst Academic Staff of the University.
 - ii) At least three (3) other members from the Students body appointed by the Dean of Students' Affairs
- d) It shall be constituted in the First Semester of each academic session.
- e) Its functions shall be:
 - i) Conducting all the elections of the Union

- ii) Drawing up guidelines to conduct elections in accordance with the provisions of this constitution

2) Time of Election

- a) Elections to the Exco and SRA shall be held simultaneously immediately after the First Semester Mid Semester Break.
- b) Unopposed candidate(s) shall be declared as winner(s) for such office(s).

3) Eligibility to Contest

- a) Every member of the Union shall be eligible to contest elections for both the Exco and the SRA provided that he/she:
 - b) Is a bona fide member of the Union
 - c) Attains a minimum CGPA of 3.5 in the last academic session
 - d) Has not been proved guilty of any corrupt practices in his/her place of work or previous association(s)/club(s)/societies served
 - e) Has not been proved guilty of any other scandal that may tarnish the image of the Union and the University
 - f) Is not a member of the electoral committee or any unregistered group/society/club/association
 - g) Is not contesting under the banner of a group/society/club and association
 - h) In case of by-election not a member of the Exco or SRA.

4) Electoral Procedure

- a) Nomination of candidate(s) shall be made by completing appropriate nomination forms issued by the electoral committee at a fee determined by it (Electoral Committee) within a specified period.

- b) Each nomination form shall bear the name and signature of the proposer, seconder and the nominee whose signature shall signify his/her acceptance of the nomination.
- c) No member shall propose or second more than one candidate
- d) The electoral committee shall conduct screening of contestants.
- e) The list of the eligible contestants shall be published prior to the election in alphabetical order
- f) There shall be a presidential debate and an election rally.
- g) The Electoral Committee shall disqualify any candidate whose supporters do anything inimical to peaceful conduct of the election.

5) Petition(s) After Elections

- a) Petition(s) regarding elections shall be made in writing to the
- b) Dean of Students' Affairs and a copy sent to the Chairman of the Electoral Committee
- c) Such petition(s) shall be filed within forty-eight hours after the election.
- d) The Dean of Students' Affairs shall adjudicate and rule on the issues raised in the petition(s).

6) Bye-Election

- a) Subject to the provisions of this Constitution, bye-elections shall be held to fill any vacant office within twenty (20) days of vacation of such an office, provided that the office does not become vacant within the last two months to the end of the session.
- b) A competent officer of the Exco shall be given additional responsibility charged by the Exco of overseeing the vacant office.

ARTICLE XIII: RESIGNATION/ IMPEACHMENT/ SUSPENSION FROM OFFICE

- 1) Any officer of the Union may relinquish his/her office voluntarily or may be removed from office in accordance with the following provisions:
 - a) Shall write to the Exco stating his/her intention to resign, if it is the whole Exco or SRA resigning, member shall write to the Speaker of the SRA
 - b) Within 7 days of receipt of the letter, the president/speaker shall summon Exco/SRA meeting to discuss the matter
 - c) The Exco/SRA may accept the resignation and communicate it to the University authorities, the SRA, and the Congress.
 - d) Any officer other than the President who relinquishes his/her office shall handover all documents, monies and properties of the Union to the President/Speaker of the House within forty-eight (48) hours of the acceptance of his/her letter or removal from office.
 - e) In an event that the President/Speaker resigns or was impeached, he/she shall handover all documents/monies and properties of the Union to the Vice-President/Deputy Speaker within forty-eight (48) hours and if the whole Exco resigns, to the Dean of Student Affairs.
- 2) Officers of the Union shall be suspended from office in line with the following provisions:
 - a) Any officer(s) of the Exco found wanting in the discharge of his/her duty shall be suspended from office for a specific period of time to enable an inquiry be conducted by the SRA.
 - b) The result of such an enquiry shall determine his/her reinstatement or removal from office.

- c) If the Exco is suspended a caretaker committee made up of a Chairman, Secretary and three other members shall be appointed by the Dean of Students' Affairs from amongst the students of the University to oversee the activities of the Union until a new Exco is elected or the suspension lifted.
- 3) Officer(s) of the Exco/SRA shall be impeached subject to the following provisions:
 - a) A vote of no confidence is passed by 2/3 (two-third) majority of the members of the SRA following a report of an enquiry into the conduct of the officer(s) involved. ii. Resolution(s) of the SRA with the report of the enquiry shall be forwarded to the Dean of the Students' Affairs within seven (7) days.

ARTICLE XIV: TERMS OF OFFICE

- 1) All officers (Exco, SRA, and the Committees) shall assume duty in accordance with the provisions of this Constitution.
- 2) Subject to the provision of this Constitution, the Dean of Students' Affairs shall have the power to dissolve the Exco/SRA including Committee members.
- 3) A caretaker committee composed of a Chairman, Secretary and three (3) other members shall be appointed by the Dean of Student Affairs from amongst the students of the University.
- 4) The Caretaker Committee shall hold office until fresh elections are held. It shall handover all duties to the newly elected Exco after swearing-in ceremony.

ARTICLE XV: REVENUE AND EXPENDITURE

- 1) The Revenue sources of the Union shall include:
 - a) Annual Union fees paid by all members of the Union as stipulated by Union in consultation with the University

- b) All monies realized from social and commercial activities organized by the Union
 - c) Grants and donations
- 2) Expenditure
- a) All expenditures shall be incurred according to the budgetary provisions approved by the SRA.
 - b) No off-campus extra-budgetary expenditure of more than Fifty thousand Naira (~~₦~~50, 000.00) shall be incurred without prior approval of the SRA. In exceptional cases, the Exco may approve the expenditure subject to ratification by the SRA
 - c) At the end of the semester, the Exco shall recommend to the SRA, members of the Exco that shall stay behind during vacation when necessary.
 - d) Such member(s) of the Exco shall be paid a daily upkeep allowance of not more than Five Hundred naira (N500.00) by the Union subject to availability of funds.

ARTICLE XVI: CLUBS AND SOCIETIES

- 1) All clubs, societies and associations formed by members of the Union shall apply for registration with the Union.
- 2) Such application shall be accompanied by two (2) copies of the constitution, names of their current executives and list of members and shall be sent to the Secretary-General for recommendation by the Exco.
- 3) Such recommendations shall be forwarded to the Student Affairs Division through the office of the Vice-President for approval.
- 4) Within five (5) weeks of the beginning of a new academic session, all clubs shall apply for renewal of their registration. New clubs shall also apply for registration.

- 5) In an event that the Student Affairs Division does not register the club, the Vice-President shall duly communicate to the prospective club officials copying the Dean of Students.
- 6) All clubs, societies and associations, which do not make their presence felt in the opinion of SRA through the activities for which they are registered, may be denied renewal of registration.
- 7) No club, society or association recommended by the Union for registration including the Union shall receive grant from any political party.
- 8) Clubs, Societies or Associations including the Union wishing to solicit for grant from individuals or organizations outside the campus shall inform the University authorities through Dean of Students' Affairs and obtain a prior approval.
- 9) The Exco/SRA may recommend suspension or withdrawal of registration of any club/society/ association by the Students Affairs Division if, in the opinion of the Exco/SRA, it deviates from its aim and objectives.

ARTICLE XVII: UNION'S PROPERTIES

- 1) Shall include all fixed and non-fixed assets of the Union
- 2) All properties of the Union shall be strictly under the custody of the respective officers concerned.
- 3) The Union's properties shall be kept on campus at all times except when and where necessary.
- 4) A list of all Union properties shall be compiled by the respective outgoing officers and countersigned by the President and Speaker. Such properties and inventory shall be handed over to the Caretaker Committee within forty eight (48) hours of the dissolution of the Exco/SRA committees.

- 5) Officer(s) failing to comply with this provision (Article XV, Section 4) shall be duly questioned and disciplined if necessary by the University.
- 6) Any officer who through negligence, damages Union/University properties must pay for it.
- 7) Union property shall not be put to private use and such action shall be termed misuse and appropriate punishment shall be meted by the SRA.
- 8) Major repairs on Union's properties shall be undertaken only with the consent of the Exco.
- 9) Repairs shall be deemed major when the cost is more than Five thousand naira (N5,000).

ARTICLE XVIII: AMENDMENT OF THE CONSTITUTION

- 1) Amendment of any article, section or subsection of this constitution shall be on a bill sent by the Exco to the SRA or a motion proposed and seconded by two-third of the total membership of the SRA.
- 2) Where the University authority deems it necessary, it shall appoint members amongst staff and students representatives to undertake the review of the constitution.
- 3) All amendments shall come into force on the date of their ratification by the Dean of Students' Affairs of the University.

First Schedule: Relationship between the Organs of the Union

- 1) The Executive council shall be the executive arm of the Union charged with the responsibility of day-to-day running of the Union in line with provisions of this constitution.
- 2) The SRA shall be the legislative arm of the Union charged with the responsibility of making laws for the overall well-being and supervisory role on the activities of the Exco, subject to the provisions of this constitution.

- 3) The Advisory Council shall serve to investigate and make recommendations on matters/issues relating to the Union referred to it by the Dean of Student' Affairs.

Second Schedule: Recall of SRA member by his/her constituency

- 1) Where a representative of the SRA is to be recalled, one-third of the members of his/her constituency shall indicate so by writing an application with their names and signatures, stating their reasons to the speaker of the SRA copied to the Dean of Students' Affairs and the member representing the constituency.
- 2) The member whose recall is sought shall be allowed to defend him/herself personally before the SRA panel of inquiry.
- 3) If merit is found in the allegation levelled against him/her by the SRA, he/she could be so removed or suspended depending on the circumstances.
- 4) The Speaker shall announce the verdict of the SRA and communicate it to the Dean of Students' Affairs, the member and the congress through appropriate means.

Third Schedule: Relationship between the Union and Registered Students Clubs/Societies/Associations

- 1) The SU shall publish names of the duly registered clubs through appropriate means.
- 2) The SU shall ensure that all registered clubs undertake an orientation programme for new intakes and a day or week to promote the ideals of the club/society/association.
- 3) Clubs shall duly communicate in writing to the Union their activities taking place in or outside the University.
- 4) Officers of the Union shall not take any executive position in any other club/society/association in the University.

Fourth Schedule: Patrons of the Union

- 1) Patrons of the Unions shall be men and women of honour, national/or international repute who shall give either moral or financial support to the Union.
- 2) There shall be two (2) Grand Patrons and four (4) Patrons.
- 3) The Exco shall nominate Patrons and Grand Patrons who shall be approved by the SRA.
- 4) Patrons and Grand Patrons shall only be replaced if the Exco proposes a bill and such a bill is passed by the two-thirds majority of the members of SRA

Fifth Schedule: Standing Orders

- 1) During the proceedings of the Congress, the SRA and Exco and the Committee's meetings, there shall be no use of derogatory remarks on any individual(s) by anybody or bodies and all members shall address the Chair.
- 2) Any contravention of any of the provisions of the constitution by anybody or bodies shall be penalized as deemed fit by the Chairman of such meeting.
- 3) The Chairman and the Secretary of such bodies shall sign all minutes of meetings of the aforementioned bodies.
- 4) Where necessary, information shall be forwarded only by the secretaries of various bodies.
- 5) Those standing orders or a part thereof can be amended/suspended only by two-thirds (2/3) majority of the members present by voting provided, that this majority is not less than two-thirds (2/3) of the total members of the Exco/SRA Committee.
- 6) Notice and agenda of meeting shall be well publicized and meetings shall start promptly as scheduled.
- 7) Any discussion shall be strictly within the confines of the item tabled.

- 8) In the event of digression, the Speaker/President shall rule the discussion out of order. When ruled out of order, the discussant shall immediately take his/her seat.
- 9) Unless invited by the Speaker to clarify an issue, nobody shall speak twice on an issue except there is no other person to speak.
- 10) All members shall be seated and shall express their desire to speak only by raising their hands; members shall take the stage to speak only when invited to do so by the Speaker/President.
- 11) With respect to SRA, item(s) to be discussed in a meeting shall only be adopted or rejected through motion(s), which, if any, shall be dated and duly signed by the mover, proposer and seconder.
- 12) The speaker shall call for amendment(s), which, if any shall be accepted or rejected by the proposer who shall first read the motion(s).
- 13) Preposition not included in the agenda may be moved with approval of the SRA.
- 14) A preposition lapses if its mover is not present during the meeting in which it is due for consideration.
- 15) All matters to be discussed in the Exco meeting(s) shall in the first instance be submitted to the Secretary-General, who shall on consultation with the President, draw-up the agenda.
- 16) At the Exco meeting the President shall call the Secretary-General to read the agenda after which the items shall be discussed one after the other.
- 17) Member(s) of Exco shall in writing submit to the Secretary-General item(s) to be included in agenda of Exco meeting(s).

Sixth Schedule: Oath of Office/Allegiance

Each Officer of the Union shall take Oath of Allegiance to the Union as provide here under:

I,(Name of Officer)..... do solemnly swear that, I will be faithful and bear true allegiance to the Students' Union of Usmanu Danfodiyo University, Sokoto; that as(Officer)..... of the Students Representative Assembly/Students Union, I will discharge my duties to the best of my ability, faithfully and in accordance with the University Laws and Regulations and the Constitution of the Students Union, Usmanu Danfodiyo University, Sokoto; that I will not allow my personal interest influence my official conduct or my official decisions; that in all circumstances, I will do right to all manner of people according to law, without fear or favour, affection or ill will; that I will not directly or indirectly communicate or reveal to any person any matter which shall be brought under my consideration or shall become known to me as(Office)....., and that I will devote myself to the service and well-being of the members of the Students Union. So help me God.