

# **COVENANT UNIVERSITY CANAANLAND, OTA, OGUN STATE.**



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## **OPERATIONAL POLICIES**

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**SEPTEMBER 4, 2017**

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## **1.1 COVENANT UNIVERSITY POLICY ON SCHOLASTIC APTITUDE SCREENING (CUSAS).**

### **Preamble**

In furtherance of the admission thrust of the University to attract young, disciplined and vision-driven candidates who will be ready to be raised as new generation leaders in their various fields of endeavour, applicants who have satisfied the requirements of the Joint Admission and Matriculation Board (JAMB) for admission to Nigerian Universities shall be further assessed in aptitude and character. For the sake of clarification, the assessment is not an achievement test.

To facilitate the process of selection, this policy shall apply:

1. Booking for the screening shall be online and should start two weeks after candidates had taken the nationwide Unified Tertiary Matriculation Examination (UTME).
2. The screening shall include an assessment of aptitude in the verbal, literary, numeracy, computer, logic, environmental awareness, instrumental, current affairs, entrepreneurial skills and etiquette domains of life.
3. There shall be character check using psychological and spiritual prowess instruments.
4. The Scholastic Aptitude Screening shall be computer-based.
5. Recommendations for admission shall be based on the scores of the Aptitude Test and the character check.

To further enhance our stakeholders' network, there shall be a parents' Forum on each day of the screening during which a member of the University Management shall interact with Parents, guardians and other adults who accompany their wards to the University.

6. The Chairman and members of the CUSAS Committee shall work together with staff of Centre for Systems and Information Services (CSIS) of the University to administer the aptitude screening.
7. Panels drawn from the CUSAS Committee and the wider University community shall conduct interviews for the character check.
8. There shall be series of training programmes for all Faculty and Staff who would participate in the screening exercise and the character check interviews.
9. Refreshments would be provided for the Faculty and Staff as well as members of the CUSAS Committee as they discharge their duties during the screening period.
10. The University shall pay some allowance to persons who facilitate the screening exercise.
11. The allowance shall be at a rate determined by the University Management.

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## 1.2 COVENANT UNIVERSITY POLICY ON COURSE REGISTRATION.

### Preamble

Bona-fide students of Covenant University must first satisfy the prescribed tuition fees, before they are qualified to embark on the course registration exercise of each semester/session. The modalities of course registration currently operational in the University are listed below:

### *Registration within Approved Limits*

- a. A student shall be required to register and pass all prescribed courses from any programme for which he/she is enrolled in the University every semester. However, all cases of failed courses shall be carried over at the next available opportunity.
- b. Students who are carrying over courses shall be required to register the failed or dropped courses first. A combination of all failed/dropped courses and current semester's courses shall not exceed 25 units per semester.
- c. The maximum number of units a student shall be allowed to register per semester is 25 while the minimum is 15.

### *Excess Unit Loads*

- i. To address the registration challenges being faced by students, especially those in the graduating class, the registration of six (6) extra units above the 25 maximum units per semester may be allowed provided such students' CGPAs are not below 3.0 on a scale of 5.0 scale or 2.4 on a 4.0 scale.
- ii. All applications for consideration to register extra credit units above the approved maximum limit shall be directed to the Registrar for onward processing to the Senate Business Committee (SBC).
- iii. Any other request related to the aforementioned shall be directed to the office of the Vice-Chancellor.

***Eligibility for SIWES***

To be eligible to proceed for Student Industrial Work experience scheme (SIWES), a student shall not have more than 15 units of failed or dropped courses in omega semester as at the penultimate session

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## 1.3 COVENANT UNIVERSITY POLICY ON ACADEMIC PROGRESSION OF STUDENTS.

The following shall apply regarding the academic progression of students from one level to another in Covenant University:

### 1. Academic Classification

The rating of a student's performance and categorization of the class of the degree shall be based on the cumulative grade point average obtained by each student in all prescribed courses and approved electives taken at Covenant University. The existing classes of honours degree are as indicated below:

First Class	4.50 and above
Second Class Upper Division	3.50 – 4.49
Second Class Lower Division	2.40 – 3.49
Third Class	1.50 – 2.39

### 2. Academic Standing

A student with an end of session Cumulative Grade Point Average (CGPA) of not less than 1.50 and less or equal to 20 credit units of failed courses, shall be deemed to be in

**Good Standing (GS)**, and thus shall be promoted to the next academic level in the same course. A student whose CGPA is **less than 1.50 or has more than 20 credit units of failed courses** shall be deemed to be **Not in Good Standing (NGS)**. This category of students shall not be promoted to the next academic level.

### 3. Probation

Probation is a status granted to a student whose academic performance falls below an acceptable standard. A student that is Not in Good Standing (NGS) but with CGPA of 1.0 and above and had not been on probation in the current academic session shall be allowed to remain in the same course



level in order to retake only failed courses. While already passed courses shall be retained. In addition, he/she will be allowed to register for any outstanding dropped courses. This provision is subject to the residency policy of the University.

However, the grade earned for a repeated course shall be recorded and used in the computation of the Grade

#### **4. Withdrawal**

A student with a Cumulative Grade Point Average (CGPA) of less than 1.0 at the end of the session in his/her first attempt in a particular programme shall be asked to withdraw from that programme. Also, a student who is still not in good standing at the end of a probation year shall be required to withdraw from the University. However, in order to minimize waste of human resources, consideration shall be given to withdrawal from programme of study and possible transfer to another programme in the University, bearing in mind the residency policy of the University. **In the circumstance of a change of programme of study, the student must satisfy the basic entry requirement (BRQ) for the new course.**

Average (GPA) in the usual way.

#### **5. Repeating Failed Course Units**

Subject to the conditions for withdrawal and probation, a student could retake the failed course units at the next available opportunity, provided that the total number of credit units carried during that Semester shall not exceed 20, and the Grade Points earned at all attempts shall count towards the CGPA. Also, at the point of registration of courses, the failed/dropped courses MUST be registered first.

#### **6. Release of Examination Results**

- i. At the end of each semester, the Registrar shall publish a provisional list of successful students in course examinations soon after the recommendations of the College Boards to the Senate Business Committee have been considered and approved by Senate.
- ii. The Registrar shall publish the final year results of students for the award of degrees after Senate approval

## **1.4 COVENANT UNIVERSITY POLICY ON MAKE-UP EXAMINATION.**

Sequel to the directive of Senate at its 115<sup>th</sup> session, the policy for the administration of make-up examinations in Covenant University is hereby presented. The provisions in this policy are made available to students who ordinarily have qualified to write the regular examinations. This is presented as follows:

1. All applications for make-up examinations by students shall be routed through the Head of Department and Dean to the Office of the Registrar for the consideration of the Senate Business Committee (SBC) before they depart for their holiday.
2. Approval for make-up examinations shall be based solely on the merit of each condonable case. However, proven cases of health related challenges may be considered by SBC. In addition, all medical reports/certificates obtained from external hospitals and presented by students must be supported by a referral document from the University Health Centre before they can be considered as valid documents.
3. Make-up examinations shall be scheduled during the first 2 weeks of resumption and all processing of results shall be concluded during the third week of resumption for the Semester or Session as the case may be.
4. All guidelines and rules for regular examinations shall subsist in the conduct and administration of make-up examinations. However, in cases where the student has valid Continuous Assessment (CA) scores, these shall form part of the assessment.
5. Late payment of tuition fees/course registration penalties shall be waived for the concerned students so as to enable them participate in the make-up examinations.
6. For the avoidance of doubt, the provisions in this policy do not apply to issues of fresh registrations, failed or dropped courses.

## **1.5 COVENANT UNIVERSITY POLICY ON SPILLOVER STUDENTS**

### **Preamble:**

Spillover student is one who still has outstanding course(s), either failed or dropped, despite completing the number of years required for graduation, but has not exhausted the Residency for his/her programme.

The provision of this policy shall be binding on all spillover students of Covenant University:

- i. The spillovers student shall be eligible to register maximum of 25 units per semester.
- ii. The spillovers student may register below the 15 units minimum allotted in a semester.
- iii. A spillover student shall be fully resident in the hall of residence provided by the University for the extra period of academic study in Covenant University.
- iv. All Covenant University rules for students as stipulated in the Covenant University student handbook subsist for the spillovers student including lecture attendance, examinations, etc.
- v. The spillover student shall pay all the required fees as approved by the University Management.
- vi. A former request to register as a spill over must be made to academic Affairs Units on or before the 3<sup>rd</sup> week of resumption.

## **1.6 COVENANT UNIVERSITY POLICY ON PLAGIARISM AND OTHER FORMS OF ACADEMIC DISHONESTY.**

### **PREAMBLE**

Covenant University places very high premium on intellectual honesty and reputation. Faculty, Staff and students are to be committed and guided by a deep conviction of the worth and dignity of the advancement of knowledge. Faculty, Staff and students are to devote their energies in developing and improving their scholarly competence as well as fostering conditions of free inquiry in the pursuit of truth. In addition, the University condemns strongly any act of academic dishonesty, and it is in this light that the policy has dealt with the following issues: Plagiarism, Collusion, Embellishment and Fabrication of data.

### **1. PLAGIARISM AND OTHER FORMS OF ACADEMIC DISHONESTY**

#### **a. Plagiarism**

Plagiarism occurs when a Faculty, Staff or student misrepresents his/her own work, the work, written or otherwise, by any other person or group of persons or any institution. It is the use of another's ideas or words without appropriate acknowledgement. Forms of plagiarism shall include:

- ii. The verbatim (word for word) copying of another's work without appropriate and correctly presented acknowledgement.
- iii. The close paraphrasing of another's work by simply changing a few words or altering the order of presentation, without appropriate and correctly presented acknowledgment.
- iv. Unacknowledged quotation of phrases from another's work.
- v. The deliberate and detailed presentation of another's concept as one's own.
- vi. Self-plagiarism such as a replication by an author on his existing work or a substantial duplication of data from an earlier published work without adequate acknowledgement.

## **b. Collusion**

This occurs when unless with official approval (e.g. in the case of group projects), two or more students consciously collaborate in the presentation and production of work which is ultimately submitted by each in an identical, or substantially similar form and/or is represented by each to be the product of his/her individual efforts. Collusion also occurs where there is unauthorized cooperation between a person and another in the preparation and production of work which is presented as the student's own.

## **c. Embellishment of Data**

This occurs when a small amount of data is enhanced or exaggerated in order to emphasize data which has been obtained by legitimate means.

## **d. Fabrication of Data**

This occurs when a student or Faculty/Staff creates and presents an extensive amount or significant piece of data in order to conceal a paucity of legitimate data; or wholly fabricates a set of data in the absence of legitimate data.

## **2. TURNITIN AND ACCEPTABLE THRESHOLD**

- i. In furtherance of its avowed commitment to academic integrity, Covenant University subscribes to Turnitin software; all students, Faculty and Staff shall subject all term papers, projects, dissertations and theses for similarity check and/ or plagiarism before submission.
- ii. The similarity index threshold acceptable to Covenant University shall not exceed 20% excluding references and bibliographies.
- iii. Without prejudice to section 2.2 above, meeting the minimum threshold of similarity index of not more than 20% shall not preclude a case of plagiarism where such work is found deficient in part or wholly to section 1 of the Covenant University Policy on Plagiarism and Other Forms of Academic Dishonesty.

### 3. PROCEDURES

Where there is a suspected case of plagiarism, collusion, embellishment and /or fabrication of data, the following procedures shall apply:

- a. An investigative panel duly constituted by the Vice-Chancellor shall sit to determine whether there is a *prima facie* case.
- b. The panel shall be chaired by the Director of Covenant University Centre for Research, Innovation and Discovery. Other members shall include:
  - i. The Dean of the College of the student or Faculty/Staff.
  - ii. Two experts in the area of specialization of the alleged article or paper under consideration not below the rank of a Senior Lecturer.
  - iii. Director of Academic Planning Unit.
  - iv. Director, Centre for Learning Resources.
  - v. A lawyer from the Legal Unit.
  - vi. The Head of Department where it is different from (3.2.1) above.
- c. The allegation must be communicated to the student/Faculty/Staff in writing 14 days prior to the sitting of the panel.
- d. The student/Faculty/Staff must give notice of his/her intention to respond to the allegation within 2 days of the receipt of the allegation.
- e. All relevant materials for consideration must be made available to the panel. This includes reports of similarity check of Turnitin software.
- f. All the proceedings must be tape recorded or digitally recorded. In the absence of this, the handwritten minutes of the proceedings must be read to the candidate involved and endorsed.
- g. The panel must either dismiss or uphold the allegation in issue. It must dismiss an allegation unless a majority of its members is satisfied that the allegation has been proved. In probing an allegation, the panel may adopt any procedure it considers appropriate to inform itself in relation to the matter, and is not bound by the rules of evidence or other legal doctrines. It is nonetheless obliged to act fairly in all circumstances, having regard to the requirements of natural justice.
- h. Where the panel upholds an allegation, it may recommend one of the following penalties depending on the gravity of offence.

### **For a Student**

- i. Reprimand and/or mandatory counselling.
- ii. Deprive the student of credit for a course or for a component of assessment of the subject to which the plagiarism policy relates.
- iii. Suspension for a semester or session.
- iv. Expulsion.

### **For Faculty/Staff**

- i. Suspension without pay as well as monitoring of behaviour for a period not exceeding six months. The accepted papers shall not be considered for subsequent promotions.
- ii. Reprimand
- iii. Demotion in rank for a period of one year
- iv. Long-term salary increase denial
- v. Pegging of promotion (suspension of promotion eligibility) for between 3 and 5 years
- vi. Termination
- vii. Dismissal

## **4. APPEAL**

It is the responsibility of the Vice-Chancellor to establish an Academic Appeal Committee (AAC) within fourteen days of receiving a notice of appeal (which the Faculty/Staff or student should also lodge within seven days of receiving penalty notice). The AAC consists of four persons: the Deputy Vice-Chancellor as the chair, one of the Senior Professors of Covenant University, the Dean of a College or of the School of Postgraduate Studies and a representative of the Legal team (not the one that sat on the investigative panel).

The Academic Appeal Committee shall be the final avenue for appeal; students, Faculty and Staff are entitled to exercise their right to external review of any decision.

**DECLARATION AND COMMITMENT BY  
STUDENTS/FACULTY/STAFF**

**Introduction**

The place of Plagiarism and other forms of academic dishonesty in the academic setting cannot be underestimated. It is for this reason that Covenant University placed a high emphasis. Students, Faculty and Staff are expected to read and understand the content of the Policy put in place and work with it religiously. You are therefore required to fill in the form below and append your signature accordingly.

I.....of.....  
..... (Department/Unit)

Confirm that I have read, and understood the content of the University Policy on Plagiarism and other forms of academic dishonesty.

I subscribe to it and pledge to abide by the content thereof.

.....

**Signature**

.....

**Date**

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## **1.7 COVENANT UNIVERSITY POLICY ON NATIONAL UNIVERSITIES COMMISSION/UNIVERSITY WIDE COURSES.**

### **Preamble:**

In line with the leadership mandate of Covenant University and bearing in mind the need for a robust academic base for her Colleges, Departments and Units, there are a number of courses, which every student of the University shall be expected to pass before graduation. These are characterized as National Universities Commission (NUC) and University Wide Courses (UWC) in the University curricula, which are domiciled in different Departments and Units of the University.

1. For the purpose of proper co-ordination and quality delivery of the NUC and UWC, streamlining and ease of administration, a Center for General Studies shall be established.
2. A Director, not below the rank of Professor, shall head the Center.
3. The Centre shall administer the following courses:
  - a. CST 111 – Use of Library, Study Skills and Information Communication Technology I – (1 Unit)
  - b. CST 121 – Use of Library, Study Skills and Information Communication Technology II – (2 Units)
  - c. GST 111 – Communication in English 1 (2 Units)
  - d. GST 121 – Communication in English II (2 Units)
  - e. GST 122 – Communication in French (2 Units)
  - f. GST 211 – Philosophy, Logic and Human Existence (2 Units)
  - g. GST 221 – Nigerian Peoples and Cultures (2 Units)
  - h. GST 222 – Peace Studies and Conflict Resolutions - (2 Units)
  - i. GST 311 – History and Philosophy of Science (2 Units).

j. TMC courses:

- i. TMC 111, TMC 112, TMC 121, TMC 122, TMC 211, TMC 212, TMC 221, TMC 222, TMC 311, TMC 312, TMC 321, TMC 322, TMC 411, TMC 412, TMC 421, TMC 711, TMC 811 and TMC911-Total Man concept (TMC): Taught courses in the broad areas of :Self-Discoveries, Self-Development, Success Parameter, man in his Environment Contexts, Leadership Development, marriage and Family life etc.- (1 Unit each)
- ii. TMC 111, TMC122, TMC212, TMC222, TMC 312, TMC 322, TMC412 and TMC 422- TMC SPORTS AND Physical Exercises (0 Unit each)

k. EDS Courses:

- i. EDS111, EDS 121, EDS 211, EDS 221, EDS 311, EDS 321, EDS 411, EDS421, EDS 711, EDS 811, EDS 911- Entrepreneurial Development Studies (EDS): Theory and Practical courses (1 Unit each)
4. The Center shall draw facilitators from the academic and professional base of the University. Facilitators may also be drawn from the external context to meet specific needs, provided the external facilitators are ready to align with the core values of the University.
  5. All external facilitators shall be remunerated in line with the University policy.
  6. \_Furthermore, all Covenant University students shall be enrolled into some unique programmes approved as additional graduation requirements. These special programmes, which are domiciled in the African Leadership Development Centre (ALDC), include;
    - i. Leadership Certificate/Diploma Programme – taken by undergraduate/postgraduate students in their penultimate and/or final year.
    - ii. Towards a Total Graduate (TTG) programme – taken by undergraduate students in their final year.

## **1.8 COVENANT UNIVERSITY POLICY ON CERTIFICATION IN INFORMATION TECHNOLOGY (CIT)**

### **1. Preamble:**

Considering the high value placed on certification in Information Technology (IT) in the industry, and society at large, Covenant University is committed to training her students, employees and others towards certification in Information Technology. Such programmes would equip them with relevant IT skills and enhance their employability/service delivery.

In fulfilling this goal, the following shall apply:

- i. CU CIT shall train and facilitate certification examinations for trainees in collaboration with relevant technology partners.
- ii. Students in the 5-Year Programmes are expected to register for at least four (4) CIT courses from 100 – 400 level while students in the 4-Year Programmes shall attend training for at least three (3) relevant CIT courses from 100 – 300 level.
- iii. The training fee for the students shall be built into their school fees.
- iv. Non-student trainees shall pay their training fees as applicable.
- v. The certification examination fees shall be paid by interested trainees as applicable.
- vi. Covenant University shall engage the services of well-trained Instructors from the Faculty/Staff base and the external context or both. Such services shall be remunerated at the end of the Semester based on the number of courses serviced or taught.
- vii. To sustain the programme, Covenant University shall regularly maintain license agreement with the technology partners.
- viii. Covenant University shall periodically review and engage technological partners based on their relevance to specific needs of CU CIT programme.
- ix. There shall be an annual budget and financial reports for the Centre.

## 2. Remuneration for CIT Instructors

- i. Only certified IT Professionals from the external context shall be engaged as CIT instructors.
- ii. Remuneration for both External and Internal Instructors shall be as approved by Management. **(APPENDIX 1.8.1)**
- iii. An internal CIT instructor shall not teach more than two courses in a semester except with the approval of University Management.
- iv. Remuneration for the preparation and conduct of international certification examinations shall be as approved by Management. **(APPENDIX 1.8.2)**

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## **1.9 COVENANT UNIVERSITY POLICY ON ADMISSION FOR POSTGRADUATE STUDENT.**

### **Preamble:**

There are general and specific requirements for admission into the Postgraduate programmes of Covenant University. This policy contains the requirements and procedures for admission into the different Postgraduate programmes available in the University.

### **1. General Admission Requirements:**

- i. To be considered for admission into any postgraduate programme of Covenant University, an applicant shall satisfy the general University requirements as well as any special requirements for admission into the programme of interest.
- ii. An applicant shall complete the application form on the University portal and ensure that the information submitted is accurate.
- iii. The applicant shall provide all relevant documents, including certificates, academic transcripts, reference letters, etc. as specified on the application form before being considered for admission.
- iv. An applicant shall request and ensure that all institutions attended process and forward official academic transcripts (undergraduate and/or postgraduate) to the School of Postgraduate Studies. Transcripts must be received directly from the applicant's institution.
- v. Applicants who are Nigerian citizens shall, in addition, provide their National Youth Service Corps (NYSC) discharge, exemption or exclusion certificate.

## **2. Postgraduate Diploma (PGD) Programme**

To be considered for admission into the Postgraduate diploma (PGD) programme, an applicant shall have:

- i. Bachelor's Degree with not less than third class Division in the same or related discipline from Covenant University or a University recognised by the Senate.
- ii. Bachelor's Degree with at least second Class lower Division in an unrelated discipline may be considered.
- iii. Higher National Diploma (HND) with a minimum of Lower Credit.
- iv. Applicants with relevant professional qualifications may be considered.

In addition, a candidate shall obtain credit passes in at least five (5) subjects, including English Language and Mathematics, at the Ordinary Level examinations of WAEC/NECO/NABTEB.

## **3. Master's Degree Programme**

To be considered for admission into M.A., M.Sc., M.Eng. MBA and MPA degree programmes of Covenant University, an applicant shall be required to have: Bachelor's degree in relevant discipline with at least second class lower division from Covenant University or any other university recognized by the Senate.

- i. Postgraduate diploma (PGD) with a minimum CGPA of 3.5 in addition to a Bachelor's degree (minimum of third class Division) or HND (minimum of Lower Credit) in a relevant discipline may be considered.
- ii. Applicants with relevant professional qualifications such as ACA, ACIB, etc. who do not have either B.Sc. degree or HND would need to obtain the relevant PGD before applying for the professional Master's programme of the University such as MBA/MPA/MIT etc.

## **4. Ph.D Degree Programme**

To qualify for admission into the Ph.D degree programme of Covenant University, an applicant shall possess:

- i. Bachelor's and Master's Degrees (M.A/M.Sc/M.Eng/M.Tech) in the relevant discipline obtained from Covenant University or any other university recognized by the Senate.

- ii. A minimum CGPA of 4.0 on a 5.0 point scale or equivalent in the Master's programme to qualify for a direct entry into the Ph.D degree programme.
- iii. Applicants with CGPA of 3.50 - 3.99 on a 5.0 point scale or equivalent in the Master's programme may be considered for M.Phil./Ph.D programme.
- iv. Applicants with professional Master's Degrees shall not be eligible for Ph.D programmes except they obtained M.Sc degrees in the relevant fields.

## **5. Screening and Selection Criteria**

- i. All applicants for admission into the postgraduate programme of Covenant University shall undergo a screening exercise to determine eligibility.
- ii. The screening shall include written and oral tests in the applicant's desired programme and also an appraisal of readiness to comply with the rules and regulations for postgraduate training in Covenant University.
- iii. An applicant shall have a minimum score of 50% in the screening tests to be considered eligible for admission.

## **6. Provisional Admission**

- i. Selected applicants, having met the stipulated criteria for admission, shall be offered provisional admission into the applicable programmes.
- ii. A non-refundable acceptance fee of ₦50, 000.00 shall be paid by the admitted candidates within two weeks of the offer while the remaining shall be paid on or before resumption.
- iii. The admission shall be withdrawn if any of the conditions stated above is not complied with or if any information supplied by the applicant is found to be false.

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## **1.10 COVENANT UNIVERSITY POLICY ON PUBLICATIONS FOR POSTGRADUATE STUDENTS.**

1. The publication of Research findings in conference proceedings and Journals indexed in Thomson Reuters or Scopus shall be a graduation requirement for all students on the Master's and Ph.D programmes in the University with effect from the 2015/2016 academic session.
  - i. In addition to other requirements for the award of Master's degree, a candidate shall publish a minimum of two Research papers in Thomson Reuters or Scopus indexed outlets (one paper each in a conference proceeding and a Journal).
  - ii. In addition to other requirements for the award of Ph.D degree, a candidate shall publish a minimum of three Research papers in Thomson Reuters or Scopus indexed outlets (two papers in conference proceedings and one in a Journal or one paper in a conference proceeding and two in a Journal).
2. The student shall publish the papers together with the assigned/approved supervisor(s)/mentor or with the consent of the supervisor(s)/mentor.
3. The student on a Ph.D programme shall be the lead author in a jointly authored publication.
4. The cost of publication of the Journal paper indexed in Thomson Reuters or Scopus shall be fully borne by the University.
5. The University shall pay the registration fee for the paper accepted in a conference proceeding indexed in Thomson Reuters or Scopus.
6. The student shall seek for travel grant(s) where applicable to attend conference(s) where his/her paper(s) have been accepted.
7. One student shall be supported to attend a conference alongside his/her supervisor/mentor provided they have at least three papers accepted for the conference.



8. A student shall submit a detailed report of all conferences attended to the School of Postgraduate Studies.
9. Copies of papers published in conference proceedings and Journals indexed in Thomson Reuters or Scopus by the student shall be submitted to the School of Postgraduate Studies and the Centre for Learning Resources.

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## **2.1 COVENANT UNIVERSITY POLICY ON CONTRACT APPOINTMENT (NIGERIA).**

### **1. Preamble**

Nigerians who are serving or had served and retired from the University or other establishments and desires to work in Covenant University shall be employed as contract staff. This shall apply to applicants:

- i. Seeking sabbatical appointment in Covenant University.
- ii. Aged fifty-five (55) years or above at the time of appointment. An applicant in the professorial cadre who is not more than 58 years may, with the approval of Board of Regents, be exempted from the contract staff category based on the staffing need of the University.

Priority shall be given to applicants below retirement age (60 years), particularly, for Sabbatical placement.

### **2. Conditions of Service**

The contract staff shall work under the same conditions of service of the regular staff, except for the under listed provisions:

- i. The appointment shall be for one year in the first instance.
- ii. The appointment shall be renewable at the instance of the contract staff
- iii. For another year subject to satisfactory performance and good medical report from the Covenant University Medical Centre.
- iv. The University reserves the right to terminate or refuse to renew the appointment of a contract staff at the end of an academic session on account of low productivity or poor health condition.
- v. The salary grade at the point of entry shall be determined by the University based on his/her rank in the last place of engagement, the perceived need for the staff and the expected contributions.

- vi. Contract staff shall not attract additional pension contribution from the University.
- vii. Contract staff shall not receive benefits from financial facilities that require a period longer than the contract to liquidate.
- viii. Contract staff shall not receive leave bonuses.
- ix. Contract staff shall not benefit from the University's Terminal Benefit Scheme.
- x. Contract staff shall not benefit from the University's Seminars and Conferences support until after the successful completion of the first term of the contract.
- xi. Where the University abruptly terminates the contract without any adverse report against the contract staff, the University shall pay the staff one-month salary in lieu of notice.
- xii. A contract staff that desires higher position other than the present rank shall be assessed in line with the University Policy.

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## 2.2 COVENANT UNIVERSITY POLICY ON APPOINTMENT OF PROFESSORIAL ASSESSORS AND CONDUCT OF PROFESSORIAL ASSESSMENT.

### Preamble:

In selecting Assessors for Professorial Assessment in Covenant University (hereafter referred to as University), the following shall apply:

1. An External Assessor shall be appointed after the Central 5.Appointments and Promotions Committee (A&PC) has been able to establish *a prima facie* qualification (PFQ) in favour of the applicant that applied for either appointment or promotion to the rank of Associate Professor or Professor.
2. A Professorial Assessor shall be a full-fledged Professor from a reputable University recognized by the Senate of Covenant University.
3. Proposed Assessors shall be recognized experts in their fields.
4. Proposed Assessors shall not be:
  - a. Connected to the concerned Department/discipline in any paid capacity as External Examiner (postgraduate or undergraduate), visiting scholars, or any similar affiliation in the last five (5) years;
  - b. Members of staff who had left the services of the University in the past five years.
5. The Dean of the College shall submit to the Vice-Chancellor a list of six (6) names of possible Assessors on the advice of the Head of Department (where the Head of Department is a Professor). In cases where the HOD is not a Professor, and there are no other Professors within the Department, an Ad-hoc Committee appointed by the Dean shall supervise the generation of nominees.
6. Where the Dean is not a Professor, an Ad-hoc Committee appointed by the Vice-Chancellor shall supervise the generation of nominees.
7. No single Professor within a Department shall be responsible for the generation of nominees. This responsibility shall be borne by all Professors

in the concerned Programme/Department. Where a Department has less than two Professors, the Dean of the College shall supervise the process.

8. The names of nominated External Assessors shall be listed in the order of preference.
9. The Vice-Chancellor (or his proxy) shall reserve the right to select any two (2) names from the list of nominees to assess a Professorial candidate.
10. External Assessors shall be guided by Appointment and Promotions criteria as they relate to the position applied for by the applicant.
11. Where the reports of the two Assessors support the Professorial appointment of the candidate, the Vice-Chancellor shall take the report as a confirmation of the eligibility of the candidate for the Professorial cadre.
12. Where the report of one of the two Assessors is negative, the University shall engage a third nominee on the recommendation of the Vice-Chancellor (or his proxy). The recommendation of the third Assessor shall determine the appointment or otherwise for the candidate.
13. All Assessors shall be required to come to Covenant University for the assessment exercise, except in unique cases, which shall be approved by the Vice-Chancellor.
14. The cost of accommodation, feeding, and travel of the Assessors for the exercise shall be borne by the University. This is independent of the honorarium, which shall be paid immediately on completion of the assignment.
15. An External Assessor shall submit his/her report, using the prescribed format, along with every other material delivered to him or her for the exercise. The report shall be submitted directly to the Vice-Chancellor (or his proxy) immediately after the exercise

## 2.3 COVENANT UNIVERSITY POLICY ON JOURNAL PUBLICATIONS SUPPORT.

### Preamble

Covenant University promotes this policy on scholarly publications of research outcome based on prevailing and emerging paradigms of electronic print, open access, and respect for the right of publishers and authors.

Consequently:

- i. All scientific and scholarly publication from Covenant University stables, which shall include research articles, abstracts, reviews, letters, chapters in books, involving faculty, staff, students, trainees or other affiliated contributors arising from research and/or other academic activities shall bear the names and affiliations of all who qualify to be designated as author(s).
- ii. The cost and charges is subject to limit set by Management. **(APPENDIX 2.3.1)**
- iii. Covenant University shall encourage her faculty to engage in compatible agreement, which shall include, but not limited to right to self-archive and reduction in article publishing charges.
- iv. All scholarly works shall be published in Open Access journals indexed in SCOPUS/Web of Science in line with the Open Access Policy of the University.
- v. In considering the authors constitution for the scholarly work, Covenant University faculty/affiliation shall constitute at least 50% of the authors to qualify for full sponsorship of a scholarly work.
- vi. Covenant University shall have non-exclusive, irrevocable, paid-up, worldwide license to exercise any and all rights under copyright relating to every of the scholarly article sponsored by the University in any medium, provided the articles are not sold for profit, and or authorize others to do the same.

- vii. This policy shall apply to all scholarly works written whilst an individual is a Faculty/Researcher/Staff of Covenant University.
- viii. Articles completed before the adoption of this policy or for those wherein the author(s) entered into an incompatible agreement/Licensing shall not be affected by the conditions of this policy. Where author(s) entered into an incompatible agreement and requires a waiver, appropriate application through a written notification shall be made for that particular article to the Vice-Chancellor with reasons for such agreement.
- ix. Transparent disclosure of all supporting relationships, which include, but not restricted, to financial, technical and collaborative provisions, associated with the scholarly work shall clearly be stated.

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## **2.4 COVENANT UNIVERSITY POLICY FOR THE ENGAGEMENT OF GRADUATE ASSISTANT**

### **Preamble**

In line with global best practices to attract best talents for the sustainability of the University, there is need to institutionalize the recruitment, development and retention of best graduating students across the globe ready to align with the core values of the University. To enhance this process the following shall apply:

### **1. Eligibility**

- i. The scheme shall be open to candidates who are not more than twenty-six (26) years of age and who have completed the Bachelor's degree not more than five (5) years at the point of consideration for the Graduate Assistant position.
- ii. The candidates must have a CGPA of not less than 4.0 on a scale of 5 or 3.0 on a CGPA scale of 4 from Covenant, Landmark or any other University recognized by the Senate of Covenant University. Candidates must be ready to undertake the Postgraduate Programme of Covenant University leading to the award of Master's degree and subsequently, Ph.D. degree.

### **2. Responsibilities**

Conduct tutorials, support Professors and Senior Academics in class administration such as taking lecture attendance, tutorials, grading of practicals, keying in and uploading of results.

### **3. Terms of Engagement**

- i. The candidate shall be placed on a salary scale determined by the University.



- ii. Every one (1) calendar year of training under this programme shall entitle the University to two (2) calendar years of continuous service from the beneficiary.
- iii. The University shall reserve the right to terminate the appointment of any candidate who is not making satisfactory progress in the Postgraduate programme.
- iv. The University reserves the right to demand for full payment of School fees from any beneficiary who for no reason fails to conclude the programme within the stipulated time frame, provided the delay is not caused by the University.
- v. The beneficiary should sign a BOND in line with the University policy.
- vi. All issues relating to this engagement shall be in line with the details specified in the Bond

#### **4. Duration**

- i. The Graduate Assistantship shall be for a period of 24months.
- ii. A maximum of a year extension shall only be given should the candidate fail to conclude the programme within the time frame stipulated.

## 2.5 POLICY ON TRAVELS AND ACCOMMODATION

### Preamble

In line with the University's commitment to the wellbeing and optimal delivery of faculty and staff, the following provisions shall apply to all categories of officers on official assignment outside the University:

- i. The University shall make provision for all faculty and staff on official assignment outside the University.
- ii. The provision shall cover the transportation cost, feeding and accommodation of the officer throughout the period of the engagement.
- iii. Transport allowance shall be applicable where an official vehicle or airport shuttle is not provided for the trip.
- iv. Local road transport fare to and fro any part of Nigeria shall be calculated at a rate approved by Management. **(APPENDIX 2.5.1)**
- v. The University shall procure flight tickets for faculty and staff that are qualified to travel by air including airport shuttle.
- vi. Notwithstanding the provisions, the Management may direct when circumstances demand so that any level of staff can travel by air and the flight tickets and airport shuttle paid for officially.
- vii. The numbers of days for the out of station assignment shall be as proposed with reasons and approved by Management.
- viii. Further extension must be justified and approved by Management.
- ix. The transportation, feeding, and accommodation allowances for different categories shall be as approved by Management. **(APPENDIX 2.5.2)**

## 2.6 COVENANT UNIVERSITY POLICY ON CONFERENCE SUPPORT

### Preamble:

Considering the relevance of conferences and publications to knowledge diffusion, academic development and global ranking of Universities, the following condition shall apply to applicants for conference support:

### 1. Sponsorship Eligibility

- a. The applicant shall be on a full time employment of the University.
- b. The applicant shall have spent at least one (1) academic session in the University.
- c. Applicants who are on their Ph.D. programme should have defended their Ph.D. proposal.
- d. Applicant must belong to at least one research cluster approved by the University.
- e. A staff undergoing disciplinary observation or action shall not be eligible for consideration.

### 2. Financial Support:

- i. National Conference:  
An applicant shall be entitled to full sponsorship in terms of: registration, transportation, accommodation and feeding.
- ii. International Conference:  
Applicant shall be entitled to payment of visa and processing fees, insurance, registration, accommodation, transportation and feeding.
- iii. Professional Conference:
  - The applicant shall be member of the Professional body/society. Professional bodies chartered by an Act of Parliament shall be given preference.
  - An applicant must be financial member of the body.
  - The professional conference may be international or local.

### **3. Requirement for Support:**

Application for full sponsorship by the University for Group Attendance shall be considered on the recommendation of the Research cluster Head, provided the group belongs to the same research cluster as evident in the papers to be presented. To this end, the University shall sponsor the following:

- a. In the case of four (4) accepted papers, only two (2) members of the group shall qualify for full sponsorship to the conference for the presentation.
- b. In the case of two (2) acceptable papers, only one member of the group shall be sponsored to the conference for the presentation.
- c. In the case of one (1) accepted paper, the university shall support applicant conference registration with the option of virtual presentation.
- d. Multiple, interdisciplinary authorship, with international authors, shall be encouraged.
- e. Only conference with open access proceedings and deposited as preprint in the CU open access repository shall be sponsored.
- f. Conference with prospect of papers becoming book chapters/journal shall be prioritized.
- g. Applicants for sponsorship are required to attach comprehensive proof of claims (e.g. call for papers, evidence of SCOPUS/ISI indexing, full paper) to their applications.
- h. Only conferences indexed in SCOPUS/Web of Science at the time of application shall be considered.

#### **4. Frequency of Support:**

- a. A faculty shall be entitled to financial support for one academic international conference in every two years and one national conference each session, provided all the specified criteria are met.
- b. The University shall support/sponsor an active researcher for ONE academic international and ONE national conference per session.
- c. The University shall encourage group support for supervisors and supervisees with 8 or more papers to attend national conferences
- d. Sponsorship for professional conference shall be once in three (3) years.

#### **5. Procedures for Application:**

- a. Application for conference support shall be processed to the Director of Covenant University Center for Research Innovation and Development (CUCRID), through the Research Cluster Head, the Head of Department (HOD) and the Dean.
- b. Management's decision on the application shall be duly communicated to the applicant, Research Cluster Head, HOD, The Dean and other relevant officers.

## 2.7 COVENANT UNIVERSITY POLICY ON PREDATORY JOURNALS AND CONFERENCES.

With regard to the current wave and emergence of predatory Journals, Publications and Conferences, the University Management unequivocally condemns the recognition of publications emanating from such outlets for the purpose of promotion or any form of scholarly attribution in Covenant University. This policy seeks to preserve the culture of genuine scholarship, sustain the laudable integrity and image of our institution as well as facilitate the speedy attainment of Vision

***One of Ten in Ten.*** Consequently, the following shall subsist as valid policies in that regard:

1. Only Journals, Publications, Articles, Proceedings duly indexed and recognized by Scopus and Thompson Reuters Web of Science shall be recognized as international publications.
2. University-based/ learned society Journals and Publications are highly recognized.
3. Jeffrey Beall's lists of Predatory Journals and Publishers are recognized by the University as valid contribution to preserving scholarship. This is without prejudice to future review to this list.
4. Scopus, Thompson Reuters Web of Science and SCIMAGO databases shall guide Faculty's selection of reputable Journals.
5. The University Management reserves the right to review this from time to time.

## **2.8 COVENANT UNIVERSITY POLICY ON DRIVING/VEHICLE USAGE.**

### **Preamble**

The University desires to ensure a safe driving culture on various road networks within its community. For this reason, employees and visitors who drive vehicles within the University campus must take responsibility in order to avoid road accidents among others. To this end, the following guidelines shall subsist:

1. The speed limit when driving on all road networks within the University campus shall not exceed 30km/hr.
2. There shall be compulsory use of seat belts by each driver and the passengers for all vehicles.
3. Riding of bicycles by children shall be restricted to the residential areas within the University campus.
4. Faculty and staff are to ensure that newly acquired vehicles shall be fully registered within ten (10) working days of arrival on campus.
5. Driving lessons are to be confined to the open fields only. No driving lessons shall be taken within residential areas or on major roads.
6. Dangerous driving and blaring of horns by motorists within the University campus is strictly prohibited.
7. All drivers shall possess the valid driver's licence.
8. The use of mobile phone while driving is prohibited.
9. All vehicles must have functional headlights, turning signals, C-caution, fire extinguishers and others.
10. Arbitrary parking of vehicles along major roads is prohibited. Also, the idea of abandoning vehicles at strategic locations within the University campus is strictly prohibited.
11. There must be strict adherence to all road signs within the University campus.

12. All car owners must have the current official Covenant University car stickers for ease of identification.
13. The University's Road Safety Committee shall be charged with the responsibility of monitoring and enforcing compliance with the policy.

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## 2.9 COVENANT UNIVERSITY POLICY ON ICT FOR FACULTY/STAFF AND STUDENTS 2016 – 2019.

### PREAMBLE

In accordance with the National Universities Commission's guidelines, Covenant University's (CU) Senate has set out these ICT minimum guidelines for proper, efficient and effective use of ICT in achieving its mission and objectives. To this end, these minimum guidelines would articulate the framework, and the course of action that guides acceptable use of ICT facilities and resources by all members of the University community. This policy applies to all equipment owned or leased by Covenant University, and to all equipment connected to the Covenant University network.

### 1. PURPOSE

The main purpose of the ICT Policy is to harness the potential of ICT as a catalyst for effective learning, teaching, research and innovation in Covenant University for national transformation, global competitiveness and raising new generation of leaders. It outlines the **acceptable** and **unacceptable** use of computer equipment or "online services" owned by Covenant University. The objectives of the ICT policy are specifically to:

- i. Provide guidance in developing a broad based, reliable and secure communications infrastructure, which shall conform to recognized international standards and support all services in the University.
- ii. Provide a framework for development and management of ICT network services that shall ensure the availability, enhanced performance, security, and ensure the reduction of the cost of running ICT infrastructure.
- iii. Provide a framework, including guidelines, principles and procedures for the development and implementation of ICT projects in Covenant University.

The provisions of this ICT Policy, which are outlined in sequel sections, cover the following areas:

- a. Applications of ICT to Education Delivery at Covenant University
- b. Applications of ICT to Administration in Covenant University
- c. Infrastructure
- d. Network Development and Management
- e. Access Management and Control
- f. Capacity Building
- g. ISO Information Security Management Systems
- h. Equal Opportunities
- i. Maintenance of ICT Facilities
- j. Collaborative Services and Resource
- k. World Web Universities Ranking

## 2. DEFINITION OF TERMS

- i. **Computing services** refer to any IT resource made available to an individual, any of the network borne services, applications or software products that an individual is provided access to and the network/data transport infrastructure that an individual uses to access any of the services (including wired and wireless access to the Internet).
- ii. **Online services** include services provided and accessible (both wired and wireless) through individual accounts and passwords. Such services include access to internet/intranet related systems, including but not limited to computer equipment, software, operating systems, storage media, and network accounts providing electronic mail, internet browsing, and FTP and are the property of Covenant University.
- iii. **Devices** include but are not restricted to computer desktop, laptops, mobile tablets and smart phones.

## 3. UNACCEPTABLE USAGE: This may be summarized as, but not restricted to:

- i. Actions, which cause physical damage to any ICT hardware and software, including peripherals (e.g. mouse, cables, wiring, printers, etc.).
- ii. Creating, displaying or transmitting material that is fraudulent or otherwise unlawful, inappropriate or likely to cause offence.
- iii. Threatening, bullying, intimidating or harassing staff, students or others.

- iv. Intellectual property rights infringement, including copyright, trademark, patent, design and moral rights.
- v. Defamation.
- vi. Unsolicited advertising often referred to as "spamming".

#### **4. ICT ELECTRONIC MESSAGING**

- i. The Covenant University electronic messaging services shall be used in an appropriate and responsible manner.
- ii. Covenant University shall permit users to use electronic messaging services in an appropriate and responsible manner.
- iii. A user's access to electronic messaging service shall be withdrawn the moment his/her affiliation with the University as a staff, student or associate ceases.
- iv. All records created by university staff during the course of university business shall be owned by Covenant University as corporate assets.
- v. All users of electronic messaging services shall be aware of their responsibilities with regard to the creation, capture, retention and disposal of university records.
- vi. An electronic messaging user shall act in a *professional and ethical manner*.
- vii. A user shall maintain professional courtesies and considerations in all electronics communication.
- viii. A user shall not transmit abusive or defamatory messages.
- ix. A user shall not transmit an electronic message that breaches legislation (such as the spam Act 2003) or contravenes Covenant University policy.
- x. A user shall not cause interference to other users of electronic messaging services. Examples of interference include transmission of email, chain/bulk letters, wide spread distribution of unsolicited email, junk mail, pyramid mail and the repeated sending of the same message.

- xi. A user shall not give the impression that he/she is representing, giving opinion or making statements on behalf of Covenant University, unless authorized to do so.
- xii. Users who contravene these guidelines shall be subject to the provisions of the Covenant University ICT breach management (see Section B).

## **I. ICT BREACH MANAGEMENT**

- i. Any noticeable or reported breach shall be investigated to determine whether it was accidental or deliberate in order to determine the most appropriate action to be taken.
- ii. Users who are found to have breached Covenant University ICT policy shall face disciplinary measures.
- iii. Management of a breach of policy shall be determined by the facts of matter.
- iv. Penalties shall be applied in line with university misconduct processes set out in the applicable employment instrument, contract of employment or university status and may include:
  - v. suspending the user's university access to ICT facilities
  - vi. withdrawal of benefit
  - vii. dismissal

## **II. COVENANT UNIVERSITY PRINTING**

In order to promote the responsible and ethical use of printers, printing software, or printing supplies by faculty, staff, students and other authorized users, the following guidelines shall subsist regarding printing in the Laboratories, Classrooms, Library, or at Public Sites in Covenant University:

- i. The Centre for Systems and Information Services (CSIS) shall make purchases on printing through the Purchasing Committee with tender;

installs and supports computer systems and peripherals, public site printers and printing software.

- ii. The University Centralized sites and Enterprise printers, Laboratories and offices shall provide papers and toners.
- iii. The public site and classroom printers shall be primarily for students, Faculty/Staff use.
- iv. Departments, Directorates and Units shall be provided with printers for security reasons.

#### **(A) Responsibilities of CSIS on Printing with University's Equipment**

The CSIS shall:

- i. Act as a responsible steward of University resources as it relates to printers, printing software, and printing supplies;
- ii. Lead, or take part in initiatives that promote sustainable practices such as decreasing printing or reducing waste;
- iii. Set printing standards, limits, allowances, or pricing;
- iv. Evaluate, select, install, monitor, maintain, and replace on a reasonable refresh cycle, any printer, printing software, or printing supplies;
- v. Maintain user accountability requirements, including user identification and authentication, account administration, and password integrity;
- vi. Develop and implement security policies and standards;
- vii. Ensure that printing supplies are replenished; and
- viii. Properly destroy or shred any unclaimed printouts or papers in its domain.

#### **(B) Responsibilities of the Members of the University community**

All members of the Covenant University community shall:

- i. Act in a responsible, ethical, and legal manner in the use of printers, printing software, or printing supplies (including copyright law). This use implies consent with any and all applicable university policies and regulations;
- ii. Refrain from using printers, printing software, or printing supplies for personal, unauthorized uses, or any other use that does not conform to Covenant University's mission;
- iii. Avoid any unauthorized usage of printers, printing software, or printing supplies. These include, but are not limited to, the transmission of abusive or threatening material or using printers, printing software, or printing supplies in violation of applicable license agreements;
- iv. Refrain from damaging or stealing printers, printing software, printing supplies, or any related technology;
- v. Not perform any acts, which are wasteful or monopolize printing resources, including printing unnecessary output or printing multiple copies of documents such as resumes, theses, or dissertations; and
- vi. Use only CSIS-approved printing resources and avoid printing on transparencies, labels, or special papers (large format, irregular thickness, etc.) that may inadvertently damage the printers.

## **7. DATA PROTECTION**

The University's position on disclosure of information/ information in transit is as follows:

- i. All Faculty/Staff and students of the University shall be notified of the reasons why their information will be held in the University's database, how it will be used and the institutions or establishments that the University might share such information with.
- ii. The personal data obtained from Faculty/Staff and students shall be adequate, relevant and not excessive in relation to the purpose(s) for which they are being requested.
- iii. The Faculty/Staff and students of the institution shall have the right to access data or information held concerning them, subject to approval from the University Management.

- iv. Access to an individual's personal information shall not be given to persons other than the individual concerned or other authorized personnel except where there is a statutory requirement to do so.

**(A) Data and Information Accuracy, Retention and Security**

- i. The accuracy and correctness of Data and Information on Faculty/Staff and students shall be ensured at all times by carrying out periodic updates of staff and students information.
- ii. Records of Faculty/Staff and students shall be properly maintained and protected.
- iii. Measures shall be taken to ensure that all information and software are removed from redundant hardware before it is retired or decommissioned.
- iv. Expired confidential information stored on paper shall be *shredded or held in a secure area* in preparation for incineration.

**(B) Backup and Disaster Recovery Plan**

- i. The Director of CSIS shall put in place a viable backup policy.
- ii. The backup arrangement shall contain the following: *Disaster recovery plan; Downtime classification and Recovery schedule.*

**8. PHYSICAL ACCESS CONTROL AND SURVEILLANCE**

- i. The Director of CSIS shall ensure that only authorized staff or personnel are granted access to server rooms, computer labs and other major ICT facilities of the university.
- ii. The rooms or spaces housing equipment shall be adequately secured as the doors, windows and the keys or access codes to these rooms shall reside only with the Director of CSIS or appointed representative.
- iii. Assets Register shall be maintained by all Units in CSIS to keep track and take inventory of all hardware and software in the Department.

- iv. A central register shall also be maintained by the CSIS to keep inventory of the computer equipment in the University.
- v. All ICT equipment shall be labelled and/or engraved appropriately for identification.
- vi. All entrances to secured areas shall be appropriately labelled “*Only Authorized Persons are allowed*”.
- vii. Access controls and security surveillance equipment like CCTV cameras shall be installed and monitored in secure areas to prevent unauthorized access, theft and tampering with computing facilities during and after working hours.

## 9. INTERNET USAGE

Access to the University’s network facilities (wireless and wired) shall be controlled through the following measures:

- i. All Faculty/Staff and students shall be provided with a username and password etc., to be able to access the computer systems and the internet. The naming convention shall be adhered to.
- ii. All students shall be allowed access to the Internet network facilities from *4 a.m. to 12 midnight daily*.
- iii. All traffic passing through the firewall shall be screened and audited.
- iv. CSIS shall maintain control over data packets and connection requests by means of a centralized firewall that will adequately filter data traffic.
- v. In line with the Covenant University Core Values, all authorized users shall not be allowed to view or visit sites with offensive and inappropriate materials (e.g. *pornographic sites, sites used to spread hate and racial or religious intolerance, etc.*).
- vi. Defaulting users shall have their user names and passwords disabled and penalized appropriately.



- vii. All users shall not download or upload offensive materials on the University's network.
- viii. To optimize students' level of academic productivity, the University reserves the right to restrict their access to certain/specific websites for a certain period of time as may be conserved necessary.

## **10. ANTI-VIRUS**

The University shall activate and use encryption services with anti-virus protection in all cases where a device requires such services.

## **11. ANTI-PIRACY**

The University shall not tolerate unlicensed or pirated software on her network in order to respect ownership of Intellectual Property rights and avoid litigation.

## **12. HARDWARE MAINTENANCE AND MANAGEMENT**

- i. The University shall make provision for adequate resources to ensure regular maintenance of ICT equipment (computers, servers, etc.).
- ii. The University shall also refurbish or replace obsolete and outdated computer laboratory equipment as early as possible to minimize maintenance cost and incompatibilities.
- iii. The University shall systematically modernize her stock of computers to meet the demands of latest software, web access and other tasks of computation and communication.
- iv. A maintenance programme shall be put in place to ensure that the hardware devices are serviced and replaced from time to time.
- v. CSIS shall maintain and support all hardware devices/peripherals (which may include desktop computers, laptop computers, printers, scanners, digital cameras, projectors, power backup systems and network equipment) in the University.
- vi. Users of the hardware shall strictly adhere to the guidelines on ICT usage of the hardware in order to guarantee support by CSIS.

### **13. INFORMATION SYSTEMS SECURITY**

In order to ensure information system security, a user shall be responsible for the following:

- i. Become familiar with the device that is sufficient to keep data secure.
- ii. Prevent theft and loss of data (using PIN/Password/Passphrase lock).
- iii. Keep information confidential, where appropriate.
- iv. Maintain the integrity of data and information.
- v. Never retain personal data on University's systems.
- vi. When in doubt as to whether particular data can be stored on the device, ask/consult with the Director of CSIS or seek advice from the appropriate authority.
- vii. Staff shall not be encouraged to keep University data in their personal systems/devices.
- viii. All official communication shall be routed through the University e-mail.
- ix. No one shall delete official documents from the University's systems in their care, negligently or deliberately.

### **14. E-LEARNING**

- a. The University shall adopt and enforce the e-learning method for education delivery through the creation of an e-Learning Working Committee.
- b. The primary duties of the e-Learning Working Committee shall be to make recommendations on online teaching and learning.
- c. Other duties of the e-Learning Working Committee shall be to:
  - i. Conduct periodic review of development of e-learning in the University;

- ii. Create guiding principles for e-learning;
  - iii. Review the key collaborations /partnership with other institutions;
  - iv. Create a roadmap for Covenant University Massive Open Online Courses/Courseware (MOOC); and
  - v. Conduct periodic quality assurance and evaluation of sharing in Covenant University.
- d. To support student's e-learning method, the University shall:
- i. Ensure that lecture notes and pre-recorded lecture videos are available online for students engaged in e-learning activities;
  - ii. Provide facilities for students to submit their coursework and assignments electronically;
  - iii. Provide for the students to have unfettered correspondence with their Lecturers via emails, school intranet or Departmental Portals. This correspondence shall include ability to apply for test rescheduling, extenuating circumstances, review and questions on projects and coursework;
  - iv. Ensure students have access to Library resources and e-Journals without having to be physically present on the campus;
  - v. Ensure students are able to access test scores, grades, financial status and lecturer's comments on the University's Portal;
  - vi. Ensure that every lecturer and teaching staff has access to a computer and internet services;
  - vii. Have a well-stocked computer laboratory accessible to all registered students, Faculty and staff;
  - viii. Ensure that every incoming undergraduate into the University has a laptop and or a mobile device; and
  - ix. Provide platform for Covenant University Lecturers to implement MOOC on e-learning.

## **15. SYSTEM AUDIT AND INVESTIGATION**

- i. If any computer system or facility is threatened, it shall be monitored and user files shall be examined under the directive of the Vice-Chancellor.
- ii. The University shall comply with all governmental and law enforcement orders requiring the examination of user files. This may occur if:
  - iii. There is reasonable cause that a user has violated this policy;
  - iv. A user or an account appears to be engaged in unusual activity;
  - v. It is necessary to protect the integrity, security, or functionality of Covenant University's technology resources;
  - vi. It is necessary to protect Covenant University from liability; or
  - vii. It is required by law.

## **16. ENFORCEMENT AND DISCIPLINARY PROCEDURES**

Any user who violates any part of this policy shall be subjected to the following:

- i. Suspension or revocation of the user's computer account and/or suspension or revocation of access to the University's printing resources.
- ii. Disciplinary action as described in Covenant University's Student Handbook.
- iii. Disciplinary procedures outlined in Covenant University's Staff Handbook or any other documents outlining conduct for Faculty, Staff and students.
- iv. Civil or criminal prosecution under federal and/or state law.

## **17. PROCEDURE TO UPDATE THE POLICY**

- i. Covenant University reserves the right to update and/or amend this document to reflect University policy changes and/or state or federal law.
- ii. Ignorance of this policy (or those that it directs individual to), and the responsibilities it places on individual, shall not be an excuse in a situation where it is assessed that an individual has breached the policy and its requirements.
- iii. Students, Faculty/Staff who connect their own devices to the University network and the services available shall be reminded that such use requires compliance to this policy.
- iv. Students shall be informed of this policy during their induction each year and shall acknowledge their readiness to adhere and comply with the policy each time they log on to the University network.
- v. Staff members shall be informed of this policy during their induction and the need to adhere to the conditions therein.

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## **18. VENDORS PROCUREMENT REPOSITION**

The expected detailed plan to be submitted by Vendors shall include the following:

- i. Table of Content
- ii. Document Information
- iii. Authors
- iv. Contributors
- v. Scope of Work
- vi. Project deliverable
- vii. Defined method of approach
- viii. Equipment for supply
- ix. Exclusion
- x. Interfaces
- xi. Service Level Agreement
- xii. Trade Off arrangement
- xiii. Form of Indemnity
- xiv. Equipment certification (OEM)
- xv. Maintenance and Implementation Process

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## 2.10 COVENANT UNIVERSITY POLICY ON THE APPOINTMENT OF DIRECTORS.

1. Directors shall be appointed for Departments, Centers and Units in Covenant University by the Vice-Chancellor as necessary subject to the approval of the Board of Regents.
2. Directors shall be appointed from within the employees of Covenant University or from outside the University.
3. Directors shall be responsible to the Board of Regents through the Vice-Chancellor.
4. An appointed Director shall be designed as Acting Director subject to a confirmation after three (3) months of satisfactory performance.
5. The tenure of a Director shall be **two (2)** years renewable yearly thereafter based on proven outstanding performance and subject to a maximum of four (4) years tenure.
6. A Director that is an employee of Covenant University shall ordinarily maintain his/her monthly salary plus a monthly allowance shall be as approved by Management.
7. A Director that is *Ab inito* not an employee of Covenant University shall have a remuneration subject to the approval of Management.
8. The appointment of a Director can be terminated at any time at the discretion of the Vice-Chancellor subject to the approval of the Board of Regents.

## **2.11 POLICY ON TWO (2) STEP INCREMENT THROUGH PROFESSIONAL QUALIFICATION**

### **Preamble:**

The accreditation of relevant professional bodies, in addition to the statutory accreditation of the National University Commission (NUC), are required to run many academic programmes in the University. For instance, Accounting, Architecture, Banking and Finance, Building Technology, Engineering Programmes etc. are accredited by their respective professional bodies, recognized and chartered by Acts of Parliament of Nigeria. The professional bodies usually demand the full membership of faculty and staff involved in the training of students in these programmes. In order to encourage professionalism, sustained membership, and full participation of faculty and staff in activities of their professional bodies, the following shall apply:

- i. A faculty/staff with relevant professional qualification shall be considered for upgrade by additional two (2) steps increment upon his/her request with attached certificate(s) and Management's approval.
- ii. The professional qualification/certification must be awarded by relevant professional body that is internationally recognized and/or chartered by an Act of Parliament.
- iii. A faculty/staff shall only benefit from such upgrade for only one (1) professional qualification. Addition professional qualification(s) shall not attract an upgrade.
- iv. A regular staff undergoing disciplinary observation shall not be eligible for consideration.
- v. The faculty/staff shall be solely responsible for annual due as may be required by the professional body.
- vi. The University shall only recognize such professional bodies that are relevant to the vision and mission of the University.



## **2.12 COVENANT UNIVERSITY POLICY ON CONFERENCE/WORKSHOP SUPPORT FOR NON- TEACHING STAFF**

Covenant University is committed to the ideals of academic excellence through an integrated exposure of her staff to capacity development initiatives via conferences and workshops subject to the following:

1. The university shall sponsor a qualified staff at any conference or workshop where knowledge is being advanced by credible resource persons/organizations in the specific discipline/responsibility of the staff within the University's goals.
2. Application to attend a learned conference/workshop shall be made following due process not later than one (1) month to the date of the engagement.
3. The conference/workshop support shall be available for none-teaching staff on full-time employment.
4. The beneficiary shall have spent a minimum of one (1) academic session in the University.
5. A staff undergoing disciplinary observation or action shall not be eligible for consideration.
6. Each staff shall enjoy graduated sponsorship for the national and international conference/workshop/seminar for registration, transportation, accommodation, feeding allowances as applicable.
7. The duration of a conference/workshop shall not exceed five (5) working days.
8. Each qualified staff shall benefit from the University's support one in two (2) years.
9. All advances shall be retired within one (1) week of return to the University.
10. The conference/workshop report shall be submitted by all beneficiaries not later than two (2) weeks of return.

## 2.13 COVENANT UNIVERSITY RENT ADVANCE SCHEME (RAS)

### Preamble

Covenant University aimed to provide accommodation for all employee in order to make them comfortable for productive engagement. In view of a continuous increase in the workforce and demand for accommodation on campus, the University however creates an avenue to bridge the gap of constant needs for accommodation for all interested members of Staff.

### Objective of the Rent Advance Scheme

- i) To ensure that Staff who could not have accommodation on campus is cushioned with rent advance based on rent allowance in the salary structure.
- ii) To enable Staff settle down for the assigned duty.

### Terms and Conditions

- i) Interested Faculty and Staff shall apply for the rent advance scheme through the Office of the Registrar.
- ii) ***Interested Faculty and Staff with less than six (6) months in the service of Covenant University as regular staff need not to apply.***
- iii) Any member of Staff resident on campus is not entitled to rent advance scheme.
- iv) The applicant shall obtain rent advance scheme application form from Establishment-HRD Unit and return same form to the aforementioned Unit for onward processing.
- v) ***Cheque shall be written in the name of the Landlord.***
- vi) ***Original copy of the rent payment must be obtained by the applicant and forward duplicate copies to the Department of Financial Services and Establishment-HRD Unit for records update.***
- vii) Beneficiaries of the rent advance shall be entitled to an upfront payment of 12months.
- viii) The said grant shall be deducted direct from their salaries monthly for a period of 12months until fully repaid.
- ix) In case of default by the beneficiary, the two (2) guarantors are liable to make repayment for the said grant.

## **2.14 COVENANT UNIVERSITY FURNITURE ACQUISITION SCHEME (FAS)**

### **Preamble**

Since inception of the University, the proprietors have made heavy investment in providing facilities that enhance productivity at work and comfort at home. Faculty and staff have been encouraged to live on campus and provided with excellence accommodation with good furniture and household equipment to compliment the beautiful houses and the environment. This was aimed at providing furniture that supports our institutional goals and values. The University provided for every staff quarter a fully functional set of furniture commensurate with category of quarter allocated to staff.

As the institution continues to grow, certain changes and adjustment become imperative. It has become necessary to review the furniture and household equipment policy of the University. Occupants of the University quarters are to take full responsibilities of the provision of furniture and household equipment in their apartments. However, the University has made provisions for persons who may need assistance in meeting the financial responsibility occasioned by the changes in the furniture and household equipment policy put in place.

### **Objective of the Furniture Acquisition Scheme**

- i) To ensure that occupants of official quarters acquire furniture that will be commensurate to their status and category of quarters allocated to them
- ii) To encourage faculty and staff acquire their personal asset while on campus which the owner shall take along when leaving the quarters for any reason.
- iii) To bestow on the occupant the full responsibility of the usage and maintenance of his/her furniture and household equipment

### **Terms and Conditions**

- i) Interested faculty and staff shall apply for the Furniture advance accordingly to the Director of Financial Services.
- ii) The Directorate of Financial Services shall make available to the applicant the conditions and guidelines for the use of the furniture advance.
- iii) Beneficiaries of FAS shall be expected to purchase furniture and household items commensurate to the grant received by them and befitting the status of their accommodation.

- iv) Occupants of already furnished apartment shall have the option of buying the furniture and household equipment in their apartment based on the fair economic value of the items as at the time of disposal or decline the offer to buy.
- v) Occupants who exercise the option to buy the furniture items will have same deducted direct from their salaries monthly until fully repaid
- vi) Occupants who do not exercise the option to buy the furniture items in their apartment shall relinquish same immediately and then apply for FAS grant.
- vii) **Beneficiaries of FAS shall be entitled to an upfront payment of Furniture Allowance for 24 Calendar months repayable within the same period. The facility shall be interest-free.**
- viii) Beneficiaries of the FAS programme shall utilize the grant in purchasing furniture and nothing else. Evidence of purpose shall be made available to the Directorate of Financial Services within thirty days of the receipt of the grant
- ix) **A first beneficiary of FAS shall not be entitled to another furniture grant within three years of the receipt of the first grant.**

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### **3.1 COVENANT UNIVERSITY POLICY ON INDUSTRY PARTNERSHIP**

#### **Preamble**

As a University aspiring to a World-Class status, we lay emphasis on credible collaborations and partnerships. To maximize this, we shall be guided by the policy as set out below:

#### **1. Institution of collaboration with Partners**

- i. All Departments/Directorates/Units of the University are encouraged to source relevant collaborations and partnerships. Instituted collaborations must be linked up with relevant Departments/Directorates/Units with a view to bringing on board the expert advice or contributions of such entity as the case may be.
- ii. Initial interactions between the host Departments/Directorates/Units and partners shall involve the Directorate of the Centre for Research, Innovation and Discovery.
- iii. Every collaboration or partnerships shall be established with a memorandum of understanding (MoU) involving the collaborating Department/Directorate/Unit of the University and the external agency.

#### **2. Process of Drafting MoU**

The Directorate of the Centre for Research, Innovation and Discovery shall initiate the draft MoU having obtained the consent of the stakeholders during the preliminary interactions.

#### **Steps to Drafting of MoU**

The steps listed below shall be appropriate to ensure that all the parties to the

Collaboration contribute immensely to the drafting of the working document as follows:

### **Step 1**

All entities with which the University shall enter into collaboration shall be properly registered with the relevant regulatory bodies.

### **Step 2**

The University Management shall work with its relevant Unit: Directorate of the Centre for Research, Innovation and Discovery and the Legal team to ensure that the MoU meets international standards.

### **Step 3**

Directorate of the Centre for Research, Innovation and Discovery shall generate the draft MoU which shall be ratified by the Management of Covenant University and the partners.

### **Step 4**

The Vice-Chancellor and Registrar shall represent the University.

## **3. Implementation/Execution of MoU**

At the beginning of every session, the Directorate of the Centre for Research, Innovation and Discovery shall request an annual action plan from all relevant Units of the University for the purpose of collaboration and partnerships.

## **4. Situation Reports**

All Heads of Departments/Directorates/Units shall generate and process an annual report to the University Management through the Directorate of the Centre for Research, Innovation and Discover

### **3.2 UNIVERSITY POLICY ON EXTERNAL GRANT MANAGEMENT.**

The following shall apply regarding the management of externally funded grants in Covenant University:

1. A Faculty in the University who is under consideration for appointment as Principal Investigator/Co-Principal Investigator (PI/Co-PI) based on external grant applications shall inform the University through the *Covenant University Centre for Research, Innovation and Discovery (CUCRID)* of details of such grant applications submission. This shall be particularly essential if the University has been named as the primary affiliation of the prospective PI.
2. The University shall be officially informed of all externally funded grants that have been won by a Faculty.
3. The PI shall give relevant information to the University Management at the time of submission of external grant applications on the type of
4. Institutional support required from the University in order to ensure successful implementation of the grant award. Possible areas of support include project co-financing, financial management and administration, provision of infrastructure, recruitment of contract/support staff, travel support, use of laboratory equipment and many more.
5. All external grant applications must incorporate the operational cost that would be borne by the University in terms of use of the University's facilities and infrastructure in the execution of the grant. This should account for between 20 and 40 % of the total cost of the grant.
6. In cases where a temporary/contract staff has been employed in order to execute an externally funded grant, where the staff shall be required to work within the University environment, he/she shall be subject to the rules and working conditions of the University as long as the contract subsists.

### **3.3 POLICY ON RESEARCH AND DEVELOPMENT PROJECTS UNDER GLOCALISATION**

#### **Preamble**

Covenant University, a leading private University is committed to the highest standards of ethical conduct in providing excellent, relevant and proactive education. The University is committed to pursuing excellent world class research and development projects under “*Glocalisation*” endowed fund by the Board of Regents. The aim of this endowment is to achieve sustainable innovative local and national research with global impact. This strategic plan focuses on indigenous and innovative research endeavours that are centered on creating solutions to the myriad problems in our local environment.

#### **Thematic areas**

The thematic areas to be funded by this endowment will situate around indigenously innovative solutions that will not only be meeting the local needs within our community but also be fulfilling the overall objectives of the Sustainable Development Goals (SDGs) of the United Nations and the African Union Agenda.

As a guide, the research activities should be in alignment with two or more SDGs as follows:

1. End poverty in all its forms.
2. End hunger, achieve food security and improved nutrition and promote sustainable agriculture
3. Ensure healthy lives and promote well-being for all at all ages
4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities
5. Achieve gender equality and empower all women and girls
6. Ensure availability and sustainable management of water and sanitation
7. Ensure access to affordable, reliable, sustainable and modern energy



8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work
9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation
10. Reduce inequality within and among our communities
11. Make cities and human settlements inclusive, safe, resilient and sustainable
12. Ensure sustainable consumption and production patterns
13. Combat climate change and its impacts
14. Conserve and sustainably use the oceans, seas and marine resources for sustainable development
15. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss
16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels
17. Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development

### **Eligibility for the Fund**

The fund is open to **any candidate** with strong motivation and passion for creating indigenous and innovative solutions to our local challenges through sustainable research. In addition, the candidate must meet these minimum requirements.

- i. The applicant shall be on a full-time employment of the University.
- ii. The applicant should have spent at least one (1) academic session in the University.
- iii. The applicant (if a student) must show evidence of good scholarship and strong motivation for research.

## **Procedure for Application and Selection Process**

- i. Applicants are required to complete the 'Glocalisation' Research and Development Application Form routed through the Research Cluster, to the Head of Department (HOD) to the Director of CUCRID for further processing.
- ii. All proposals must undergo peer-review from established researchers.
- iii. Applicants shall be encouraged to provide information on past research and projects they have successfully executed.
- iv. Emphasis shall be placed upon Innovation and Technology transfer.
- v. Part of the studies must be published in high impact journals (ISI) before the completion of the study.
- vi. Management's adjudication on the application shall be duly communicated to the applicant.

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### **3.4 COVENANT UNIVERSITY CENTER FOR LIFE LONG LEARNING POLICY**

#### **1. Policy Statement**

This policy document is designed to guide all related activities relating to payment of remuneration in the Center for Lifelong Learning (CLLL). Specifically, payment shall be made in recognition of service rendered by Part time Lecturers, Online Courses Facilitators for covenant University free online courses (CUFOC), Short Course Facilitators and Conference Facilitators.

The Facilitators shall be categorized as follows:

- a. External Facilitators/Coordinators (identified practicing experts who are not full-time Faculty/Staff member of Covenant University); and
- b. Internal Facilitators/Coordinators (identified Faculty/Staff member of the University, who can facilitate/coordinate on the subject matter in question and meet the University's expectation.

#### **2. REMUNERATION**

Remuneration in the context of this document refers to specified payments made for service rendered by facilitators, Coordinators and resource Persons. The amount or value is as approved by the University Leadership/Management.

#### **3. SERVICES REQUIRED THAT WARRANT REMUNERATION**

Services at CLLL that warrant remuneration include:

##### **a. Part Time Programme**

The Part Time is an equivalent of the full time undergraduate degree programme. The only difference is that it runs on weekends (Fridays and Saturdays); and instead of 4 years for Full Time, it is 5 years for Part Time.

This necessitates Faculty and Staff concerned working extra hours on weekend.

**b. CUFOC**

Considering the trend of educational development around the world, the need to keep abreast with skills in floating online courses becomes imperative. This is what gave birth to CUFOC. Presently, there are over 20 courses, with more in the pipeline. CUFOC demand rigorous and astute preparation of courseware materials which include power point presentation, rich text presentation, video presentation, animation etc. though the courses are free, students are expected to pay \$45 for certification.

**c. Short Courses**

These are courses that are run during summer. They include Accounting Technician scheme (ATS), GPS and other special seminars/courses led by Visiting Scholars or initiated by respective Department.

**d. Conference**

The CLLL is also expected to collaborate with respective Department to coordinate international and national conferences. Erudite scholars who are invited as Keynote and Lead Speakers will require remuneration and logistics payments.

**4. CONDITIONS FOR ELIGIBILITY**

The following conditions should be met for a Coordinator, Facilitator or Resource Persons to be eligible for remuneration.

- a. Facilitators for Part Time Courses should have been recommended by the Heads of the Departments involved in the Part Time Programmes to the CLLL. The list of such Lecturers would be collated and the respective Lecturers would be given offer letter.
- b. Facilitators must have met the University's expectation to deliver excellent services and other requirements. These include attending all classes, coordinating, facilitating, managing and conducting assessment.

- c. Facilitators must have submitted all evidence and documentations of course materials or course are to the CLLL.
- d. Facilitators must have submitted all required assessment documents (score sheets, attendance reports etc.) as at when due.
- e. The Center's affirmation that the facilitators have delivered as expected and is qualified for payment.
- f. All Administrative Staff in CLLL and Technical Staff that are actively engaged during weekend would be paid, since no allowances are paid to this category of staff.
- g. Departmental coordinators would be paid for mentoring and guiding the Part Time students. They often have to be consulted by students during weekend.

## **5. FUNDING REMUNERATION**

The students or participants are expected to pay a specified amount into the University's account for services rendered. It is from this amount that remuneration would be paid.

## **6. AMOUNT TO BE PAID**

This is as approved by Management. **(APPENDIX 3.4.1-3.5.1)**

## **METHOD OF PAYMENT**

Remuneration payments shall be processed by the Office of the Director of Financial Services (DFS) after the Office of the Center of Life Long Learning must have done all necessary checks and validations.

## **REVIEW**

This document is to guide all activities relating to payment of remuneration at the Center for Lifelong Learning. It is subject to review based on the prevailing national economic situation and as deemed necessary by the University Management.

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## **3.5 COVENANT UNIVERSITY ENDOWED CHAIRS (ECs) POLICY**

### **1. POLICY STATEMENT/SOURCE OF ENDOWED FUNDS**

The purpose of this policy is to facilitate and provide guidelines for the establishment and administration of endowed chairs. An Endowed Chair is a faculty position, with or without perquisites and staff or administrative assistance, supported by income from an endowed fund established by a gift or gifts from philanthropists, alumni of the University and other partners. The University may create endowed chairs to recognize the interests and contributions of benefactors and/or to honor particularly distinguished members of the faculty.

The right to determine the minimum amount for endowment resides with the Board of Regents. Faculty currently in the employment of Covenant University shall vie for the Chair at par with external candidate.

Only the Board of Regent may authorize the establishment of an endowed chair.

### **2. COMMITTEE/BODY**

There shall be a Committee/Body who shall coordinate all donor proposals/negotiations/contracts to ensure conflict free operations as well as broker agreement on how donations should be apply. It shall be called the Covenant University Endowment Foundation (CUEF).

### **3. ESTABLISHMENT OF ENDOWED CHAIRS**

- a. The purpose of the endowed chair must be consistent with the vision and mission of the University. The purpose of the endowed chair shall be specified in writing, as part of the endowment agreement, at the time the chair is established. It should include a participation that enriches broadly the life of the university community.
- b. An endowed chair normally will be established within the University and may be multi-disciplinary in scope. An endowed chair will be established only after consultation with the appropriate College Dean, department Head (or programme coordinator) and the tenured faculty of the department(s) or programme(s) with which the endowed position will be most closely associated.
- c. An endowed chair will be established only upon acceptance by the Board of Regent.  
Of:

- i. Cash or a binding pledge that within a prescribed period of time a fund will be created to provide sufficient income to meet the purpose(s) of the endowed chair, or
- ii. A binding commitment to provide income from an equivalent fund held by a trustee.

The position will not be filled until sufficient funds are available to meet the purpose(s) of the endowment. A donor may be encouraged to donate funds toward the establishment of an endowed chair position even if the funds at the donor's disposal are not sufficient to meet the purpose(s) of the endowment agreement. A donor may give funds to be invested until the fund is sufficient to meet the purpose(s) of the endowment agreement. During this investment period, funds may be added to the endowment, but the income may not be withdrawn for other uses except by explicit directive of the donor.

- d. The endowed fund normally will be held and administered by the Covenant University Endowment Foundation. The endowment may provide for the basic salary and/or salary augmentation, fringe benefits, office space, clerical assistance, supplies, equipment, travel, computer use, library support, or other suitable purposes as described in the endowment agreement. Expenses incurred in the management of the endowment will be covered by endowed funds. Any commitments on the part of the University will be described in the endowment agreement.

#### **4. NAMING OF ENDOWED CHAIRS**

There shall be three main approaches to deriving the name of Endowed Chairs:

- I. The name of the donor
- II. The name of a proxy designated by the donor: person or institution
- III. The name of a person Covenant want to memorialize by seeking fund for endowment.



## **5. SEARCH AND SELECTION:**

- a. The search and selection process for filling an Endowed Chair will normally reside with the Covenant University Endowment Foundation.
- b. A major criterion in the search for a Chair shall be applicants' ability to source for and win **external** grant with proofs of previous successes evidenced by completed and published research activities.
- c. Endowed chairs are also intended for scholars and teachers distinguished by wide recognition of their professional accomplishments. A chair may be used to honor a distinguished faculty member or to attract a new faculty member to the University.
- d. University policies and procedures applicable to full-time faculty, temporary, probationary, or tenured as appropriate will be followed in the search, selection, appointments and review processes. The appointment shall be made by the Vice Chancellor who shall make recommendations to the Board of Regent for final approval. If the selection process does not produce a fully qualified, viable candidate, it shall not be necessary to make an appointment.
- e. The selection process shall be considered completed if it culminates in a written contract between the sourced individual filling the endowed position and the University.

## **6. ENDOWMENT OF CHAIRS**

The chair position requires a minimum of [insert the approved minimum amount] in permanent endowment or a minimum of [insert the approved amount] per year of expendable funds if made available for at least ten years. The combination of reoccurring funding from the unit and chair endowment pay out/income distribution must be sufficient to provide salary and fringe benefits for the recipient, staff support, travel and other expenses.

## **7. APPOINTMENT OF AN ENDOWED CHAIR**

- a. The holder of an endowed chair shall be designated as the (benefactor) Professor of (field) and will be so designated in official correspondence and University publications.
- b. An endowed chair may be designated for (1) a probationary appointment; (2) a tenured appointment; (3) a temporary appointment for a specified period of time; or (4) a series of temporary appointments. Appointments may be made on a semester, academic-year, yearly basis.

- c. Subject to the terms of the appointment, the holder of an endowed chair will occupy the chair for the period of time specified in the endowment agreement, or until retirement, or reassignment by the Chancellor.
- d. In as much as the University's primary mission is to provide teaching to qualified students, it is expected that normally the holder of an endowed chair will teach at least three weighted teaching units per academic year.

## **8. DURATION**

The duration of the Chair shall be for a fixed term, and renewable after the approved tenure. The duration shall be as approved by the Board of Regent.

## **9. ADMINISTRATION OF ENDOWED FUND:**

It is the responsibility of the Vice-Chancellor to ensure that endowed funds are expended in strict compliance with terms of endowment, even while providing reports to the donors/sponsors periodically.

## **10. ACCEPTABLE USES OF ENDOWED CHAIR FUNDS:**

- a. The following is an inexhaustive list of acceptable uses of the endowment fund:
  - I. Support a full time (or visiting) faculty member as specified by the conditions of the gift.
  - II. Where sufficient funding is available, more than one position may be supported from the endowment.
  - III. Reasonable expenses associated with searching for Chairs may be charged to the endowment when the position is vacant.
- b. The Vice-Chancellor must approve all expenses not covered specifically in the conditions of the gift. The donor and the foundation must approve any material changes to the original endowment.

## **11. RESPONSIBILITIES**

### **Board of Regent:**

- I. The Covenant University Board of Regents is responsible for establishing the minimum fund required to support the Endowed Chairs.
- II. Only the Board of Regents normally confers the Chair titles.

## **Chair**

- I. Assures that expenditures are in accordance with the terms of the endowment and university policies.
- II. The Chair holder liaises with the Responsible University Administrator (RUA) to prepare periodic report to the donor(s).

## **CU – Endowed Chair Foundation**

- I. Coordinate fund raising efforts with recognized foundations.
- II. Corresponds with sponsor on status of endowment.
- III. Assure that expenditures are in accordance with the terms of endowment and University policies.
- IV. Develop plans to fill department chairs
- V. Responsible for keeping list of all chairs, including current holders and making it available to Management upon request.
- VI. Responsible for reporting activities to the donor through the RUA.

## **Donor/Sponsor**

- I. Honour pledges made to the university.

## **Responsible University Administrator**

- I. Recommends scholars for Chair.
- II. Ensures that a plan has been developed for filling inter-disciplinary chairs
- III. Develops a plan to fill Permanent University funded endowed chairs.
- IV. Get approval for the plan from the Board of Regents.
- V. Ensures the endowed funds are expended in accordance with the terms of the endowment.

## **Financial Services**

- I. Advises on investment strategy.
- II. Monitors asset allocation to ensure compliance with Board of Regents policy.
- III. Evaluate investment performance.
- IV. Recommends and monitors external investment advisers.
- V. Implements Board of Regents' policy.
- VI. Handles transfer of available donors for endowment expenditures from the foundation.

### **Accounting Unit (under Financial Services)**

- I. Verifies that deposits, withdrawals and distributions are consistent with university policies, procedures and donor intent.
- II. Verifies that necessary documentation and approvals exist.
- III. Approves all CEF endowment transactions in the financial system.
- IV. Maintains CEF endowment
- V. Initiate quarterly income distribution.

### **12. PERIODS WHEN AN ENDOWED CHAIR IS NOT OCCUPIED**

During periods of time in which an endowed chair is not occupied (e.g., during a search), the income from the endowment may be used for any purpose consistent with the endowment agreement if such use is approved by the Board of Regents.

### **13. DISESTABLISHMENT OF AN ENDOWED CHAIR**

- a. The establishment of an endowed chair is contingent on completion of the funding level specified in the endowment agreement. A chair whose endowment has not reached full funding either by the end of the specified pledge period or the maturity of the deferred gift or bequest shall be reviewed. Such a review will include any alternative uses for the payout prescribed by the gift or allocation instrument and/or through discussions with the donor. If appropriate, the Endowed Chair Foundation will recommend to the University Management on disestablishment of the chair and the alternate use of the chair funding.
- b. Subject to the donor's approval, the Board of Regents is authorized to disestablish an endowed chair in the event that: (1) the subject area ceases to be consistent with the University's mission and the academic plan of the University; or (2) the endowed chair remains vacant for a period of three years and the Board of Regents, after consultation with the University Management, determines there is no likelihood of filling the chair.
- c. Upon disestablishment of an endowed chair funded through a gift, the fund payout shall be reallocated to the alternative purpose stated in the gift instrument or as subsequently specified by the donor in consultation with the Board of Regents. If a donor is deceased and has not specified an alternative purpose, the Board of Regents shall seek legal counsel for an alternative use of fund payout in a related field.

## **14. ANNUAL REPORTING**

The holder of an endowed chair shall submit each year, through appropriate channels to the Vice Chancellor, a detailed narrative report of accomplishments for the past year and of goals for the next year. The report shall include an accounting of expenditures of endowed funds. The report shall be due by the end of Omega semester of each academic session.

## **15. DEFINITIONS**

### **Perpetuity**

An annuity that last forever or for an indefinite period.

### **Consolidated Endowment Fund (CEF)**

The fund represents the pooling of individual endowment funds from both public and private sources. Essentially permanent fund endowments have the longest investment timelines. Funds should be invested in CEF when principal appreciation is the main goal and dollars will not be expended for at least three years. The accounting for CEF is done on a per-share market value basis. The share value is adjusted monthly as the overall value of CEF asset change due to market fluctuations.

### **Permanent University Fund (PUF)**

All PUF endowments are true endowment and as such the original principal may not be spent. These endowments are invested in Consolidated Endowment Fund (CEF) and subject to the same policies.

### **Responsible University Administrator**

The person (Vice-Chancellor), etc. who has been designated to develop a plan for filling endowed chairs.

## **16. POLICY REVIEW**

The University through its Endowed Chair Foundation shall review the Endowed Chairs policy every five (5) years to ensure statements in the policy have been realized or otherwise and are still relevant.

**Effective date:** ..... 2017

**This Policy Supersedes:** All previous considerations, definitions, and understanding of Endowed Chairs in Covenant University.

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### 3.6 POLICY ON POSTDOCTORAL STUDY (GENERAL)

In keeping with the vision of Covenant University to provide best practices and to maintain relevance, it is crucial that the University establish linkages and openings for fresh and budding Academics who make meaningful impact in their various fields.

To this end, Covenant University hereby put in place a Post-Doctoral Policy to regulate Post-Doctoral Fellowship to deserving faculty as follows:

#### **Section A:** Eligibility Criteria for Post-Doctoral Fellowships

- I. An applicant must have worked as a faculty for a minimum of two years to be eligible.
- II. Candidate must have obtained a Ph.D. degree and attained the post of Lecturer II or above in the University.
- III. An eligible candidate must have potentials for viable number of academic publications.
- IV. An eligible candidate must be Covenant University Core Value compliant.
- V. An eligible candidate must have been offered post-doctoral fellowship opportunity in the relevant field of his/her specialization and by a recognized University or Institute.
- VI. Post-doctoral fellowships shall be for one year only.
- VII. All post-doctoral positions shall be targeted towards products, grants and publications in high impact journals and conferences.
- VIII. All Covenant University faculty that are on post-doctoral fellowship shall retain the name of the University as their second affiliation alongside that of their host institution on all publications.
- IX. Not more than 5% of the total population of faculty shall embark on post-doctoral fellowship in a particular academic session.
- X. For programmes with relatively small number of faculty, not more than one (1) faculty shall embark on a post-doctoral fellowship per time, while for large departments with multiple programs or units, more than one (1) faculty may be allowed based on programme/unit categorizations.

- XI. A faculty who is on post-doctoral fellowship shall be entitled to 70% of his/her gross monthly salary.
- XII. A faculty on post-doctoral fellowship who fails to return at the due date shall be deemed to have absconded from duty.

**Section B: Hosting of Post-Doctoral Fellows**

- I. Only a faculty of the rank of Senior Lecturer and above shall be eligible as host or supervisor of a visiting post-doctoral fellow in Covenant University.
- II. Any faculty that plans to host a post-doctoral fellow shall inform the office of the Registrar six months to the commencement of such fellowship through the HOD and Dean. The Directors of International Office and Linkages and Academic Planning Unit shall also be informed.
- III. Visiting post-doctoral fellows shall have the status of *temporary staff* of Covenant University.
- IV. A visiting post-doctoral fellowship to Covenant University shall be for an initial period of one year and not more than 2 years. The contract shall be subject to renewal upon satisfactory performance.
- V. The potential benefits of the post-doctoral programme to the candidate and the university shall be duly articulated and submitted to the University at the time of application.



### **3.7 POLICY ON MINIMUM REQUIREMENTS FOR THE ESTABLISHMENT OF NEW RESEARCH CLUSTER IN COVENANT UNIVERSITY**

This policy is a requirement for all research clusters / centers and for the establishment of new clusters in Covenant University.

#### **Policy statement**

Research clusters in Covenant University provide a special and crucial mechanism to facilitate the maximum quality of inter and multi-disciplinary research based on the institutional themes that will encompass researchers from different units across disciplines, departments, schools and colleges. Characteristically, they are based on a group of faculty's research interest in addressing specific issues or problems of current interests not covered within the researchers' discipline.

Research cluster shall be approved by the Vice-chancellor following the recommendation of the Dean of the college and the Director CUCRID.

As an official unit of Covenant University, all research clusters must utilize transparent processes of governance and review. The criteria for the governing, establishment and review of research cluster should reflect high standard of academic excellence and ethics and business practices that regulates all Covenant University academic activities.

#### **All research clusters must include:**

- I. A plan for research or creativity activity and a mission statement that is in consonance with the University's central research vision
- II. A financial plan, which states clearly the immediate and long-term sustainability
- III. An organizational structure that may include advisory members who will facilitate generation of funds as the case may be for the sustainability of the research cluster
- IV. Some criteria (key performance indicators) for and plans for periodic review and evaluation of the contributions of the cluster to the University central research theme.

To drive the overall efficiency, all research clusters will be evaluated and held accountable using the benchmarks specified in the key performance indicators:

This may include:

- I. Disciplines and financial sustainability plans.

- II. Productivity - outstanding scholarly and creative work, and as such the University has the responsibility to help the members of the research cluster determine how it can best obtain the resources necessary to sustain its operation (acquisition of external funding).

### **Establishment of research cluster**

All application for the creation of research cluster should exhibit the benefits and necessity of forming such a cluster. It must prove that no college within Covenant University has parallel research cluster in existence at the college and university levels. All applications shall be reviewed to ensure that the academic, financial, organizational and periodic review plans are in place. Overall, each college under which the research cluster exists must provide an annual report of the activities and achievements of the research cluster. This report will be subjected to review by the Director, Centre for research, innovation and discovery.

#### **a. Name of a research cluster**

Ideally, the name of cluster must reflect its basic function and affiliations. A research cluster from a college should include the name of that college for instance – CST-Biotechnology research cluster, COE –Information technology research cluster.

#### **b. Guideline for establishment of a research cluster**

Each research cluster must include a significant involvement of faculty from various disciplines/colleges as the case may be. The cluster will be established following the approval of application by the Vice-chancellor of Covenant University. However, such application will be reviewed by the Director of Centre for Research, Innovation and Discovery with advice from an adhoc-CUCRID proposal evaluating committee. They may recommend the proposal for approval without amendment, recommend changes in the name, scope or other aspects of the proposed research cluster or reject or redirect the applications.

The application for the establishment of research cluster shall include:

- I. Summary of the scope and purpose of the proposed research cluster.
- II. Detailed mission statement.
- III. Strategic plan/project timelines.
- IV. Goals/benchmark to track progress.

- V. Budget/ resource justification for 1-2 years.
- VI. Statement of support from relevant Department Head/ Deans.
- VII. Background; including existing efforts and faculty involvement (status) in Covenant University.
- VIII. Record of previous achievements of the lead researcher within Covenant University or previous institutions.
- IX. Detailed description of proposed research including brief CV's (2pg.Max) for the lead researchers or principal investigators (PI).
- X. Proposed organizational structure including leadership and possible nominees for advisory nonmembers of the research cluster.
- XI. Potential for revenue generation (sourcing of external funding/grants, service income, private/corporate donations).
- XII. Resources available/ required (space, equipment, administrative, support).
- XIII. Requested Covenant University grants if any.

#### **Criteria for review of research cluster applications**

- I. Each proposed research cluster should have at least four faculty from the cognate disciplines or colleges.
- II. Proposed research cluster should be organized round a research or scholarly theme of high intellectual need or Nigerian National development plan or Sustainable Development Goals (SDGs) with great potential benefit for research, creative work and education in Covenant University.
- III. Have a clear mission based on scholarly research or University research theme.
- IV. Should have a lead researcher, principal investigator, managers, or senior faculty member with academic standing who has proven administrative skills and ability to raise external funding where necessary.

### **3.8 COVENANT UNIVERSITY INVESTMENT POLICY STATEMENT**

The Covenant University Investment Policy Statement provides a framework for the investment and management of funds of the University. It sets out the key roles of the Board of Regents, the Vice-Chancellor, the Investment Committee and the Investment Officer in connection with the implementation of the policy. The Policy also establishes the criteria to measure, evaluate and monitor investment performance.

#### **a. Investment Goal:**

The objective of Covenant University investment is to generate long-term real returns that are stable and continuous in line with the risk tolerance appetite of the University. So far, the University invests only in low risk portfolios. This trend shall continue until otherwise decided.

#### **b. Key Responsibilities**

##### **The Board of Regents**

The Board of Regents is responsible for the establishment of the Investment Policy for the University. However, the responsibility for the management of all investments shall be delegated to the Vice Chancellor.

##### **The Vice-Chancellor**

The Vice-Chancellor shall have full responsibility for monitoring the investment of the University and deciding (on behalf of the Board of Regents) if there are opportunities to invest surplus funds to generate interest revenue for the University.

## **The Investment Committee**

The Investment Committee shall:

- I. Advise on matters relating to the investment of University funds in accordance with the Investment Policy of the University;
- II. Receive regular report (monthly) on and proactively monitor the performance of the university's investments;
- III. Monitor investment implementation, compliance and performance against investment objectives;
- IV. Ensure that investment strategy that minimizes risk and maximizes Return on Investment (ROI) is constantly developed, reviewed and applied in managing the investments;
- V. Ensure that all investment decisions are in line with both ethical and legal standards;
- VI. Recommend to the management for approval investment related matters in accordance with the university's investment policy; and
- VII. Render bi-annual returns of the University investments to the Board of Regents through the Vice-Chancellor.

## **The Investment Officer**

The Investment Officer shall-

- I. Provide relevant information concerning the status of investments to the Investment Committee;
- II. Render monthly reports of the performance of the investments to the Investment Committee;
- III. Prepare quarterly Cash Flows to guide the Investment Committee;

- IV. Source investment outlets for recommendation to the Investment Committee; and provide market indices to the Investment Committee as and when required.

### **Highlights of the CU Investment Policy**

In order to maximize the funds available for investment, it is important to prepare a Statement of Cash Flow to ascertain cash requirements during a given period.

- I. The policy shall be subject to annual review on the directive of the Board of Regents.
- II. At least 10% of total income in every academic session shall be dedicated to investment on a long-term basis (12 months and above) to enable the funds build up (increase) every session.
- III. The standard expected return shall be within the range: minimum 8%, target 10% and maximum 15%. This shall be subject to annual review in line with the economic policies and directions of Government.
- IV. The fund shall be prudently diversified across asset classes (time deposit, shares, bonds, treasury bills, real estate etc.)
- V. There shall be no restriction as to the minimum or maximum amount that could be invested provided all key investment factors are considered (tenure, liquidity, business environment, legal and other regulations etc)
- VI. The process by which investment decisions are developed, analyzed, adopted and executed shall be in line with the standards by which business best practices are judged.
- VII. The Director, Financial Services (DFS) shall be the Investment Officer.

## Concept of Investment

In this policy, investment is defined as the placement of fund(s) or capital in an *instrument* with the expectation of profit or capital appreciation.

## Tenure of Investments

There are three main types of Investment tenures-

- I. **Short-term tenured investment:** Any investment whose tenure is less than or equal to six months (180 days)
- II. **Medium-term tenured investment:** Any investment whose tenure is greater than six months(180 days) but less than 12months (365 days)

**Long-term tenured Investment:** Any investment whose tenure is equal to or greater than 12 months (365 days)

## Types of investment

- I. **Fixed income yielding investments:** returns are known beforehand (time deposit).
- II. **Non-fixed income yielding investments:** returns are volatile, not Pre-defined or known in advance (investment in shares)
- III. **Real Estate:** Investment in properties that cannot easily be moved (Buildings, land etc.). It has safety and capital appreciation as merits; but This is not appropriate when short-term liquidity is required.

## 3.9 APPOINTMENT AND PROMOTION CRITERIA

### 1.0 Preamble

In line with the Vision Mandate of Covenant University, which is to raise a new generation of leaders, we have at the core of our operational strategies the consistent drive for continuous improvement as key to achieving excellence. We strongly emphasise the development of the Total Man. These strategies are factored into every promotion case.

Excellence in both basic and applied research will be reflected appropriately in the consideration for promotion of the Faculty at Covenant University. The University will always encourage research active academics.

In order to ensure *equity, fairness* and *transparency* and to reward performance in all matters of promotion of academic staff these guidelines shall be followed. The University will strive to attain and maintain credible standards of appraisal for all Academic Staff with the key objectives of *encouraging, acknowledging, and rewarding*:

- a) Scholarship
- b) Teaching Quality
- c) Professional Competence and technical skills (where applicable)
- d) Leadership skills/traits.
- e) Alignment with Core Values.

### 2.0 Procedures

**2.1.** There shall be a central Appointments and Promotions Committee (**A&PC**) of the University, headed by the Vice-Chancellor. Members will include the Deputy Vice-Chancellor, Registrar, Deans of Colleges, Dean of the School of Postgraduate Studies and any other members appointed by the Vice-Chancellor. The Principal Assistant Registrar (Establishment) or a representative of the Registrar shall serve as secretary. The Committee shall: consider all recommendations for appointment, confirmation, and promotion within the academic staff cadre up to the professoriate, provided that in the appointment of Professors, Associate Professors, or equivalent positions, the reports of External Assessors as well as those of Specialist Interview Panels appointed by the Vice-Chancellor shall be considered.



Every Academic Unit starting from the College down to the Department shall constitute an Appointments and Promotions Committee.

- 2.2 Membership of the College **A&PC** shall comprise of all College Professors, and Heads of Departments with the Dean serving as Chairman. A representative of the Registrar from the Establishment Unit, not below the rank of Senior Assistant Registrar, shall be present at all meetings. The College Officer shall serve as the Secretary.
- 2.3 At the Departmental level, the Appointments and Promotions Committee shall comprise the Head of Department (as Chairman) and all Academic staff not below the rank of Senior Lecturer. Where there are no Senior Lecturers and above, the College A&PC will suffice.
- 2.4 The Registrar shall release the schedule for the promotion exercise. Since the promotion exercise begins from the Department, upon the receipt of the circular on promotion from the Establishment Office, the Head of Department shall inform all Academic staff in the Department. Thereafter, candidates shall indicate in writing the cadre for which, they would like to be considered. The Departmental A&PC shall meet to consider all cases for promotion. Recommendations for promotion by the Departmental Committee, together with the minutes of the meeting must be processed to the College A&PC, which shall meet before processing the recommendations to the Central A&PC.
- 2.5 Every case for promotion shall be dealt with at each Department during the first week of April of every year. Recommendations from Departments shall reach the College by third week of April. The College A&PC shall meet in the fourth week of April. All processed applications and recommendations from the College A&PC shall reach the Central A&PC by first week of May. The central A&PC shall hold promotion interview from the third week of May. Announcement for successful cases shall be made by end of July to take effect from 1<sup>st</sup> of August of the year of promotion. The recommendations for cases below the professorial cadre shall include the assessment reports of publications (where applicable) signed by an expert in the field within the Department and or the Head of Department.
- 2.6 All promotion cases that fail at the Departmental level shall not be processed to the College A&PC. ***Candidates whose applications have not been***

**successful at the Departmental level shall be informed formally in writing within 72 hours of the decision, stating the specific reasons for the decision taken.** Copies of the letter shall be processed to the Vice-Chancellor, Registrar and Dean.

Candidates not recommended for promotion at the Departmental level may (if not satisfied) forward a statement of their case through the Dean to the College A&PC. The Central A&PC shall be copied. Each of such cases shall be referred to the appropriate Head of Department for comments. **The affected candidates shall be invited by the College A&PC to defend their cases.**

**Similarly candidates whose applications have not been successful at the College level shall also be informed formally in writing within one week of the decision stating reasons.** Candidates not recommended at the College level, may (if not satisfied) forward a statement of their case to the chair of the Central A&PC through their Dean within a week of receipt of the decision of the College A&PC.

- 2.7** The Committee to consider applications to the Professorial cadre shall exclude all non-professorial members. However, only full Professors shall sit for any consideration for a full professorship.
- 2.8.** Every application to be processed to the central A&PC for promotion to the professorial cadre shall be accompanied by a preliminary report of the assessment of the publications by members of the College A&PC and signed by the Dean. Where there are no experts in the Departments, external experts will be sourced.
- 2.9.** Only a staff serving on ground is eligible for consideration for promotion. However, for members of staff whose papers had been submitted and were being considered before such a member proceeded on leave (study leave, postdoc, or the sabbatical) the promotion shall be processed.
- 2.10.** In putting up a candidate for promotion, the Head of Department shall **indicate clearly the progress the candidate has made since the last promotion**, bearing in mind all the parameters indicated in the preamble.
- i. Books/papers published in journals, conference proceedings, etc.
  - ii. Patents, Scientific inventions, creative works, etc. obtained.
  - iii. Workshops, Conferences, etc. attended.

iv. Academic or professional qualifications obtained.

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## 4.1 COVENANT UNIVERSITY POLICY ON DEFERMENT

### (Policy made by Management in May 2017)

#### Preamble

Deferment of studies is applicable to students who are unable to commence or resume studies at the beginning of any session. The policy aims to allow students defer their academic activities for a certain period of time for reasons acceptable to University Management.

#### Procedure

Only parent(s)/sponsor(s) of a student shall be allowed to defer the studies of their ward through a written application to the Registrar stating the reason(s) for deferment and attach necessary document to support if any.

#### Eligibility

- ❖ **Fresh Students:** A newly admitted student (100 level) who has fulfilled all admission requirements and matriculated can request for deferment of admission.
- ❖ **Returning Students:** Students (200- 500 level) who are **eligible** to resume for that academic session.

#### Conditions for Deferment

- i. A newly admitted student (100 level) shall be considered for deferment on the following conditions:
  - a. Full payment of prescribed school fees;
  - b. Meets O'Level requirements for course of study; and
  - c. Matriculate.
- ii. Deferment request must be submitted by a parent of the student within three (3) weeks of resumption for returning students otherwise shall be deemed to have withdrawn from the University.
- iii. Notification to defer after conclusion of Alpha semester or before commencement of Omega semester shall be considered as deferment for the entire session. Thus, balance of fee paid shall not be applicable for the next session.

- iv. A student can only defer one (1) academic session at first instance and request an extension for another session thereafter but shall not exceed two (2) academic sessions during the entire duration of study.
- v. Any student granted deferment of studies on medical grounds shall present certificate of medical fitness upon resumption and certified by the University Chief Medical Officer.
- vi. Notification to defer after payment of school fees shall be considered and subsequently roll over the amount paid to the next academic session and pay difference if any in the current school fee.
- vii. Applicants seeking David Oyedepo Foundation (DOF) Scholarship or Chaplaincy Financial support cannot apply to defer his/her studies.
- viii. A student on deferment shall not be allowed to visit the hall of residence except with clearance from the Dean, Student Affairs. If caught and found to violate rules and regulations guiding the University, appropriate disciplinary measure shall be applied through the Student Disciplinary Committee (SDC) even in absentia.

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## 4.2 POLICY ON SCHOLARSHIP FOR 1ST CLASS GRADUATES FOR MASTERS AND Ph.D.

### Policy Statement

This policy governs the award of scholarship for 1<sup>st</sup> Class Graduates for:

- Masters, and
- Ph.D

The 1<sup>st</sup> Class Graduate scholarship shall be given annually to outstanding graduate students who have distinguished themselves in their academic pursuits. The Scholarship shall cover the entire period of either Masters or Ph.D programme engaged in by the applicant. This scholarship shall be with full sponsorship by *David Oyedepo Foundation*.

### Eligibility

The Applicant must:

1. Have successfully completed his/her undergraduate study at Covenant or Landmark University;
2. Have graduated with 1<sup>st</sup> Class degree;
3. Not have any history of disciplinary issues;
4. Be a committed member of the Living Faith Church and a graduate of Word of Faith Bible Institute (WOFBI); and
5. Undertake a compulsory interview to ascertain core value compliance at the University Chaplaincy for eligibility.
6. **Submit a consent and attestation letter expressing determined interest to undertake postgraduate research.**

### Other terms and conditions are:

1. The Scholarship shall be full payment of 100% of the tuition fees and shall not include subsistence expenses.
2. Applicants must sit and pass the School of Postgraduate's screening exercise.
3. All applicants must appear in person for an interview and further details would be made available in an invitation letter, if they are considered.
4. All successful applicants shall be sponsored based on bond agreement with the University, which shall be properly spelt out.
5. The programme duration shall be 2years for Masters and 3/4years for Ph.D. and M.Phil. /Ph.D. respectively.
6. Successful applicants shall be subjected to annual appraisal to ascertain their progress.

7. Successful applicants shall cease to enjoy the scholarship as a result of poor academic performance and violations of the University rules and guide lines.
8. No extension of the scholarship beyond the stipulated duration shall be granted to the recipient.
9. Any successful applicant who fails to complete his/her programme beyond the stipulated duration shall cease to enjoy this benefit. Such candidate may be allowed to continue and complete their studies by sponsoring themselves other than the scholarship.

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### 4.3 POLICY ON IT/SIWES PLACEMENT

1. Applicant for IT/SIWES must be a student of tertiary institution either a Polytechnic or University.
2. Applicants of IT/SIWES placement who are either students of Covenant University or Landmark University shall be considered first before other applicants.
3. The duration of IT/SIWES placement shall be between **2 months** and **12 months** interval.
4. Application for IT/SIWES placement shall be considered based on available space within the Department and Unit(s).
5. Applicants on IT/SIWES placement must adhere strictly to the University's rules and regulations.
6. The period of IT/SIWES placement shall not be more than 12months and any request for extension shall not be granted.
7. There shall be no provision of accommodation for students on IT/SIWES.
8. The monthly allowance for students on IT/SIWES shall be as approved by Management. (**Appendix 1.13.1**).

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#### **4.4 POLICY ON TEMPORARY ACCOMMODATION**

1. The University shall provide temporary accommodation for a period of one (1) month (i.e. 30nights interval) for newly employed Faculty of the University.
2. Temporary Accommodation shall only be available to any newly employed Faculty whose residence is quite distant from the University premises.
3. Temporary Accommodation shall only be available at a comfortable location that the University Management will determine.
4. The University shall pay the bills of temporary accommodation in both the University Guest House and Camp House during the approved period.
5. Faculty who are unable to secure accommodation on campus can apply for salary advance in consonance with the provision of the Staff Handbook and Conditions of Service. In addition, such an advance shall be refunded in not more than three (3) consecutive monthly installments deducted from salary; the first installment shall be made in the month following the month in which the advance was granted.

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## **4.5 POLICY ON CASUAL LEAVE**

1. Casual Leave shall be for a period not exceeding 7 working days in an academic session.
2. Casual leave shall be considered based on cogent reason to be absent from university duty for a period not exceeding 3 days at a time.
3. Applicants are expected to complete the casual leave form duly endorsed by their Heads of Department/Units and Dean of Colleges.
4. All casual leave requests must receive Management assent before it can be embarked upon.
5. Applicants for casual leave must upon resumption of duty notify the Establishment-HRD Office as appropriate.
6. Under special consideration, any application for Casual Leave exceeding 7 working days shall be deducted from applicant's annual leave.
7. All Principal Officers, Deans of Colleges and Directors shall seek the Chancellor's approval, through the office of the Vice-Chancellor, whenever they have reasons to be absent from the University for periods exceeding three (3) days.

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#### 4.6 POLICY ON POSTGRADUATE PROGRAMME FOR NON-TEACHING STAFF

1. Applicant must apply in a relevant discipline to his/her current assignment.
2. All Senior Non-Teaching Staff are eligible to apply for the Postgraduate programme.
3. Applicant must fulfill the Postgraduate programme admission requirement.
4. The applicant must have served Covenant University continuously and meritoriously for at least 2 years.
5. Participation of staff in the Postgraduate programme shall be with the approval notification of the relevant Head of Department or Head of Unit.
6. Interested applicant shall enroll for Postgraduate programme on Part-Time basis.
7. The applicant shall not be involved in any way or manner with any other University within or outside Nigeria for the same or similar programme running concurrently.
8. Successful applicant for the Postgraduate programme shall sign Postgraduate Sponsorship Agreement with the University and also ensure that the programme shall not affect his/her primary assignment.
9. Applicant for Master's programme shall be on **University's Sponsorship** while Ph.D applicant shall be on **Self-Sponsorship**.
10. Special consideration shall be given to graduates of Covenant University or Landmark University that have indicated their interest

#### 4.7 POLICY ON CONVERSION FROM NON-TEACHING STAFF TO ACADEMIC STAFF

1. Conversion shall be subject to availability of vacancy.
2. Applicant shall apply to the University Management clearly stating such intention.
3. Applicant must be tenured staff of the University for a period of not less than three (3) years.
4. Applicant must possess relevant academic and professional qualifications as may be required by the Department concerned.
5. Applicant shall be required to appear for conversion interview before Committee on Conversion from Non-Teaching Staff to Academic Staff as inaugurated by Management or Central Appointments and Promotions Committee.
6. Applicant must meet the minimum benchmark score of **60% and above** in the conversion interview.
7. The recommendation of the Committee shall be considered for Management approval.

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#### **4.8 POLICY ON ADDITIONAL QUALIFICATION FOR NON-TEACHING STAFF**

1. Application for staff qualification upgrade with first degree (**B.A, B.Sc., and B.Eng.**) shall be considered provided he/she is currently on regular appointment of the University as at the point of entry with SSCE or OND qualifications at the point of entry.
2. Staff with first degree qualification shall be placed on equivalent level of entry with correct designation in line with his/her discipline subject to Management approval.
3. Staff with first degree qualification shall be placed in the designation that may be required.
4. Staff with first degree qualification may be redeployed to another department/Unit based on the relevance of degree.
5. Staff with additional qualification such as Master degree (**M.Sc., MBA, MPA, M.A, and M.Eng.**) shall also be considered for upgrade by two (2) Steps additional increment subject to Management Approval.

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#### 4.9 POLICY ON MATERNITY LEAVE

1. Maternity Leave shall be for married female staff only.
2. Applicant for Maternity Leave shall produce medical report of Expected Date of Delivery (EDD) which shall be duly signed by the Chief Medical Officer, CUMC or any Medical Officer on duty.
3. The duration of Maternity Leave periods shall be **Three (3) Months**.
4. An applicant for Maternity Leave shall be entitled to a prorated annual leave as the annual leave shall be deemed to form part of the maternity leave.
5. Applicant for Maternity Leave who is **less than 12 months** in the service of the University shall receive prorated pay during maternity leave.
6. A Nursing mother after resumption from maternity leave shall be granted **1 hour off duty every day** for a maximum period of **six (6) months** to nurse her baby.

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## **4.10 OPERATIONAL POLICY FOR COVENANT UNIVERSITY CENTRE FOR ENTREPRENEURIAL DEVELOPMENT STUDIES: PAYMENT FOR SERVICES RENDERED BY FACILITATORS AND RESOURCE PERSONS**

### **1. Preamble:**

The Centre for Entrepreneurial Development Studies (CEDS) is established with a mandate to train and equip students and the public with entrepreneurial capacities. This is in line with the University's mission to raise a new generation of leaders, who are expert managers and thinkers. This policy is designed to guide all activities relating to remunerations for services rendered by facilitators and resource persons at CEDS. Payment shall be made in recognition of services rendered.

In fulfilling this goal, the following shall apply:

- i. CEDS shall train and facilitate for trainees (students etc.) in collaboration with facilitators and resource persons;
- ii. All students are expected to register for the EDS statutory theory course;
- iii. The 300-500 level students are to register for EDS practicals in addition to the EDS statutory theory course;
- iv. The training fee for the students shall be built into their school fees;
- v. Non-Covenant University student trainees shall pay their training fees as applicable;
- vi. CEDS shall engage the services of well-trained instructors from within and outside the University. Such services shall be remunerated at the end of the semester based on the courses serviced;
- vii. CEDS shall regularly maintain the agreement with the course lecturers and resource persons in order to sustain the Programmes;
- viii. CEDS shall engage entrepreneurs and professionals as facilitators for her short term courses;
- ix. There shall be submission of annual budget and financial reports for the Centre; and
- x. The services to be remunerated include teaching, facilitating, coordination and supervision of:
  - a. EDS Practical facilitation courses;
  - b. EDS Theory Courses; and
  - c. Facilitation at EDS Short Term Courses.

## 2. Eligibility for Remuneration

Both external and internal facilitators shall be engaged to provide the desired services. The internal facilitators shall include full-time faculty/staff members of the University and members of the IGR units.

To be eligible for remuneration, the following shall apply:

- i. Facilitators shall be duly registered at the Centre and must have been issued appointment letters;
- ii. There shall be evidence of delivery of the required service in terms of submission of assessment documents and products;
- iii. Facilitators shall have submitted all evidences and documentations of how they expended the funds allocated for the EDS practical materials;
- iv. Facilitators shall have submitted all required assessment documents (score sheets, attendance reports etc.) as at when due;
- v. Facilitators shall have submitted products produced by the students; and
- vi. Facilitators shall submit duly signed claim form for services rendered.

## 6. Remuneration for CEDS Facilitators and Resource Persons

### a) EDS Practical

- i. The External facilitator shall be paid the sum of eighty thousand naira (₦80,000) only for facilitating an EDS Practical course per Semester. **(APPENDIX 2.17.1B)**
- ii. The Internal facilitator shall be paid the sum of sixty thousand naira (₦60,000) only for facilitating an EDS Practical course per Semester. **(APPENDIX 2.17.1B)**

### b) EDS Theory Class

- i. The facilitator shall be paid the sum of two thousand naira (₦2,000.00) only per class taught/coordinated. This shall be computed at the end of the semester. **(APPENDIX 2.17.2A)**



### 3.0 The Scoring System

Parameters for assessment shall be scored as indicated in Table 1

**Table 1: Parameters for Assessment**

1.	Sound scholarship	70
2.	Effective and competent teaching	20
3.	Exemplary leadership skills/traits	15
4.	Contribution to Community Development	15
5.	Alignment with the University's Core Values	40
<b>Total</b>		<b>160</b>

#### 3.1. Scholarship

Scholarship will be determined by the quality of publications, current research and peer recognition (***appreciable number of citations in Google Scholar is required across all levels***). The maximum score for this parameter shall be as specified below:

**Table 2: Parameters for Scholarship**

1.	Publication	45
2.	Peer recognition	14
3.	Current Research	6
4.	Academic Linkages	5
<b>Total</b>		<b>70 Marks</b>

#### 3.1.1. PUBLICATIONS

##### 3.1.1.1. Journal Publications

Covenant University shall recognize published articles in learned Journals, bearing in mind the following considerations.

The University shall recognize articles published in:

- Core Journals (local and International) in the candidate's discipline;
- Specialized Journals of the candidate's discipline
- Journals of professional bodies (whose editorial boards comprise reputable academics)

Special emphasis shall be placed on publications indexed in **SCOPUS** and the **Thomson Reuters Web of Science**.

All applicants for promotion must indicate clearly additional papers that have been obtained since their last promotion. These should be clearly marked ***to isolate them from other papers used for previous promotion***.

Papers presented must be numbered starting from the most recent to the oldest all papers that have been presented for assessment must be summarized to reflect fitness to a candidate's primary/secondary area of research and contributions. This is to aid the assessment process.

In scoring Journal articles, the following considerations shall be borne in mind.

- a. Quality and standard of the article.
- b. Not more than one article in a given issue of a Journal, and not more than three articles in two years.
- c. Not more than 20% of the Journal articles shall be in the same Journal.
- d. For promotion to Lecturer I grade, not less than 40% of the articles shall be in international Journals.
- e. For promotion to the grade of Senior Lecturer, not less than 50% of the articles shall be published in international Journals.
- f. For promotion to the grade of Associate Professor, not less than 60% of the articles shall be published in international Journals.
- g. For promotion to the grade of Professor, not less than 70% of the articles shall be published in international Journals.
- h. A candidate shall be the lead in not less than 50% of jointly authored articles for Senior Lecturer and above.
- i. ALL Journal articles jointly indexed in *Scopus* or the *Thomson Reuters Web of Science* with Impact Factor or SJR of 1.0 and above shall be scored between two and a half (2.5) and three (3.0) points.
- j. ALL Journal articles indexed in *Scopus* or the *Thomson Reuters Web of Science* with Impact Factor or SJR below 1.0 shall be scored between two (2.0) and two and a half (2.5) points.
- k. ALL other Journal articles from the CU Journals and those indexed in other databases besides *Scopus* or the *Thomson Reuters Web of Science* shall receive between one and one and a half (1.0 – 1.5) points.
- l. ALL other Journal articles that are not listed in the above will receive between half and one (0.5 - 1.0) points.
- m. Where there is more than one author, the score earned will apply to all.
- n. Only publications that are archived in the Covenant University Repository in full-paper form (or abstract form in cases where copyright restrictions exist), shall be scored. Without prejudice to this condition, not more than three (3) acceptance letters with galley proofs shall be considered for promotion up to the rank of Senior Lecturer.
- o. Evidence of peer review shall be submitted as a criterion for consideration of any journal article.

**Table 3: Scoring of Journal Publications**

	<b>Journal Publication</b>	<b>Score</b>
1.	<i>Scopus</i> indexed (with SJR of 1.0 and above) or <i>Thomson Reuters Web of Science</i> indexed (with Impact Factor of 1.0 and above)	2.5 – 3.0
2.	<i>Thomson Reuters Web of Science</i> indexed (with Impact Factor of 0.1 – 0.9) or <i>Scopus</i> indexed (with SJR of 0.1 – 0.9)	2.0 – 2.5
3.	All other Journal articles from CU Journals and those indexed in other databases besides <i>Scopus/ Thomson Reuters Web of Science</i>	1.0 – 1.5
4.	All other Journal articles that are not covered above	0.5 – 1.0

Note: “**International**” in this context is not location bound, but rather dependent on the membership of the Editorial Advisory/Review Board of the Journal articles not indexed in the *Thomson Reuters Web of Science*.

### 3.1.1.2 Books/Chapters in Books

For the purpose of promotion exercise, a book is regarded as a publication of more than 100 pages, on 12 points or 120 pages on 14 points *Times New Roman*, cover excluded. A book must have an ISBN. Generally, book chapters shall be assessed just like Journals articles (viz. maximum of 3 points). All books to be considered shall be published by reputable publishers and not printed.

The following considerations shall be used in the assessment of books for the purpose of promotion exercise:

- a. Publishers of such books shall be those that are recognized by the particular College/Department of the candidate;
- b. The publishers shall be academic units at the University level, research centers, (Public or Private) and professional bodies (Academic or Technical);
- c. Other recognized categories of publishers shall be as decided upon from time to time by the University Management;
- d. Evidence of peer review of such books as presented for promotion exercise shall be requested for at the Departmental level;
- e. Textbooks published for Primary and Secondary Schools are unacceptable for academic promotion purposes; but such books shall be regarded and graded under the Community Development/Service Initiative section;
- f. Such published books as will be presented for promotion exercise shall be the product of rigorous research in the area of candidate’s specialization;
- g. Books, and chapters in books shall be assessed. However, in order to accommodate the peculiarities of the various disciplines at Covenant University, they shall not constitute more than 40% of the candidate’s publications; Chapter contributions by the same author(s) in the same book shall be listed as a, b, c, etc. and shall be evaluated as just one contribution;

- h. Each book shall attract a maximum of four (4) points based on peer review; and
- i. All books to be considered must be in the candidate's area of specialization. Just like Journals, marks earned shall apply to all contributors.

### **3.1.1.3 Monographs, Conference Proceedings, Technical Reports, Book Reviews, etc.**

In a bid to give necessary impetus to the achievement of the *One-of-Ten-in-Ten* vision and reward participation in highly reputed conferences, conference papers, technical reports, articles in proceedings of workshops and symposia indexed in *Thomson Reuters Web of Science (WoS)* and particularly in *Conference Proceedings Citation Index (CPCI)* shall be scored under Publications.

- a. A maximum of five (5) *CPCI* and/or *Scopus* indexed **conference proceedings** papers shall each be scored **exactly** one (1.0) point.
- b. Peer reviewed **monographs** shall be assessed as Journal articles and scored a **maximum** of three (3) points.
- c. Book reviews shall be considered up to a maximum of five (5) and each scoring a **maximum** of one (1.0) point.

### **3.1.1.4 Patents**

Patents shall be considered, taking into account the following:

- a. Not more than five (5) patents (at 2 points each) shall be considered.
- b. A major scientific development or invention (which must be documented and refereed) would be equivalent to a book.
- c. A minor scientific invention (which must be documented and refereed) would be equivalent to a scholarly Journal paper.

### **3.1.1.5 Creative Work**

A creative work, in the form of a piece of design work clearly articulated both graphically and in writing, in programme like Architecture, shall be assessed by competent assessors. This shall be. Competent assessors shall normally have been in practice for not less than fifteen (15) years or shall have been professors in the field for not less than five (5) years.

A good creative work is assessed as equivalent to a Journal publication. However, a maximum number of creative designs shall be balanced with actual Journal publications. Scores for creative works shall not exceed 25% of publication scores.

### **3.1.1.6 Rewarding Industrial Experience**

Applicants in professional programmes as recognized by the NUC who possess the PhD degree and are seeking appointment or promotion up to the Senior Lecturer position may be further rewarded, bearing in mind their cognate industry experience, provided they would have attained the Managerial position before joining as faculty base of Covenant University. The experience at the Managerial position at the corporate level in a reputable public or private enterprise shall be considered in their placement. This category of Faculty shall not constitute more than 50% of all other Senior Lecturers in the Department. For promotion beyond the Senior Lecturer position, the publication criteria shall hold sway!

### **3.1.1.7 Special Consideration for Faculty in Professional Departments**

As a strategic option, Faculty in the core areas of Engineering, Technology, Science and all professional programmes recognized by NUC who have 10 years of Industry and University teaching experience post the PhD and have a track record of research and product development may be encouraged to apply up to the position of Senior Lecturer. Their publications shall be reviewed as appropriate.

### **3.1.1.8 Appointment of Professors and Associate Professors with Industry Experience**

Covenant University encourages Faculty who have earned the Doctor of Philosophy degree (Ph.D.) or its equivalent from renowned Universities in disciplines relevant to the needs of the University to apply for the Professorial cadre (i.e. Associate Professor/Professor). Such applicants should be persons in the Managing Director cadre of top corporate, multinational organizations in Nigeria/International contexts, who have the potential to add value, particularly from a practitioner base.

Such individuals with a minimum of 5 years post-Ph.D. experience must have distinguished themselves in the particular field they are being considered for. They must also be able to attract endowments and credible network bases with remarkable pedigrees. They shall also be persons who have won awards in their professional context. Such persons should be able to bring in a rich industry expertise and serve as a bridge between "*Town and Gown*". They should also boast of an appreciable publications base, particularly in practitioner based Journals.

In view of the fact that indexed conference proceedings shall be scored under publications for promotion, the minimum scores for publications shall be as follows:

**Table 4: Minimum Required Publication Points**

Professor	40
Associate Professor	35
Senior Lecturer	30
Lecturer I	25
Lecturer II	18 (or Possession of Ph.D)
Assistant Lecturer	Possession of a Master's Degree with M.Phil./Ph.D. grade

**3.1.2 Peer Recognition**

This shall be determined by the following considerations.

- a. Conferences attended with papers read since last promotion **2 points**
  - b. Editorship of reputable Journals (1 pt./year for a maximum of two years) **2 points**
  - c. Membership of editorial board of journals, (1 pt./year for a maximum of two years) **2 points**
  - d. Editorship of core academic texts, (2 points for a maximum of 2) **4 points**
  - e. Appointment (on academic merit) by external bodies e.g. as University External Examiner, or other equivalent positions (0.5 pts./year for a maximum of 4 years) **2 points**
  - f. Delivery of lead papers, keynote addresses or Public lectures **2 points**
- Total=14 points**

**3.1.3 Current Research** shall be assessed on the basis of:

- Relevance **3 points**
  - Feasibility **3 points**
- Total=6 points**

**3.1.4 Academic Linkages**

- Active membership of professional bodies **1 point**
  - Use of personal contacts to attract research linkage and Collaboration (locally and internationally) **2 points**
  - Collaboration with external bodies and recognition in Professional circles e.g. (appointments to boards, awards, and fellowships, attracting Grants etc.) **2 points**
- Total=5 points**

**3.2 Teaching Quality (Effective and Competent Teaching)**

This shall be assessed on the basis of student evaluation, quality of lecture modules, and use of modern teaching aids for lecture delivery and overall student performance. Experience based on the number of years of teaching shall also be rewarded. Scoring shall be as specified below:

- a. Length of teaching – 1 mark for each year after the first five years – up to a maximum of 5 years. **5 points**
- b. Student evaluation –
  - I. Lecture Attendance **(1 point)**

- II. Quality of Tests and Questions (**1 point**)
  - III. Frequency and Relevance of Assignments with Evidence of Return of graded manuscripts to Students (**1 point**)
  - IV. Coverage of Course Outlines (**1 point**)
  - c. v) Student evaluation (**1 point**) **5 points**
  - d. Lecture modules with proof of portal posting **2 points**
  - e. Use of modern teaching aids **2 points**
  - f. Lecture delivery/examination procedures **3 points**
  - g. Overall students' performance based on profiles of courses taught. **3 points**
- Total=20 points**

### 3.3 Leadership (Skills and Traits)

Leadership skills will be demonstrated by readiness to accept responsibility, actual performance and the ability to achieve set goals with minimal supervision from constituted authorities.

Evaluation shall be based on the following indices:

- a. Appointment as Dean, Director, Head of Department or Coordinator (1pt. for each successful year up to a maximum of 5 years). **5 points**
  - b. Leadership/membership of University Committees, ad-hoc and statutory Committees, service at Department, College, Hall and University levels (1pt. for each Successful year – up to a maximum of 2 years) **2 points**
  - c. Mentorship of students with evidence of contact **2 points**
  - d. Postgraduate Supervision **2 points**
  - e. Punctuality and attendance at committee meetings **1 point**
  - f. Feedback from beneficiaries of the leadership initiative **1 point**
  - g. Records of accomplishments/contributions **2 points**
- Total=15 points**

### 3.4 Community Service

Contributions at this level shall be assessed in relation to the immediate University Community, our immediate host community of Ota, the wider Nigerian society and the entire world. Emphasis shall be placed on the provision of innovative solutions to real community challenges.

- a. Participation and promoting safety, security, harmony and sanitation initiatives within the University (with proof) **3 points**
  - b. Effective participation in University *in-loco parentis* programme **3 points**
  - c. Initiating and participating in developmental projects within Ota – e.g. sanitation, road safety, workshops, advocacy etc. **3 points**
  - d. Initiating and participating in projects with national impact **3 points**
  - e. Initiating and participating in projects with global impact **3 points**
- Total=15points**

Evidence of such participation as mentioned above must be provided.

### **3.5 Alignment with Core Values**

At the center of the culture of Covenant University are the Seven Core Values of Spirituality, Possibility, Mentality, Capacity building, Integrity, Responsibility, Diligence and Sacrifice. Every staff of the University shall be expected to align with these values for efficiency. Therefore, assessment for promotion shall incorporate alignment parameters as indicated below:

Approved Policies 2017



**TABLE 5: SCORES FOR CORE VALUES**

<b>Core Value</b>	<b>Description</b>	<b>Points</b>
<b>Spirituality</b>	<ul style="list-style-type: none"> <li>- Vision Understanding <b>(2 points)</b></li> <li>- Vision, actualization Humility/meekness <b>(2 points)</b></li> <li>- Gentleness/peace Appreciation of goodness <b>(2 points)</b></li> <li>- Being long-suffering <b>(2 points)</b></li> <li>- Being God-fearing, God-loving Participating in Godly activities – service, Membership of service groups, belonging to fellowships etc. <b>(2 points)</b></li> </ul>	<b>10</b>
<b>Possibility Mentality</b>	<ul style="list-style-type: none"> <li>- Openness to innovation <b>(1 point)</b></li> <li>- Faith, belief in assignments and enthusiasm on executing the assignments <b>(1 point)</b></li> <li>- Royal carriage and self-confidence <b>(1 point)</b></li> <li>- Dignity in conduct and character <b>(1 point)</b></li> <li>- Sense of contribution and accomplishment <b>(1 point)</b></li> </ul>	<b>5</b>
<b>Capacity Building</b>	<ul style="list-style-type: none"> <li>- Being teachable <b>(1 point)</b></li> <li>- Acceptance of mentorship roles – both for self and others <b>(1 point)</b></li> <li>- Being continuously relevant to the vision of the University <b>(1 point)</b></li> <li>- Quality of output reflective of new knowledge <b>(1 point)</b></li> <li>- Being adaptable <b>(1 point)</b></li> </ul>	<b>5</b>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>- Honesty/uprightness/trust <b>(1 point)</b></li> <li>- Being accountable and transparent <b>(1 point)</b></li> <li>- Obedience to rules and regulations <b>(1 point)</b></li> <li>- Acting with a good conscience <b>(1 point)</b></li> <li>- Being judicious with funds and resources and ethically committed in discharging duties <b>(1 point)</b></li> </ul>	<b>5</b>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>- Disciplined; doing what is expected not just what is convenient <b>(1 point)</b></li> <li>- Preserving University property <b>(1 point)</b></li> <li>- Willingness to serve and promptness in delivery <b>(1 point)</b></li> <li>- Punctuality to events <b>(1 point)</b></li> <li>- Total commitment to the University vision, values and goals <b>(1 point)</b></li> </ul>	<b>5</b>
<b>Diligence</b>	<ul style="list-style-type: none"> <li>- Being hardworking <b>(1 point)</b></li> <li>- Delivery of quality work <b>(1 point)</b></li> <li>- Striving to excellence and highest standards <b>(1 point)</b></li> <li>- Being tenacious and attending to details without supervision <b>(1 point)</b></li> <li>- Ability to be self-motivated <b>(1 point)</b></li> </ul>	<b>5</b>
<b>Sacrifice</b>	<ul style="list-style-type: none"> <li>- Helping others at all times <b>(1 point)</b></li> </ul>	<b>5</b>

	<ul style="list-style-type: none"> <li>- Emphasizing the corporate vision and goal of the University <b>(1 point)</b></li> <li>- Being available beyond the call of duty <b>(1 point)</b></li> <li>- Going the extra mile <b>(1 point)</b></li> <li>- Ready to give up rights and privileges for others <b>(1 point)</b></li> </ul>	
<b>Total</b>		<b>40</b>

Candidates for promotion shall be required to provide evidence in this regard – e.g. letters of commendation, references from Service Group Heads, attendance and performance records, etc.

#### 4.0: Conditions for Promotion

The decision for promotion is based on the aggregate of the scores from all the parameters as indicated below:

**Table 6: Promotion Scores Matrix**

	Scholarship	Teaching Quality	Community Development	Leadership	Core Values	Total
<b>Cadre Maximum</b>	<b>45+14+6+5=70</b>	<b>20</b>	<b>15</b>	<b>15</b>	<b>40</b>	<b>160</b>
Professor	40+8+6+5=59	10	10	12	25	116 (72.50%)
Associate Professor	35+7+5+4=51	12	8	10	25	106 (66.25%)
Senior Lecturer	30+6+4+3=43	14	6	8	25	96 (60.00%)
Lecturer I	25+5+3+2=35	13	5	5	25	83 (51.88%)
Lecturer II	18+3+2+1=24	12	4	3	25	68 (42.50%)
Assistant Lecturer	Completion of the Master's Degree with a <b>CGPA</b> for <b>M.Phil./Ph.D.</b>					

In addition to the provisions presented above, the following conditions shall apply.

#### 4.1 Assistant Lecturer

Candidates for appointment or promotion to the grade of Assistant Lecturer shall normally possess at least the Master's Degree in relevant disciplines with a **CGPA** or percentage score suitable for undertaking **M.Phil./Ph.D.** programmes. Such candidates must satisfy their Departments and Colleges that they possess the skills for sustained academic careers.

#### 4.2 Lecturer II

Normally, candidates for appointment to the grade of Lecturer II shall possess the **Ph.D.** Degree from this University or other Universities recognized by Senate of Covenant University. Such candidates must exhibit the characteristics indicated on our conditions for appointment and promotion. Fresh **Ph.D.** holders may not be evaluated on the publication criterion. Faculty without the Ph.D., but who seek promotion from Assistant Lecturer to Lecturer II must show evidence that they have successfully defended their Ph.D. proposals.

Candidates without the **Ph.D.** may be appointed or promoted to this post if they have adequate teaching **and/or** professional experience, with evidence of a promising research career. In which case, candidates shall possess the Master's Degree with at least 3 years post-qualification teaching experience at the University level as well as recognized publications. For the professional courses, candidates with the Master's Degree and full corporate registration certificates such as the **COREN, CIBN, ICAN**, etc. are appointed as Lecturer II just as candidates with the **LLM**.

An Assistant Lecturer will automatically be upgraded to the rank of Lecturer II upon obtaining a **Ph.D.** Degree. Those who earned promotion to Lecturer II before obtaining the **Ph.D.** shall be regraded on the appropriate salary scale. Movement to any other level for this category of staff shall be by promotion or by appointment.

#### **4.3 Lecturer I**

Candidates for appointment or promotion to the Lecturer I position shall in addition to meeting the requirements for the post of Lecturer II serve normally for a minimum of 3 years in a University or an institution of similar status or shall have had relevant professional experience elsewhere.

All candidates without the **Ph.D.** shall not progress **beyond the rank of Lecturer I at Covenant University.**

#### **4.4 Senior Lecturer**

Possession of the **Ph.D.** or its equivalent is mandatory for promotion to this level. To be promoted from Lecturer I to Senior Lecturer, a candidate must have served a minimum of 3 years as Lecturer I and at least 5 years of teaching experience at a University or institution of similar status.

#### **4.5 Associate Professor**

Promotion from the rank of Senior Lecturer to the grade of Associate Professor shall be based on:

- a. ***Outstanding research and publications as evidenced in SCOPUS and Thomson Reuters Web of Science indexed papers and appreciable number of citations in Google Scholar.***
- b. Adequate experience including professional excellence and competent teaching.
- c. The residency period for promotion from Senior Lecturer to the rank of Associate Professor shall be at least 3 years.

- d. Exceptional teaching ability at the University level or in other institutions of identical status for at least 8 years and/or (3) three years post PhD.
- e. Evidence of postgraduate supervision.

#### 4.6 Professor

A Candidate to be appointed to the post of Professor must have served in the position of Associate Professor for at least 3 years. Such candidates must also satisfy the following criteria:

- a. ***Outstanding research and publications as evidenced in SCOPUS and Thomson Reuters Web of Science indexed papers and appreciable number of citations in Google Scholar.***
- b. Adequate experience, including professional experience;
- c. Evidence of leadership in research at the Ph.D. level and postgraduate supervision.
- d. Administrative competence.
- e. Exceptional teaching ability at the University level or in other institutions of identical status for at least 10 years and/or (5) five years post PhD.

#### 4.7 Promotion from Senior Lecturer to the Grade of Professor

To be promoted from Senior Lecturer to the grade of Professor, the candidate should have been on this position for at least five (5) years and satisfy all the Criteria for promotion to the post of Professor.

#### 4.8 Assessment procedures for Appointment or promotion to the Rank of Associate Professor or Professor

- a. In addition to the preliminary assessment at both the Departmental and College levels, the College shall make a *prima facie* case to the Central Appointments and Promotion Committee. Thereafter, and on the recommendation of the Central A&PC the Vice Chancellor shall put in place the processes of the External Assessment of the candidate's publications.
- b. The Dean of the College shall submit to the Vice Chancellor a list of 6 names of possible assessors on the **advice** of the Head of Department (**where the Head of Department is a Professor**).
- c. In cases where the HOD is not a Professor, and there are no other Professors within the Department, an Ad-hoc Committee appointed by the Dean shall supervise the generation of nominees.
- d. Where the Dean is not a Professor, an Ad-hoc Committee appointed by the Vice-Chancellor shall supervise the generation of nominees.

Nominees as External Assessors shall not be:

- a. Current Examiners to the disciplines concerned;
- b. Members of staff who had left the services of the University in the last 5 years;
- c. Proposed External Assessors must be recognized experts in their fields.

#### **4.9 Academic Librarian Cadre (Equivalent Academic Positions at the Centre for Learning Resources /The University Library)**

- 1. Assistant Librarian/Assistant Resource Officer** (Graduate Assistant). The candidate must possess a first degree in any discipline with a minimum of 2<sup>nd</sup> Class Hons. Lower (2<sup>2</sup>) Division.
- 2. Librarian II/Resource Officer II** (Assistant Lecturer). The candidate must possess a Master's degree in Library and information science. A Librarian Assistant shall be automatically promoted to Librarian II upon successful completion of a Master's degree in Library and information science.
- 3. Librarian 1/Resource Officer 1** (Lecturer II). Possession of a Master's degree in Library and Information Science with a minimum of 3 years as Librarian II.
- 4. Senior Librarian/Senior Resource Officer** (Lecturer I). Possession of Master's degree in Library and Information Science with 6 years cognate experience from a University Library. With a minimum of 3 years as Librarian 1.
- 5. Principal Librarian/Principal Resource Officer** (Senior Lecturer). Possession of Master's degree in Library and Information Science with 9 years cognate experience from a University Library. Candidate must also have a Ph.D. in Library and Information Science or any related discipline.
- 6. Deputy University Librarian** (Associate Professor): Possession of Master's degree in Library and Information Science with 12 years cognate experience from a University Library. Candidate must also have a Ph.D. in Library and Information Science or any related discipline. The position of a Deputy University Librarian is usually through advertisement and appointment through interview process. Conditions for appointment to the professorial cadre applies.
- 7. University Librarian** (Professor). Candidate must possess a Master's degree in Library and Information Science with 15 years cognate experience from a University Library and also a Ph.D. in Library and Information Science or any related discipline. The position is usually by appointment after two (2) positive external assessments of publications as stipulated for the professorial cadre.

#### **4.10 Advertisement of Vacancies for Academic Positions**

In the course of each academic session, as the need arises, advertisement shall be placed for identified Academic vacancies. Both internal and external applications will be harvested. Internal applications shall be considered along the external ones as Appointments, without prejudice to the normal annual Promotion exercise at the instance of the A&PC.

## **4.11 COVENANT UNIVERSITY POLICY ON PROCUREMENT**

### **GENERAL GUIDING POLICY FOR THE PROCUREMENT DEPARTMENT**

#### **TABLE OF CONTENTS**

This Manual is divided as described below.

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#### **SECTION C - THE ESTABLISHMENT OF THE PROCUREMENT DEPARTMENT**

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#### **SECTION F - PROCUREMENT PROCEDURE**

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## **A. INTRODUCTION**

This policy shall guide the procedure for originating, awarding and execution of procurements, contracts and projects in Covenant University in Canaanland Ota, Nigeria hereafter referred to as the Institution.

The purpose of this Manual is to:

- A. State the Institution's procurement policies and procedures involving the procurement of goods and services, engagement of vendors and award of contracts.
- B. Provide a step-by-step guide for the conduct of "A" above.
- C. List the responsibilities of the User Department, Procurement Department, Vendors, Tender Boards, Procurement Board and Procurement Committee as they apply to the Procurement function.

All employees of the Institution are responsible to review the policy manual and become familiar with its contents. Any questions regarding this policy manual or any procurement questions in general, should be directed to the Head of the Procurement Department.

## **B. OBJECTIVES**

The Procurement Department has the obligation towards the efficient and prompt procurement of goods and services to ensure that institutional goals are met, while upholding the highest level of professional ethics and moral principles. The following shall be specific objectives of the Procurement department:

- To provide procurement expertise to assure prompt acquisition and delivery of procured goods and services for the institution in line with established policies and practices.
- To ensure that goods and services procured are of the best quality, from reputable vendors and cost effective
- To engage an appropriate, functional and secured online portal containing database of registered / pre-qualified vendors duly classified according to specialization and delivery capacity for declaring and assessing bids for procurement demands of the institutions.
- To carry out periodic market survey / analysis and match it with vendor responses to a request for Proposal and subsequent online bidding.
- To recommend to the Procurement Committee successful Vendors/Contractors after objective analysis of quotations and proposals received stating reasons for such decision.
- Issue Local Purchasing Order / Award letter as the case may be to successful Vendors/Contractors after final approval at the conclusion of every bidding process.
- Process further for payment after satisfactory delivery of consignments/ conclusion of job with relevant documents like Quotations, SRV, valid invoice (duly authenticated by Audit), delivery note and vendor's account details attached.
- Facilitate active direct procurement from original equipment manufacturers and drive towards gradual and eventual elimination of middlemen.



## C. THE ESTABLISHMENT OF THE PROCUREMENT DEPARTMENT

The Procurement Department shall consist of procurement and a mix of other technical specialists together with the necessary supporting and administrative staff.

A person with sufficient professional and/or academic qualifications and experience in procurement functions shall head the Procurement Department.

The procurement department shall:

1. Possess the requisite competence to be able to source materials to reliably fulfil institutional requirements on a regular basis;
2. Manage all procurement and disposal by tender activities of the University;
3. Support the functioning of the Procurement Committee
4. Implement the decisions of the Procurement Committee
5. Liaise directly with the University Management on matters within its jurisdiction
6. Plan the procurement and disposal by tender activities of the University
7. Prepare tendering documents;
8. Prepare advertisements of tender opportunities
9. Prepare contract documents;
10. Issue approved contract documents
11. Process any claims against vendors;
12. Maintain and archive records of the procurement and disposal process;
13. Maintain a list or register of all contracts awarded;
14. Prepare monthly reports for the Procurement / Tender Board

15. Co-ordinate the procurement and disposal activities of all the Departments of the University; and
16. Prepare other reports as may be required from time to time
17. Possess the requisite competence to be able to source materials to reliably fulfil institutional requirements on a regular basis;
18. Manage all procurement and disposal by tender activities of the University;
19. Support the functioning of the Procurement Committee
20. Implement the decisions of the Procurement Committee;
21. Liaise directly with the University Management on matters within its jurisdiction;
22. Plan the procurement and disposal by tender activities of the University
23. Recommend procurement and disposal by procurement procedures;
24. Prepare tendering documents
25. Prepare advertisements of tender opportunities;
26. Prepare contract documents;
27. Issue approved contract documents;
28. Process any claims against vendors
29. Maintain and archive records of the procurement and disposal process;
30. Maintain a list or register of all contracts awarded;
31. Prepare monthly reports for the Procurement / Tender Board
32. Co-ordinate the procurement and disposal activities of all the Departments of the University; and
33. Prepare other reports as may be required from time to time.

## **D CODE OF CONDUCT OF PROCUREMENT DEPARTMENT**

The Procurement Department is bound to engage sound business judgment and the exercise of highest moral standards in the conduct of her affairs on behalf of the institution.

The Department shall subscribe to the code of ethics as outlined hereafter:

1. Give first consideration to the objectives and policies of the institution.
2. Strive to obtain the maximum value for each Naira of expenditure.
3. Decline personal gifts or gratuities from vendors and potential vendors of the institution.
4. Grant equal consideration to all approved quotations and bids as long as it meets the basic requirements for bidding to render such service.
5. The department must conduct her interactions with vendors with utmost confidentiality, integrity and conversations void of ambiguity.
6. Make prompt and courteous calls (where permissible) to vendors on agreed issues relating to a potential engagement or an-ongoing service engagement requiring such calls
7. Demand the highest form of sincerity from all vendors in the presentation and representation of their quotations, invoices and sundry documents for contractual engagements.
8. Engage the use of a “Request for Proposal (RFP)” when seeking to award a contract to vendors where specifications of purchase is paramount.
9. Be ready to alert necessary authorities where there is a perceived or concluded controversy regarding a contractual engagement.
10. Foster fair, ethical, and legal trade practices.

## **E VENDOR RELATIONSHIP AND OBLIGATIONS**

1. All vendors must have their companies registered with the institution annually.
2. All vendor's registration documents must be screened on the following grounds:
  - a. Validity of Company Registration with Corporate Affairs Commission
  - b. Evidence of compliance with regulations on Tax, Professional Associations and other relevant bodies
3. Vendors must not have interest in more than one company registered with the institution.
4. Periodic delisting of vendors who violate ethical standards and contractual obligations in the discharge of their contracts shall be done.
5. Quality of Service Delivery shall be measured by Industry standards as well as relevant regulatory agencies such NAFDAC, SON, NSE amongst others
6. Vendors will be asked to disclose their relationship within the Institutions on the approved vendor form.
7. The institution will not tolerate the solicitation or acceptance of improper or illegal benefits. No officer, employee, contractual employee, youth corps employee or agent will solicit, accept, or agree to accept, any gift or other benefit, directly or indirectly, monetary or otherwise, from another person, firm, or corporation where such gifts or benefit may, will, or is intended to influence business conduct or decisions or which may otherwise be illegal or give the appearance of impropriety.
8. The procurement of goods and services either directly or indirectly from any of the parties below, will be strictly prohibited and will lead to disciplinary action and possible caution, unless there is full disclosure and compliance with the procurement policy:

- I. Current employees or companies in which a current employee has an ownership interest or an ongoing business relationship.
- II. An ongoing business relationship where a current employee stands to personally profit from any transactions between a vendor and the Institution.

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## **F PROCUREMENT PROCEDURE**

### **F 1. CORPORATE PROCUREMENT PLAN**

1. Procurement planning is part of the annual budgeting process of the Institution. Each Department Head is responsible for planning his/her Department's procurement needs on annual basis, broken down quarterly, using an Annual Procurement Plan Form (APP Form)
2. The APP Forms from the various Heads of Department are submitted to the Director of Finance/Head of Budget for consolidation into an Overall Procurement Plan of the Institution.
3. The Director of Finance/Head of Budget will present the consolidated budget to the Procurement Board/Executive Management with his/her recommendation, giving his/her recommendation as to overall limit affordable
4. Each of the Heads of Department will present his/her Procurement Plan to the Procurement Committee, justifying each of the planned procurement
5. The Procurement Committee will approve the overall Procurement Plan, giving due consideration to the Institution's liquidity, priority of procurement items within the overall goals of the Institution, capacity for satisfactory execution, etc.

6. The Heads of Department shall be advised of the list of approved Plan of Procurement by the Secretary to the Procurement Committee
7. The above is without prejudice to emergency situations which shall be treated as an exception and would require the approval of the Procurement Committee and the Chancellor, as an amendment to the Corporate Procurement Plan

## **F2. SPECIFIC PROCUREMENT PROCEDURE**

8. The Head of Requesting Department shall initiate a Procurement Requisition (the **PR**) to the Procurement Department based on the Annual Procurement Plan approved for the Department by the Procurement Committee at the beginning of the year. The PR shall include: the Item (s) required, Quantities required, Expected Delivery Dates & Locations, Names and Signatures of the Originating Officer and The Head of Department
9. The Procurement Department shall verify and ascertain that the specific procurement was approved at the beginning of the year
10. A need assessment will be carried out by a team from the Procurement department to establish the necessity for the request being made by a department. This can be done by site visits or document verification (re-order levels etc.)
11. Following this, the procurement department will design and develop a Request for Proposal (RFP) for the approved task.
12. This RFP will be hosted on the online portal for vendor bidding. (All relating guidelines to timing as earlier stated will suffice to guide the Procurement department)

13. At the close of the bidding process, all submitted bids would be accessed from the online portal for evaluation and selection of appropriate vendors for each job. Access shall be granted to the Chief Internal Auditor as well as the Head of Procurement Department.
14. The Procurement Committee shall evaluate and approve procurements within its limit and send details of such approvals to the Management of the Institution for noting accordingly, within 3 working days of its meeting
15. For contracts above the approval limit of the Procurement Committee, it shall forward its report(s) containing list of recommended vendors / contractors for each job categories to the Vice Chancellor for approval within 3 working days. If satisfied, the VC will approve the recommendation of the committee and send details of such approvals to The Chancellor for ratification. The VC shall have the liberty to return the committee's recommendation for more details and/or clarification
16. For contracts above the powers of The Committee, it shall send its report to The Chancellor for approval within 3 working days of its meeting.
17. Building construction contracts award process shall be the responsibility of the Tenders Board; opening of online portal and evaluation of bids and afterwards forward their report(s) containing list of selected vendors / contractors for each job categories to the Management of the CU for ratification and shall be forwarded to the Chancellor for final approval.
18. Upon ratification and final approval, it shall be communicated to the relevant officer/s expected to generate relevant documentation (letter of award, LPO etc. for engaging the vendor.
19. Award letter issued to the selected vendors/ contractors to commence the process of execution of the job.



20. Direct procurement from manufacturers where possible must be considered in all procurement process. The Original Equipment Manufacturer(s) OEM Policy 2017 as approved by CU Board of Regents must be taken into consideration in all equipment /Machine procurement.

## **G PROCUREMENT COMMITTEE**

There shall be in Covenant University the following governance structure for procurement of goods and services

### **i) Procurement Committee**

The membership of this committee shall comprise of:

1. The Registrar - Chairman
2. The Director of Financial Services - Vice Chairman
8. The Director of Physical Planning and Development
9. The Director of Centre for Systems and Information Services
10. University Legal Officer - Member/Secretary

The **Quorum** set for this committee shall be The Chairman (Or his Vice), and any other two members.

**Frequency of Meetings.** The committee shall meet weekly to consider matters within her terms of reference.

- The Chief Internal Auditor as well as the Head of Procurement Department, shall be responsible for the opening of online portal. They will jointly sign a schedule of downloaded bids and forward an advance copy of the duly signed schedule to the Chairman of the Procurement Committee.
- Decisions and recommendations of the committee shall be based on strict adherence to the RFP specifications, quality of proposals, cost and capacity to deliver.
- The Procurement Committee shall have the powers to approve procurement advised by the Principal.

The Procurement committee shall be responsible for:

1. Determination of recommendations from the Procurement Department and award of contracts;

2. Evaluate all applications for variations, addenda or amendments to ongoing contractual engagements;
3. Authorize tendering and contract documents;
4. Authorize procurement by procurement procedures;
5. Ensure that best practices in relation to procurement are strictly adhered by Procurement Department;
6. Ensure compliance with approved procurement policies; and liaising directly with the University Management on matters within its jurisdiction.

Please refer to the procurement process flow in Appendix 1 for more details

NOTE:

- I. Where the item to be procured is of a specialist nature and the skill for proper evaluation is not available within the committee, The Procurement Committee, The Procurement Board and/or the Tenders Board shall be required to invite a specialist within the Institution to give a specialist advice
- II. Where the specialist skill is not available within the Institution, The Procurement Committee shall seek the approval of the VC or The Chancellor to engage an External Consultant for advice through competitive bidding of not less than three, where feasible
- III. For all procurements, The Procurement Committee shall ensure that minimum of three bids from vendors (of similar category, capacity and record of performance) are evaluated for each procurement

## H AWARD OF CONTRACTS

1. Notwithstanding any emergency, no department, unit or section shall
  - I. Seek for proposals in respect of a contract or a needed service; and
  - II. Award any contract unless it is the same award, which has been approved by the appropriate authority.
2. No person or section of the University shall sign a contract with any vendor unless the appropriate awarding authority has approved the award.
3. Where it comes to the knowledge of the Procurement / Tenders board that a contract has been awarded or is about to be awarded in breach of the procurement policy, the Procurement / Tender board shall forthwith report the matter to the Management of the University, recommending such actions as it may deem appropriate.
4. The acceptance of a tender shall be communicated in writing to the vendor by the Procurement Department.

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## I THE ROLE OF USER DEPARTMENTS

The user Department of the University shall perform the following functions:

- A. Interface with and assist the Procurement Department throughout the procurement process to the point of contract placement;
- B. Institute procurement as guided by the procurement policy and forward it to the Procurement Department;
- C. Suggest technical inputs to RFP for procurement requirements to the Procurement Department;
- D. Suggest technical specifications to the Procurement Department when necessary;
- E. Confirm that goods and services received are in accordance with specification and certify invoices for payments to vendors;
- F. Disclose any departure from the terms and conditions of an awarded contract to the Procurement Department;
- G. Forward details of any required contract amendments to the Procurement Department for action;
- H. Maintain and archive records of contracts management;
- I. Prepare a work plan for procurement based on the approved budget, which shall be submitted to the Procurement Department for implementation when required.

## **J. CONFLICTS BETWEEN PROCUREMENT DEPARTMENT & PROCUREMENT COMMITTEE AND USER DEPARTMENT**

### **Disagreements**

Disagreements between a Procurement Department and a User Department concerning any decision pertaining to the recommendation for the award of contract, application or interpretation of any procurement approach, process or practice, shall be resolved by the procurement committee.

### **Conflict of interest**

This occurs when there is a conflict between the individual obligation to the Institution and personal self-interest.

All those related to the Institution by an employment contract or service engagement other than vendors should avoid any relationship with other

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businesses that could impair or unduly influence their ability to discharge their duties properly. An implied conflict is as damaging as an actual conflict.

## **K CONFIDENTIALITY OF INFORMATION**

- Every person having an official duty or being employed in the administration of this policy shall consider and deal with all documents and information relating to the functions of the University as confidential.
- No person in possession of or control over any document or information relating to any business or transaction of the University shall communicate or attempt to communicate any information contained in such document or pass on such documents to any person other than the DFS / VC / a member of the Tenders / Procurement Board or the Procurement Department.

## **L EXCEPTIONS TO PROCUREMENT POLICIES**

It has been established that purchase requisitions, purchase orders, price comparisons and competitive bids are not required for the procurement of these materials.

It has been decided that price comparisons and the formal bidding processes do not readily apply to these categories of materials.

The University Management and BoR will coordinate the procurement process for these exceptions.

Specific contractual exceptions to the procurement policies and procedures

1. Real Estate (Purchase or Lease including Residence)
2. Legal Services
3. External Auditing
4. Money Instruments.
5. Land Contracts

6. Consultant Services
7. Local and International Communication Services
8. PHCN and Other Utilities
9. Airline Tickets and Travel Related Expenses
10. Tariff Duties (including Customs Entry) and Taxes,(Property, Income)

## **M PROCUREMENT PRINCIPLES**

The institutions shall plan their procurement in such a manner as to:

- a. Refrain from emergency procurement wherever practicable;
- b. Combine its requirements wherever possible, both within the University and between Institutions (Faith Tabernacle and Covenant University), to obtain value for money and lower procurement costs;
- c. Engage framework contracts wherever suitable to provide a flexible pattern of procuring services or supplies that are required repeatedly over a period of time;
- d. Avoid splitting of procurement except such splitting is to enable wider participation of vendors in which case the leadership of the institutions shall determine such; and
- e. Align its procurement budget with its expenditure plan.

## **N QUALIFICATIONS OF VENDORS**

- f. In order to participate in the procurement process of the institutions, vendors shall have to qualify by meeting the stipulated criteria set out by the Institutions.

- g. Local vendors wishing to participate in any procurement process shall fulfill all relevant requirements for registration with appropriate current professional/regulatory statutory bodies in Nigeria.
- h. Foreign vendors wishing to participate in the procurement process are exempted from the requirement under number (2), but where as a result of the procurement process, any foreign vendor is selected as having submitted the best ranked proposal, such a vendor shall register with the appropriate professional statutory body and shall be required to submit evidence of registration as an approved company in Nigeria.
- i. Any qualification criteria shall be made known to, and shall apply equally to all vendors and the Institutions will not engage any form of discriminatory criteria, requirement or procedure with respect to the qualifications of any vendor.
- j. The institutions shall engage in a **pre-qualification stage** with a view to sighting vendors either prior to a request for proposal or after taking part in any other predetermined procurement process.
- k. In the case of a post-qualification of vendors, the following shall guide the institutions:
- i. If prospective vendors have not been pre-qualified, the institutions through the procurement committee shall determine whether the vendor whose proposal has been appraised to offer the lowest evaluated tender has the capability and resources to execute the contract as offered.
  - ii. The criteria to be met shall be set out in the tendering documents and if the tenderer does not fulfill the criteria satisfactorily, the



tender shall be thrown out and the institution through the Procurement Committee shall make a similar evaluation for the next lowest evaluated tenderer.

- iii. The institution through the Procurement Committee may require a tenderer which has submitted a lowest evaluated tender for a procurement to reaffirm its qualifications before the award of contract is validated and finalized.
- iv. The procedures to be used for evaluation in subsection (3) above shall be the same as those already set out in this policy.
- v. This process shall continue in the case of a default until the most competent is arrived at. This shall be only in demonstrated exceptional places.

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## **O LANGUAGE OF TENDERS & PROPOSALS**

All pre-qualification documents, response to request for proposal and tender documents shall be written in English and calls for tenders, as well as request for proposals shall be done in English language as well.

## **P. BONDS & SECURITIES**

1. Where the Institution require vendors who are submitting proposals or tenders to provide any form of security, guarantee or bond against satisfactory performance of the awarded contract, such requirement shall apply equally to all vendors.
2. The Tenders board shall provide guidance on the appropriate values to be provided for such security, guarantees or bonds.
3. Service Level Agreement (SLA) must be signed with /provided by Vendors awarded any contract that requires after installation /post contract execution maintenance.

## **Q CONDITIONS FOR REJECTING TENDERS AND/OR PROPOSALS**

- 1) Tender documents and request for proposals may demand that the institution reject all tenders or all proposals.
- 2) The rejection of all tenders or all proposals shall only be tenable where:
  - a. there is lack of sufficient competition;
  - b. tenders or proposals are not substantially responsive to the request for proposals and terms of reference;
  - c. the financial or technical information of the project have been altered; or
  - d. Tenders or proposals involve costs substantially higher than the original budget or estimates.

3) Where the rejection of all proposals is due to lack of competition, wider advertising shall be considered and where the rejection is due to most of the proposals being non-responsive, new proposals may be invited.

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# APPENDIX

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## COVENANT UNIVERSITY FINANCIAL COMMITMENT

### 1.8 COVENANT UNIVERSITY POLICY ON CERTIFICATION IN INFORMATION TECHNOLOGY (CIT)

1.8.1 The CIT Instructors shall be paid per course taught in a semester as stated below.

	External Instructor	CIT	Internal Instructor	CIT
Certified Instructor	#150,000.00		#100,000.00	
Non-Certified Instructor	_____		#60,000	

1.8.2 For the preparation and conduct of international certification examinations, the sum of #50,000.00 shall be paid per examination module.

## **2.3 COVENANT UNIVERSITY POLICY ON JOURNAL PUBLICATIONS SUPPORT.**

2.3.1 Covenant University shall bear the cost and charges of not more than 1000 USD, for each scholarly publication in journals/books, book chapters as long as those publications are made through Open Access (OA) outlets

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## 2.5 POLICY ON TRAVELS AND ACCOMMODATION

2.5.1 Local road transport fare to and fro any part of Nigeria shall be calculated at a commercial rate of thirty naira (₦30.00) per kilometer (Km).

2.5.2 The transportation, feeding, and accommodation allowances are as categorized in the attached Table.

S/N	Rank	Accommodation per Night			Feeding per day		Local Transportation	
		Abuja/Port-Harcourt/Lagos (₦)	Others (₦)	Int'l (\$)	National (₦)	Int'l (\$)	National (₦)	Int'l (\$)
1	Vice-Chancellor	55000	35000	300	10000	150	10000	100
2	DVC/Registrar	45000	25000	250	8000	120	8000	100
3	Principal Officers/ Deans/Directors / Professors	40000	20000	150	6000	100	7000	80
4	Assoc. Prof./ SL/ Senior NTS(D.R, PAR)	30000	20000	100	6000	100	6000	80
5	L1/ SAR, Senior, Resource Officer I, Chief Technologist	25000	18000	80	5000	80	5000	50
6	L2/AL/ Resource Officer II, Senior Technologist	20000	12000	80	4000	80	5000	50

### **3.4 COVENANT UNIVERSITY CENTER FOR LIFE LONG LEARNING POLICY**

The following are the recommended amount to be paid as remuneration.

#### **3.4.1 Part-Time Programme**

- a. External facilitators will be paid the sum of #80,000 per course taught in a semester of 3 months.
- b. Internal Facilitators will be paid the sum of #60,000 per course taught in a semester of 3 months.
- c. Administrative staff/Technical staff involved in weekend activities will be paid the sum of #15, 000 per semester

#### **3.4.2 CUFOC**

- a. University Faculty and Staff members, who have met the terms of the facilitation contract shall be paid, a one-time courseware development fee of #250,000.
- b. For course facilitation (involving responding to student's challenges, scoring, reporting etc.), royalty shall be paid at the rate of 5% of the total amount paid for certification.
- c. For continuous usage and updates on courseware, royalty at the rate of 5% of the total amount paid for certification in the respective course will be paid.

*NOTE: please note that the courseware developer may not necessarily be the Course Facilitator.*



### **3.4.3 SHORT COURSES**

55% should go to the University while 40% of the profit should go to the Facilitator (Internal and External) and 5% to the CLLL supportive staff.

### **3.5.1 CONFERENCES**

The conference recommendation above applies.

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## 4.3 POLICY ON IT/SIWES PLACEMENT

1.13.1 The monthly allowance for students on IT/SIWES placement for **less than 6months** shall be **₦7,500.00K** while the monthly allowance for students on IT/SIWES placement for **more than 6months** shall be **₦10,000.00K** respectively.

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### RATING FOR RESPONSIBILITY ALLOWANCE

S/N	POSITION	AMOUNT
1	Vice Chancellor	₦350,000.00K
2	Deputy Vice Chancellor	₦175,000.00K
3	Registrar	₦60,000.00K
4	Deans of Colleges & SPS	₦50,000.00K
5	Dean of Student Affairs	₦50,000.00K
6	Director, Financial Services	₦50,000.00K
7	Chaplain	₦50,000.00K
8	Sub-Dean, SPS	₦30,000.00K
9	Chief Medical Officer	₦50,000.00K
10	Head of Departments	₦20,000.00K
11	Directors	₦20,000.00K
12	Acting Directors	₦15,000.00K
13	Chief Internal Auditor	₦20,000.00K
14	Deputy Directors	₦15,000.00K
15	Head, Establishment-HRD Unit	₦15,000.00K
16	Legal Teams	₦15,000.00K
17	Head of Operations - VC & Registrar	₦15,000.00K
18	Head, Software Development Unit	₦15,000.00K
19	Head, Admission Unit	₦10,000.00K
20	Head, Academic Affairs Unit	₦10,000.00K
21	Secretary, School of Postgraduate Studies	₦10,000.00K
22	Hostel Administrator, SPS	₦10,000.00K
23	Head of Operations - CUCRID	₦10,000.00K
24	Financial Controller	₦10,000.00K
25	Head, Banking and Investment	₦10,000.00K
26	College Officers	₦7,500.00K
27	Treasurer/Payroll Officer	₦7,500.00K
28	Personal Assistants - VC, DVC, Registrar & DFS	₦7,500.00K
29	Cheque Processing Officer	₦5,000.00K
30	Purchasing Officer	₦5,000.00K
31	Final Account Officer	₦5,000.00K

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