



**COVENANT UNIVERSITY
SCHOOL OF POSTGRADUATE STUDIES**

POSTGRADUATE HANDBOOK

Chapter 1

POSTGRADUATE TRAINING AT COVENANT UNIVERSITY

Right from outset, the Proprietors of Covenant University noted the prime position of postgraduate training for the overall success of the institution and the rapid development of the nation. This was reinforced by the observed shortfall of about 56% in the cadre of qualified academic staff for the Nigerian University system. We were also driven by observed inconsistencies in postgraduate education in the country in such key considerations as duration, quality and need. There was another motivation regarding the quality of viable programmes in such fields as accountancy and architecture as well as the need to firm up on the research thrust to reflect the changing paradigms. These realities led to the proposal to Senate on November 26, 2003, to establish the School of Postgraduate Studies.

The *Vision* and *Mission* of the School as presented below:

Vision

To be a leading centre for postgraduate training for the needs of contemporary Africa.

Mission

To produce very high quality postgraduates by engaging best practices in programme, research and services, deploying life applicable, life promoting as well as cutting-edge techniques in our services and delivery.

Objectives

Among other things, the objectives of the School have been to:

- i. develop in the students, the spirit of inquiry through training in research in an atmosphere of intellectuals' independence and creativity re enforced with a strong sense of team work;
- ii. foster through instruction, a deeper understanding of key academic concepts and applying fundamental ideas to solve problems of the society;

- iii. provide training in research for future academics and other high calibre personnel in research and knowledge based organizations; and
- iv. provide both short and long-term training opportunities to produce high level manpower needed for the rapid development of the nation.

These vision, mission and objectives are driven by Committee of the School and fully supported by the University Management led by the Vice-Chancellor.

Even before the National Universities Commission (NUC) set up the Benchmark Minimum Academic Standards for Postgraduate Programmes in Nigeria, the School had put in place measures to ensure quality and standards. One such measure has been our “Double Filter” mechanism for thesis processing. This involved the use of Assessors and Examiners for each candidate. We have also emphasized lecture delivery in modular forms. We have attracted the very best of brains from within and outside the country to enrich the quality of our postgraduate training. Many of the renowned scholars in this audience have assisted us in this regard as Visiting Professors, Assessors and Examiners. We remain ever grateful.

The cumulative effect of our strategies has been excellence all the way starting from our staff development efforts in the early days. Indeed, our first Ph.D graduate won the prestigious Microsoft Award in Software development. Many of our graduates have won the Fulbright and many other competitive fellowships. By 2009, the NUC visited our School of Postgraduate Studies and granted permission to all our 22 Departments and 32 programmes to run postgraduate courses even for the external context. We have since opened our doors to the world to come to learn and partner with us to birth the critical change we all desire.

Covenant University has just made a turn over the first decade. In the last ten years, we laid the foundation for excellence as a prelude to the World-class consciousness. In this new decade, we have a mandate to make it to be the list of the top **10 universities** in the world. We are aware that research is a key driver of this agenda. There is hardly any meaningful research without a robust postgraduate programme. Such a programme must run on well-defined

parameters. That explains our enthusiasm to produce a handbook of the School of Postgraduate Studies.

We express gratitude to the Vice-Chancellor and the Management of Covenant University for providing the needed support in the process of producing this handbook.

Chapter 2

PROCEDURAL GUIDELINES OF THE SCHOOL OF POSTGRADUATE STUDIES

There are specific guidelines that govern operations of the School of Postgraduate Studies.

1.0 ADMISSIONS:

- (i) To be considered for admission to any postgraduate programme at Covenant University, an applicant must satisfy the general University requirements as well as any special requirements for admission into the programme of interest.
- (ii) The candidate must provide all relevant documents, including credentials, academic transcripts, reference letters, etc. to substantiate the claims on the application forms.
- (iii) Applicants who are Nigerian citizens must also provide the N.Y.S.C. discharge (or exemption) certificate.

1) Postgraduate Diploma (PGD) Programme

- (i) For the Postgraduate diploma (**PGD**), a candidate must have a minimum of Third Class degree, in the same subject discipline, or in a related discipline.
- (ii) Holders of the Higher National Diploma (**HND**) must have a minimum of Lower Credit to be deemed qualified for admission.
- (iii) Holders of relevant professional qualifications may also be considered.

2) Master's Programme

- (i) To qualify for admission to M.A., M.Sc., M.Eng. M.B.A. and MPA degree programmes of Covenant University, an applicant must have a Bachelor's degree in relevant discipline with at least second class honours division from Covenant University or any other university recognized by the University Senate.

- (ii) An applicant with relevant professional qualifications such as ACA, ICAN, ACIB, etc. may be considered for the Masters in Business Administration (MBA) Programme.

3) Ph.D Programme

- (i) To qualify for admission to the Ph.D degree programme of Covenant University, the applicant must have a Bachelor's and Master's [M.A/M.Sc/M.Eng] degrees in relevant discipline obtained from Covenant University or any other university recognized by the University Senate.
- (ii) A candidate must have 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) A candidate 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.

2.0 ADMISSION PROCEDURE:

- (i) An applicant considered eligible for admission must undergo a screening test conducted by the School of Postgraduate Studies (SPS) which shall involve oral and written tests.
- (ii) A candidate must have a minimum score of 50% in the screening tests to be eligible for admission. However, final selection will be based on the cut-off mark for the programme.

3.0 REGISTRATION AND MATRICULATION:

- (i) Registration and matriculation are the criteria for studentship in Covenant University.
- (ii) All newly admitted must register and matriculate (for candidates who are not graduates of Covenant University) to become bona fide postgraduate students of Covenant University.
- (iii) A candidate must register for every academic session all through the period of studentship. The registration must be done at the beginning of the Alpha Semester.
- (iv) Full payment of all the stipulated fees for the session is a prerequisite for registration.

- (v) Registration forms must be collected from the School of Postgraduate Studies and returned to the School after completion and endorsement by relevant officers in the candidate's Department.
- (vi) Any student who fails to register for an academic session is deemed to have voluntarily withdrawn from the postgraduate programme of Covenant University.

4.0 DURATION OF POSTGRADUATE PROGRAMMES:

1) PGD Programme

a. *Sciences, Social Sciences, Arts and Humanities:*

- i. The minimum duration for a full-time PGD is two (2) semesters or one academic session.
- ii. The minimum duration for the part-time PGD programme is four (4) semesters or two (2) academic sessions.

b. *Engineering:*

- i. The minimum duration for a full-time PGD is four (4) semesters or two (2) academic sessions.
- ii. The minimum duration for the part-time PGD programme is six (6) semesters or three (3) academic sessions.

Master's Programme:

- i. The minimum duration for a full-time Master's programme (M.A., M.Sc., M.Eng and M.B.A.) is three (3) semesters or one and one-half (1½) academic years.
- ii. The minimum duration for the part-time Master's programme (M.A, M.Sc, M.Eng, MBA and MPA) is six (6) semesters or three (3) academic years.

2) Ph.D Programme:

- i. A candidate must have a minimum CGPA of 4.0 on a 5.0 point scale (60%) or equivalent in the Master's programme [M.A, M.Sc, M.Eng] to qualify for a direct entry into the Ph.D degree programme.
- ii. The minimum duration for the full-time Ph.D programme is six (6) semesters or three (3) academic years.

- iii. The minimum duration for the part-time Ph.D programme is eight (8) semesters or four (4) academic years.

3) M.Phil./Ph.D Programme:

A candidate with CGPA of 3.50 - 3.99 on a 5.0 point scale ($\geq 55\%$) or equivalent in an academic Master's programme may be considered for M.Phil/Ph.D programme.

- i. The minimum duration for the full-time M.Phil/Ph.D programme is seven (7) semesters or three and one-half ($3\frac{1}{2}$) academic years.
- ii. The minimum duration for the part-time M.Phil/Ph.D programme is nine (9) semesters or four and one-half ($4\frac{1}{2}$) academic years.

5.0 STUDY STRUCTURE:

A. Structure of the PGD Programmes:

S/N	Stage	Duration (Semesters)			
		Sciences/Social Sciences/ Arts/ Humanities		Engineering	
		<i>Full-Time</i>	<i>Part-Time</i>	<i>Full-Time</i>	<i>Part-Time</i>
1.	Coursework/Research Project	2	4	4	6
2.	Internship/Project	-	-	-	-
	Total Duration	2	4	4	6

B. Structure of the Master's Programmes:

S/N	Stage	Duration (Semesters)			
		M.A, M.Sc/M.Eng		MBA/MPA	
		<i>Full-Time</i>	<i>Part-Time</i>	<i>Full-Time</i>	<i>Part-Time</i>
1.	Coursework	3	4	3	4
2.	Internship/Project	-	-	1	2
3.	Research Project	1	2	-	-
	Total Duration	4	6	4	6

C. Stages and Duration of the M.Phil/Ph.D and Ph.D Programmes

S/N	Stage	Duration (Semesters)			
		M.Phil/Ph.D		Ph.D	
		<i>Full-Time</i>	<i>Part-Time</i>	<i>Full-Time</i>	<i>Part-Time</i>
1.	Coursework	2	4	1	2
2.	Proposal Defence	1	1	1	1
3.	Field/Bench Work	2	3	2	3
4.	Post-Field Defence/ Title Registration	1	1	1	1
5.	Assessors/Viva Voce	1	1	1	1
	Total Duration	7	10	6	8

6.0 COURSE WORK:

- i. The coursework for PGD programmes shall run for a minimum of 2 semesters for full-time students, and 4 semesters for part-time students.
- ii. The coursework for M.A, M.Sc., and M.Eng programmes shall run for a minimum of 3 semesters for full-time students, and 4 semesters for part-time students.
- iii. The coursework for MBA programme shall run for a minimum of 3 semesters for full-time students and 6 semesters for part-time students.
- iv. Full-time students on the Ph.D programme shall require only one semester of course work while the part-time students shall require two semesters of course work.
- v. Full-time students admitted into M.Phil./Ph.D programme will require a minimum of two semesters of course work while the part-time students will require four semesters of course work.
- vi. Lecture attendance is compulsory at all levels of the postgraduate studies. A student must have a minimum of 75% attendance in a course to be eligible to sit for the examination.
- vii. Courses shall be examined at the end of each semester. A score of 50% is considered the pass mark for all Postgraduate courses.
- viii. A Ph.D student must obtain a minimum CGPA of 4.0 in the course work to be eligible to proceed to the proposal defence stage of the Ph.D programme.

- ix. An M.Phil. Student must obtain a minimum CGPA of 4.0 in the course work to be eligible for conversion to the Ph.D programme and the proposal defence stage.

7.0 RESEARCH WORK:

1) Appointment of Mentors/Supervisors:

- i. A postgraduate Student shall be assigned a Mentor on resumption of the postgraduate programme. Supervisor(s) shall be assigned after the completion of the course work.
- ii. The Mentor shall interact with the student and provide guidance on course registration and possible area of research project.
- iii. The supervisor(s) shall be expert(s) in the area of research the student will undertake.
- iv. A student on the PGD or Master's programme shall be assigned one supervisor only.
- v. The M.Phil/Ph.D student shall be assigned two supervisors (a main supervisor and a co-supervisor). At least one of the supervisors must be a full-time faculty of Covenant University. A student, under circumstances approved by the Dean, SPS, may be assigned three supervisors (i.e. an additional co-supervisor).
- vi. The Supervisor(s) shall be nominated by the student's Head of Department in consultation with the Postgraduate Committee of the Department, School or College.
- vii. The names of the nominated supervisors for the M.Phil/Ph.D student shall be forwarded by the Head of Department to the School of Postgraduate Studies (SPS).
- viii. The SPS Committee shall scrutinize the nominated supervisors for M.Phil/Ph.D student and recommend same to the Senate for approval.
- ix. Approved supervisors for the M.Phil. /Ph.D. student shall be issued letters of appointment (as supervisors) by the Dean, SPS.

2) Dissertation/Thesis:

- i. The student must at the end of the research write and submit a report of the project.

- ii. The PGD report shall be a project report that shall be graded within the department.
- iii. The Master's report shall be by a Dissertation while the Ph.D. report shall be by a Thesis.
- iv. The student shall be mentored and guided all through the stages of research principally by the assigned supervisor(s).
- v. The Master's dissertation shall be examined and graded (over hundred) by an external examiner, and shall be part of the final CGPA of the candidate.
- vi. The Ph.D. thesis shall be subjected to a viva voce by a panel of examiners, which must include an external examiner.

3) Progress Report:

- i. Progress report on each Postgraduate student (Masters and Ph.D. students only) must be submitted by the supervisor to the Dean, SPS through the Head of Department at the end of every academic session.
- ii. The report must state the present standing of the student and the stage in the programme.
- iii. There must be satisfactory progress for a student to remain on the programme. Students who are not making satisfactory progress shall be counselled and assisted to advance.
- iv. A student shall be advised to withdraw if there is no evidence of serious commitment.

8.0 STAGES IN THE M.PHIL/PH.D PROGRAMME

A. COURSE WORK STAGE:

1) Teaching and Examination:

- i. Each candidate must register and take the recommended units of courses for the programme.
- ii. The courses shall be examined and graded by the respective lecturers at the end of each semester.

2) Approval of Course work Results:

- i. The Head of Department shall at the end of the course work compile the results of each candidate in the postgraduate programme and forward same to the SPS.
- ii. The Committee of the SPS shall consider the result and recommend same to the Senate of Covenant University for approval.

B. PROPOSAL STAGE:

1) Approval of Supervisors:

- i. The Head of Department shall forward to the SPS the names, qualifications and affiliations of proposed supervisors for each student.
- ii. The Committee of the SPS shall scrutinize the proposed supervisors and recommend same to the Senate for approval.

2) M.Phil/Ph.D Proposal Seminar:

- i. The student, under the guidance of his/her supervisors, shall present a Research Proposal seminar in the Department.
- ii. All lecturers from the rank of Senior Lecturer in the Department should be given a copy of the written proposal at least seven days to the date of the proposal seminar.
- iii. Suggested corrections/inputs on the proposal must be effected by the student to the satisfaction of the Head of Department and the supervisors.
- iv. The student is considered ready for the M.Phil./Ph.D. Proposal Defence only after a successful presentation of the proposal in the Department.

3) Approval of Examiners for M.Phil/Ph.D Proposal Defence:

- i. The Head of Department shall forward to the SPS the names of proposed examiners for M.Phil/Ph.D Proposal defence for each student.
- ii. The examiners shall consist of the Head of Department (Chief examiner), at least three College/School/Departmental representatives, and the student's supervisors.
- iii. The Committee of the SPS shall scrutinize the examiners and appoint a representative of the SPS for proposal defence.

- iv. The Committee of the SPS shall recommend the panel of examiners to the Senate for approval.

4) M.Phil/Ph.D Proposal Defence:

- i. Copies of the proposal shall be forwarded to all the approved examiners by the Head of Department at least 7 days before the date of the proposal defence.
- ii. All lecturers in the Professorial cadre at the Student's School must also be given a copy of the written proposal at least seven days to the date of the proposal defence.
- iii. Each of the examiners must submit a written report on the proposal to the Dean, SPS.
- iv. The reports shall be forwarded to the Head of Department for the student to effect correction on the written proposal before the date of the proposal defence. The Head of Department and student's supervisors should ensure that the corrections are satisfactorily effected.
- v. The student shall present a proposed research topic to the examiners and other members of the University Community.
- vi. The SPS representative must be physically present at the proposal defence (not by proxy). Absence of the SPS representative renders the proposal defence invalid.
- vii. All other approved examiners must be present at the proposal defence. In the event of absence of any of the examiner, the Head of Department shall inform the Dean, SPS. The absence of only one examiner, save the SPS representative, shall not void the outcome.
- viii. The result of the examination must be a consensus opinion of the panel of examiners.
- ix. The signed report of proposal defence must reach the School of Postgraduate Studies within 72 hours after the examination.
- x. The Committee of the School of Postgraduate Studies shall consider the report and recommend same to the Senate of Covenant University for approval.

5) Conversion to Ph.D. Programme:

- i. This applies to students who entered the M.Phil/Ph.D programme with an M.Phil. grade.
- ii. To be eligible for conversion into the Ph.D programme, the M.Phil. Candidate must have passed all the stipulated courses with a minimum CGPA of 4.0 and successfully carried out the M.Phil./Ph.D Proposal defence.
- iii. The form for conversion to Ph.D. shall be completed and returned to the SPS by the Head of Department.
- iv. The Committee of the SPS shall consider and recommend same to the Senate for approval.

C. FIELD/BENCH WORK STAGE:

- i. The student shall proceed to full research work after a successful defence of M.Phil./Ph.D proposal (and conversion from M.Phil. to Ph.D. Programme where applicable), and the approval of the same by the Senate.

D. POST-FIELD STAGE:

1) Post-Field Seminar:

- i. The Head of Department, in consultation with the student's supervisors, shall after a satisfactory completion of the field work fix a date for Departmental post-field seminar.
- ii. All lecturers from the rank of Senior Lecturer in the Department shall be given a copy of the research synopsis (30 - 50 pages) at least seven days to the date of the post- field seminar. The synopsis shall be an abridged Ph.D. thesis.
- iii. Suggested corrections/inputs on the synopsis must be carried out by the student to the satisfaction of the Head of Department and the Supervisors.
- iv. The student is considered ready for the Ph.D. Post-Field defence only after a successful presentation of the Post-field seminar in the Department.

2) Approval of Examiners for Post-Field Defence:

- i. The Head of Department shall at the satisfactory presentation of Departmental post-field seminar by the student forward to the SPS the names of proposed examiners for Ph.D. post-field defence.

- ii. The examiners shall consist of the Head of Department (Chief examiner), at least three College/School/Departmental representatives, and the student's supervisors.
- iii. The committee of the SPS shall appoint a representative for the Post-field defence.
- iv. The Committee of the SPS shall consider the examiners and appoint a representative of the SPS for the post-field defence.

3) Post-Field Defence:

- i. Copies of the Ph.D synopsis (30 - 50 pages) shall be forwarded by the Head of Department to all the approved examiners at least 7 days before the date of the proposal defence.
- ii. All lecturers in the Professorial cadre in the Student's School shall also be given a copy of the Ph.D synopsis at least seven days to the date of the post-field defence.
- iii. All the approved examiners must submit a written report on the synopsis to the Dean, SPS.
- iv. The reports of the examiners shall be forwarded to the Head of Department by the Dean, SPS. The Head of Department and Student's supervisors shall ensure that the corrections are satisfactorily effected.
- v. The SPS representative must be physically present at the post-field defence (not by proxy). Absence of the SPS representative renders the post-field defence invalid.

E. REGISTRATION OF TITLE:

- i. The report of Post-field defence and proposed title of the Ph.D. thesis shall be submitted to the SPS for consideration.
- ii. The Committee of the SPS shall consider the proposed title of Ph.D thesis and recommend same to the Senate of Covenant University for registration.
- iii. The registered title of thesis shall be communicated to the Department by the SPS.

F. ORAL DEFENCE/VIVA VOCE STAGE

1) Appointment of Assessors:

- i. The Department shall forward to SPS the names, qualifications and affiliations of proposed Assessors for student's Ph.D thesis. Nomination of proposed Assessors shall be a consensus of the postgraduate committee of the candidate's Department.
- ii. There shall be two external Assessors and an internal Assessor for each Ph.D thesis.
- iii. The Committee of the SPS shall consider the proposed Assessors and recommend same to the Senate of Covenant University for approval.
- iv. The approved Assessors shall be communicated to the Department by the SPS.

2) Appointment of Examiners for Oral Defence:

- i. The Head of Department shall forward to the SPS the names of proposed examiners for Ph.D. Oral defence for the candidate. Nomination of proposed examiners shall be a consensus of the postgraduate committee of the candidate's Department.
- ii. The examiners shall consist of the Head of Department (Chief examiner), the candidate's supervisors, at least two College/Departmental representatives, and an external examiner.
- iii. The external examiner must be an expert in the candidate's Ph.D research.
- iv. The Committee of the SPS shall consider the examiners, appoint a representative of the SPS, and recommend the panel of examiners to the Senate for approval.

3) Assessors' Report:

- i. A 'soft' bound copy of the Ph.D. thesis shall be sent to each of the Assessors by the Dean, SPS.
- ii. While submitting a 'soft' bound copy the Ph.D. thesis to the SPS, evidence that the candidate's Department has subjected the thesis to 'Plagiarism test' must be provided. The maximum allowable for limit direct copying or lifting from other sources and/or unreferenced portions is **26%**. Any percentage value above this threshold shall be rejected.

- iii. A proof of consent form – FORM R – duly signed by all members of the PG committee of the candidate's department shall be submitted along with the 'soft' bound copy of the thesis that are to be sent to Assessors.
- iv. Each of the Assessors shall return to the SPS, the report of the assessment of the Ph.D. thesis.
- v. Two of the reports must be positive for the candidate to proceed to the next stage.
- vi. The Assessors reports shall be sent to the Department for the student to make corrections on the Ph.D. thesis.
- vii. The Head of Department and the student's Supervisors shall ensure that the suggested corrections on the thesis are satisfactorily effected.
- viii. The corrected version of the Ph.D. thesis (based on the Assessors' reports) shall be submitted to the SPS.

4) Oral Defence/Viva Voce:

- i. A copy of the Ph.D. thesis shall be sent to the external examiner and other members of the panel of examiners.
- ii. Each examiner shall return to the SPS, their report of the assessment of the thesis.
- iii. The external examiner's report of the assessment must be positive for the candidate to be considered for oral defence. A date shall be fixed for the oral defence of the thesis once the received reports are positive.
- iv. The external examiner and the SPS representative must be in attendance physically (not by proxy) before the oral defence can be regarded as authentic.
- v. All other approved examiners must be present at the proposal defence. In the event of the absence of any of the examiner, the Head of Department shall inform the Dean, SPS. Absence of only one examiner, save the external examiner or the SPS representative, shall not void the outcome.
- vi. The result of the examination must be a consensus of the panel of examiners.
- vii. The signed report of the oral defence must reach the SPS on or before 72 hours after the examination.
- viii. The Committee of the SPS shall consider the report and recommend same to the Senate of Covenant University for approval.

G. FINAL APPROVAL OF PH.D THESIS:

- i. All errors/mistakes pointed out during the oral defence of the Ph.D. thesis must be corrected by the candidate.
- ii. The Head of Department (Chief examiner) and all the other examiners must certify that the candidate has carried out the corrections as directed during the oral defence.
- iii. The candidate must submit two bound copies (hard cover) and a soft copy of the Ph.D. thesis to the SPS.
- iv. The submitted thesis shall be subjected to 'Plagiarism test' by the Centre of Learning Resources (CLR).
- v. A thesis shall be rejected if it fails the 'Plagiarism test' (i.e. contain more than 26 % direct copying or lifting from other sources and/or unreferenced portions).
- vi. Plagiarism shall attract an immediate withdrawal of degree if it has been awarded.

9.0 PUBLICATION POLICYFOR POSTGRADUATE STUDENTS

Publication of research findings in conference proceedings and journals indexed in Thomson Reuters or SCOPUS is a graduation requirement for all students on the Masters and Ph.D programmes.

- i. To qualify for the award Master's degree, a candidate must publish a minimum of two research papers in Thomson Reuters or SCOPUS indexed outlets; at least one paper each in conference proceedings and journal.
- ii. To qualify for the award Ph.D degree, a candidate must publish a minimum of three research papers in Thomson Reuters or SCOPUS indexed outlets; at least two papers in conference proceedings and one in a journal.

Stages in the Ph.D programme

STAGE	ACTIVITIES
I.	Course Work <ul style="list-style-type: none"> - Course Work (Teaching and Examination) - Approval of Course work Results
II.	Proposal Defence <ul style="list-style-type: none"> - Approval of Supervisors - M.Phil./Ph.D. Proposal Seminar (Departmental) - Approval of Examiners for M.Phil./Ph.D. Proposal Defence - M.Phil./Ph.D. Proposal Defence - Conversion to Ph.D. Programme (M.Phil. grade students only)
III.	Field/Bench Work
IV.	Post-Field Defence <ul style="list-style-type: none"> - Post-field Seminar - Approval of Examiners for Post-Field Defence - Post-Field Defence
V.	Registration of Title
VI.	Viva Voce/Oral Defence <ul style="list-style-type: none"> - Appointment of Assessors - Appointment of Examiners for Oral Defence - Final plagiarism Tests - Assessors' Report - Viva Voce/ Oral Defence
VII.	Final Approval of Thesis <ul style="list-style-type: none"> - Correction and Submission of Ph.D. thesis for approval

Chapter 3

GUIDELINES AND REFERENCE MANNUAL FOR THESIS/DISSERTATION WRITING

The “Guidelines for Thesis/Dissertation Writing” is a unified style for writing theses and dissertations prescribed by the School of Postgraduate Studies for all Postgraduate Programmes of Covenant University

1.0 CONTENT

The content of the thesis/dissertation shall be arranged in the following order:

1) Cover Page:

The front hardbound cover and the first page of the thesis/dissertation constitute the ‘cover page’ and shall contain the same information as follows:

- i. The title of the thesis/dissertation (in capital letters);
- ii. The full name of the author (in capital letters);
- iii. The author’s matriculation number;
- iv. The author’s qualification at the time of submission;
- v. The month and year of submission of the thesis/dissertation.

The title of the thesis/dissertation on the front hardbound cover shall be produced in gold.

2) Title Page:

The title page shall contain the following:

- i. The full title of the thesis/dissertation (in capital letters);
- ii. The full name of the author (in capital letters) [in the order: Surname, - forename - other name(s)];
- iii. The author’s qualification at the time of submission;
- iv. The author’s matriculation number;
- v. The degree for which the thesis/dissertation is submitted;
[...thesis/dissertation submitted to the Department of..., School of..., College of... in partial fulfilment of the requirements for the award of... degree in ... (a particular programme)].
- vi. The month and year of submission of the thesis/dissertation.

3) *Acceptance page:*

The page shall be reserved for the official signatures of the Dean and Secretary of the School of Postgraduate Studies, testifying that the thesis/dissertation was accepted in partial fulfilment of the requirements for the degree in a particular programme, and on a particular day.

4) *Certification page:*

The page shall contain a statement signed by the Supervisor(s) and the Head of the Department to the effect that materials recorded in the thesis/dissertation resulted from original research carried out by the candidate.

5) *Dedication:*

The author is at liberty to dedicate the thesis/dissertation to some person(s) or a cause. This is, however, optional.

6) *Acknowledgements:*

The author's acknowledgement of the assistance rendered by others during the research and thesis/dissertation preparation should follow the dedication page.

7) *Table of contents:*

The table of contents should contain the list of all items in the thesis/dissertation and should indicate the first page of every item listed.

8) *List of Tables/Plates/Figures:*

This should contain the complete list of all cited tables, plates and figures in that order (i.e. list of tables, list of plates, and list of figures). Each list shall begin on a fresh page and must show the assigned number and title, and indicate the pages where they appear.

9) *Abbreviations/Glossary/Definitions:*

A list of major abbreviations, with full meanings, and a glossary of foreign words used in the text should appear at the beginning of the thesis before the

abstract page. The standard abbreviations for the specific discipline should be strictly adhered to.

10) *Abstract:*

Each thesis/dissertation shall have a abstract. The abstract shall be concise and contain a brief summary of the study background, objectives, design/methods, results/findings and conclusions. It shall be in one block paragraph. The abstract of a Ph.D. thesis shall not be more than 500 words while that of a Master's dissertation shall not exceed 300 words. There should be keywords (of not more than six words) at the end of the abstract.

11) *The Main Body of the Thesis/Dissertation:*

The main body of a Ph.D. thesis shall contain between 50,000 and 100,000 words whereas a Master's dissertation shall contain between 37,500 and 75,000 words.

The structure of the presentation may differ with discipline and subject matter. Nevertheless, the main body of the thesis/dissertation shall consist of six chapters as follows:

i. *Chapter One - Introduction*

This chapter shall contain the background of the study, a justification of the research, the aims/objectives of the work and a definition of the scope/limitation of the research as it relates to the results contained in the thesis/dissertation.

ii. *Chapter Two - Literature Review*

This chapter is a survey of relevant literature or related previous work on the subject matter and could take the form of a critical appraisal of the research subject.

iii. *Chapter Three - Methodology (or Materials and Methods)*

This chapter shall contain detailed description of all instruments, equipment, chemicals, procedures, data, etc. used in carrying out the research.

iv. *Chapter Four - Results (or Data Presentation and Analysis)*

This chapter is where the research findings are presented and will feature tables, figures and relevant illustrations.

v. *Chapter Five - Discussion*

In this chapter, research results are discussed in relation to relevant or related previous work in the subject area, in line with the research objectives.

vi. *Chapter Six - Conclusions and Recommendations*

The emphasis of this chapter shall be on the findings and contributions to the existing body of knowledge on the subject area. It may contain a brief summary of the research aims and objectives, and its execution. The conclusions shall be the inferences drawn from the findings. The recommendations, if any, shall come after the conclusions. These should be itemized.

12) List of References:

The list of references must include all papers cited in the body of the thesis/dissertation. It should be in one paragraph and be devoid of abbreviations and cited references. The Referencing Style prescribed by the School of Postgraduate Studies must be strictly followed throughout the thesis/dissertation.

13) Appendices:

Materials that are necessary to be included in the thesis/dissertation but which may break the flow or bore the reader shall be attached as appendices. Every attached appendix must be referred to at the appropriate sections of the thesis/dissertation. Items typically included in the appendices are:

- Pictures, diagrams, tables and graphs of results not considered important enough to appear in the main text;
- Files of data which are considered too large to be simply placed in the results;
- List of research instruments, chemicals and reagents; etc.
- Any other information considered important by the board of examiners.

2.0 PRESENTATION FORMAT AND SPECIFICATIONS

The presentation of the thesis/dissertation must strictly follow the format and specifications prescribed below:

1) Paper Quality/Size:

The paper used for the final copies of thesis/dissertation submitted to the School of postgraduate Studies must be of good quality, plain white, and not less than 80 g/m². The paper size must be A4, approximately 21.0 cm x 29.7 cm (8.27 in x 11.69 in), except for drawings and maps where there is no restriction imposed.

2) Margins:

A margin of 3.125 cm (1.25 in) and 2.5 cm (1.0 in) shall be on the left hand side and right hand side respectively. A margin of 2.5 (1.0 in) shall be on both the top and bottom of the page, except on the first page of each new chapter where the margin on the top shall be 5.0 cm (2.0 in) above the headings.

3) Word Processing and Typescript:

Times New Roman, font size 12 should be used for all textual presentations, except in cases where special characters or fonts are required. All titles, headings and sub-headings should not be more than font size 14 of Times New Roman. Footnotes and endnotes, where applicable, should be done using Times New Roman, font size 10.

4) Special Characters:

Special characters such as mathematical symbols and equations and ascents like diacritics in some African language texts should be marked appropriately and consistently.

5) Spellings and punctuations:

British spellings and punctuations are preferred for thesis/dissertation writing. However, the American spellings and punctuations may be allowed provided they are used consistently all through the presentation. An overlap of British and American spellings and punctuations is not acceptable.

6) Spacing and Paragraphing:

The body of the presentation should be in 1.5 line spacing. The list of references shall however be in single line spacing and there shall be a line space between the references. Block paragraphing is preferred over the indented; candidates should stick to this and be consistent throughout the presentation. There shall be a blank line before and after each paragraph.

7) Headings and Sub-Headings:

The main chapter or section heading shall be in bold lettering, capitalized and centralized at the top of the first numbered page of the chapter or section. It should be in Times New Roman, font size 14 and shall not be underlined. Scientific names of plants, animals and non-English words shall be italicized if they occur in the heading.

The sub-headings shall be in bold lettering, aligned to the left and written as marginal headings. It should be in Times New Roman, font size 13 and shall not be underlined. Only the first letter and proper noun shall be capitalized.

8) Pagination:

Roman numerals should be used for the pages preceding the first chapter (introduction) of the thesis/dissertation. The numeral “i” should however not appear on the first page of the thesis/dissertation which is the inner cover page. Arabic numerals, beginning with (1) shall be used for pages from the main body of the thesis/dissertation to the appendices. The page number shall be plain and written in the centre at the bottom of each page.

9) Quotation of Other Scholar's works:

All quotations, either made word by word with an inverted comma at the beginning and at the end or paraphrased, should be properly referenced. When a part or parts of a quotation is left out, especially to shorten a citation, this should be indicated through the use of the ellipsis, i.e. three symbolic periods (...). All quotations that extend more than four lines or one paragraph should be indented and in a single line spacing, and without inverted commas at the beginning and at the end. The typical indented quotes must be placed within equidistant margins to the centre of the page. An extra blank line shall

be left before and after the indented quote. For poetry quotes, the lines or whole stanza in the original text shall be presented as they appear but in single line spacing.

10) Plagiarism

There should be sensible and responsible quotation of other scholars' work. Repetitive and copious quotation from a particular material or a set of works by the same author is considered an act of plagiarism! Extensive copying of other scholars' works whether by direct quote, summary or paraphrasing renders a thesis/dissertation defective and lacking originality; such presentation shall be rejected and the candidate may be indicted for plagiarism. Please note that every thesis/dissertation submitted to the School of Postgraduate studies shall be subjected to a thorough plagiarism check.

11) Plates, Figures, Tables, Illustrations Drawings and Photographs:

All plates, figures (charts, graphs, histograms, maps, etc.) and tables shall be assigned numbers and self-explanatory titles or captions. The numbers of plate and figure along with their titles shall be placed below the plate or figure on the same page. The word "Figure" could be abbreviated to "Fig". Either 'Figure' or 'Fig' should be used consistently all through the work. The number and title of a table should be at the top of the table. If a table, plate or figure is placed in a landscape position by reason of size of the width, the top should be to the spine, i.e. left side of the bound thesis/dissertation.

Units of measurements must be clearly indicated at the proper column of the table. Explanatory footnotes to tables should be indicated using standard footnote reference marks (*, +, ++) or by use of superscript letters (a, b, c) and placed after items to which the footnotes refer. The footnotes must appear below the table on the same page. Footnote may also be used in respect of figures.

The word 'Plate', 'Figure' and 'Table' shall be in bold type and the first letter capitalized, marginal and followed by the number after which a full colon and then the title or caption (e.g. Plate 1.1: A culture of *Aspergillusniger*). Each plate, table, figure and illustration must be referred to in the text. References to plates, figures and tables shall be made by their number and never by title or caption. The plates, figures and tables or illustrations should always be

numbered by chapter e.g. Plate 1.2, Fig 2.1, Table 3.3, etc. The list of plates, figures and tables or illustrations etc. should be presented in the order they occur in the body of the work. Each plate, figure or table should be on a separate page and should not occur within the text and should preferably appear on the page immediately following their first mention. All cited tables, figures, drawings, photographs and maps must be acknowledged by appropriate indication of sources, including date/year, after the main information.

12) Print Quality:

Everything on the thesis/dissertation must be clear, readable and of laser-print standard. Only one side of the paper shall be used. Photocopies must be permanent; they should be tested to ensure that they do not smudge or fade. Items from other sources must be retyped or redrawn to ensure clarity. Figures or diagrams that are too large to be satisfactorily reduced may be placed on larger papers or made to appear on several pages. Any photograph in the thesis/dissertation must be glossy, devoid of rough finish.

13) Binding:

The hardbound copies of the final copies of successful thesis/dissertation shall be submitted to the School of Postgraduate Studies. The cover colour shall be black and they shall have gold inscriptions of the title on the front cover. Besides, they shall have along the length of the spine from bottom top, the degree, date, and name of the author lettered boldly in gold.

14) Soft Copy:

A soft copy of the thesis/dissertation shall be submitted alongside the hardbound copies to the School of Postgraduate Studies after the corrections of all the errors/mistakes as recommended by the examiners of the thesis/dissertation during the oral defence. This must be in MS word or any other format prescribed by the School but not in pdf.

3.0 THE REFERENCE MANUAL

Referencing acknowledges the sources of materials consulted in the course of an academic research. This reference manual is the adopted style of referencing or bibliographic documentation for scholarly writing in Covenant University. It is intended to serve as a guide to postgraduate students, researchers and scholars in all academic disciplines of the University in the preparation of theses, dissertations, articles and project reports.

The style of referencing or bibliographic citation is an **author-date** system. It is a citation of important, previous, related, controversial or comparable works in the area of research. The in-text citations, within the body of the work, are used to acknowledge the sources of the information while the full references for the citations are listed in the Referencelist at the end of the work.

1) THE REFERENCE LIST:

The reference list starts on a separate page at the end of the main body of the work and includes details of the sources consulted or cited in the report. The list must include all cited sources in the text. It is titled '**References**' when it contains only the items cited in the body of the work. The list may sometimes include sources not cited in the text but which support the research; the consolidated list which contains both the cited and non-cited sources is called a '**Bibliography**'.

The School of Postgraduate Studies holds that the reference list should be titled: "References" and shall appear once at the end of the main body of the thesis/dissertation. The reference list shall not be done chapter by chapter. Each item cited in the reference list *must* have been cited in the main body of the thesis/dissertation. All sources appearing in the reference list must be ordered alphabetically by surname. The reference list should be single spaced, with one line space between references and there shall be no indentation.

Whenever you present a statement of evidence such as a quote, or when you use someone else's ideas, opinions or theories in your own words (paraphrasing), you must acknowledge your sources. Use the DOI (Digital Object Identifier) when referencing articles. Not all publishers participate in the DOI initiative; as a result, an article may or may not have a DOI assigned.

2) CITING AUTHORS WITHIN THE TEXT

Whenever citing a reference from a text source, it is made with its author's surname and the year of publication as shown in the examples below:

i. **Citing a single author in the text**

Example 1: Phytochemicals play a role in chemoprevention of cancer (Iweala, 2008).

If the author's name occurs within the sentence, the year is given in brackets.

Example 2: Iweala (2008) suggested that phytochemicals play a role in chemoprevention of cancer.

ii. **Citing works by more than one Author**

If the source has two authors, both names should be included in the text.

Example 1; Ketogenesis is a constant feature of diabetes (Adebayo and Afolabi, 2009).

If the authors' names occur within the sentence, the year is given in brackets.

Example 1; Adebayo and Afolabi (2009) noted that ketogenesis is a constant feature of diabetes.

iii. **Citing works by three or more Authors**

If there are three or more authors, it should include the first named author and then 'et al.' in italics followed by a full stop. This is an abbreviation of 'et alia' which means 'and others' in Latin.

Example: In studies done in albino rats, flavonoids from orange peels protected the liver from damage (Ogunlana *et al.*, 2006).

iv. **Citing an Organization**

If an organization or company (e.g., Department of Health, Arcadia Group Limited) is named as the author of a work rather than a person, you should cite their names. Make sure that you use the same version of the organizations name in both the Text and List of references (e.g., always use 'Department of Health', don't abbreviate to 'DoH').

Example; Spain became a member of the United Nations in 1955 (United Nations, 2000).

v. **Citing Secondary Sources**

When citing secondary sources (i.e., an author refers to a work which you have not read) cite the secondary source, but include the name of the author and date of publication of the original source in the text. Only the secondary source should be listed in your List of references. You should only cite secondary sources if you are unable to read the original source yourself.

vi. **Citing Chapter or Section**

When referring to a chapter or section which is part of a larger work, the author of the chapter not the editor of the whole work should be cited. Example: The sea level has risen by approximately 10cm in the last 100 years (Mason, 1999).

3) CITING AUTHORS IN THE LIST OF REFERENCES

a) Journal Article (Print)

Elements:

- i. Author's surname, Initial (s)
- ii. Publication Year
- iii. Article Title
- iv. Name of Journal (in standard abbreviation and italics)
- v. Volume (in bold type face)
- vi. Starting Page
- vii. Ending Page

Example

Takahashi, J.A., Pereira, C.R., Pimenta, L.P., Boaventura, M.A. and L.G. Silva, (2006).Antibacterial activity of eight Brazilian Annonaceae plants.*Natural Product Resource***20(1)**: 21-26.

Taylor, S.L., Lamden, M.P. and A.L. Tappel, (1976).Sensitivefluorometric method for tissue tocopherol analysis.*Lipids***11**:530-538.

b) Journal Article (Electronic)

Elements:

- i. Author's surname, Initial (s)
- ii. Publication Year
- iii. Article Title
- iv. Name of Journal (in standard abbreviation and italics)
- v. Volume (in bold type face)
- vi. Page Numbers (if applicable)
- vii. Available at (website)
- viii. Digital Object Identifier (DOI)

Example: Britton, A., (2006). How much and how often should we drink? Br. Med. J., 332: 1224-1225. Available from:<http://bmj.bjournals.com/cgi/content/full/332/7552/1224>. DOI:10.3923/pjbs.2008.1234.1239

c) Book

Elements:

- i. Author(s)/Editor's Surname and initials
- ii. Year of publication
- iii. Title of Book
- iv. Edition (if applicable)
- v. Place of publication: (followed by a colon)
- vi. Name of publisher
- vii. ISBN Number

Example:

Anderson, J. and M. Poole, (1998). Assignment and thesis writing. 3rd Edn., John While and Sons. ISBN No 4899920

d) Book Chapter

Elements:

- i. Author/Editor's Surname and initials
- ii. Year of publication

- iii. Title of Chapter
- iv. In: (enter editor's surname and initials)
- v. Book Title
- vi. Edition (if applicable)
- vii. Place of publication: (followed by a colon)
- viii. Name of publisher
- ix. Page number
- x. ISBN

Example:

Mason, J. (1999). Recent Developments in the Prediction of Global Warming. In: Energy Demand and Planning, McVeigh, J.C. and J.G. Morgue, (Eds.). E&FN Spon., pp: 34-52. ISBN No 4899921

e) Journal Article

Conference papers should be referenced using the following format and punctuation.

Elements:

- i. Author's surname, initial(s)
- ii. Date of publication
- iii. Title of paper
- iv. In: Editor's surname, initial(s), (if applicable)
- v. Title of proceedings
- vi. Place of conference
- vii. Date of conference
- viii. Publishers
- ix. Page numbers of contribution

Example:

Clifton, J.J. (1999). Hazard prediction. In: Disaster prevention, planning and limitation. University of Bradford, 12-13 September 1989. Technical Communications Ltd., pp: 54- 64.

e) Journal Article (continuous pagination throughout volume):

Example:

Wilens, T. E., and Biederman, J. (2006). Alcohol, drugs, and attention deficit/hyperactivity disorder: A model for the study of addictions in youth. *Journal of Psychopharmacology*, **20**, 580-588.
doi:10.1177/0269881105058776

f) Journal Article (paginated by issue):

Example:

Klimoski, R., and Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, **45(2)**, 10-36. doi:10.1037/1061-4087.45.2.10

g) Cochrane Database Report retrieved from Cochrane Library, using DOI

Example:

Shaw, K., O'Rourke, P., Del Mar, C., and Kenardy, J. (2005). Psychological interventions for overweight or obesity. *The Cochrane Database of Systematic Reviews*, (2). doi:10.1002/14651858.CD003818.pub2

h) Journal Article (continuous pagination throughout volume):

Example: Arakji, R. Y., & Lang, K. R. (2008). Avatar business value analysis: A method for the evaluation of business value creation in virtual commerce. *Journal of Electronic Commerce Research*, **9**, 207-218. Retrieved from <http://www.csulb.edu/journals/jecr/>

i) Journal Article (paginated by issue):

Example:

Williams, J. (2008). The victims of crime. *Sociology Review*, **17(4)**, 30-32. Retrieved from <http://www.philipallan.co.uk/sociologyreview/index.htm>

Chapter 4

ETHICS AND CODE OF CONDUCT

The ethics of the School of Postgraduate Studies is premised on the following background:

- Covenant University is a Christian mission University.
- Every graduate of Covenant University must in every way reflect the ideals and expectations of the University.
- There is need to institutionalize standards of conduct for the students in line with University's core values and expectations.
- There is need to carefully interview all applicants at the point of entry to screen out those that do not conform to Covenant University core values and ethos.
- The residency policy of Covenant University may not strictly apply to the Postgraduate students. Laws guiding the exit of undergraduate students may not apply to the postgraduate students.
- The use of cell phones may be permitted outside the lecture and examination halls since some postgraduate students are responsible adults and parents who need to be in constant touch with their family members.
- The use of personal vehicles may be permitted to guarantee easy movement of the postgraduate students, particularly, those that may not be resident on campus.
- All other laws guiding the conduct of undergraduate students in Covenant University shall be applicable to the postgraduate students.

DEFINITION OF A STUDENT:

A student in Covenant University is anyone who has been duly registered having met all the requirements for admission to a program of choice in the University and is actually involved in all Academic and Non Curricular activities on campus. Such a person must be duly matriculated either at the Undergraduate or Post graduate levels.

COVENANT UNIVERSITY CORE VALUES

Our Core Values as a University are the defining components of the Covenant University Vision and they reflect our beliefs in the encrypted truths that firmly define our purpose and the underlining ethos for our existence as a University. As a University, we strongly uphold the practices embedded in our Core Values and strive to integrate these values into all facets of our functions and operations as a University.

It is expected that students of Covenant University will visibly demonstrate and integrate the virtues embedded in these core values in their daily conduct as students who are being raised along the Vision lines of raising a new generation of Leaders for the Continent of Africa on the Total Man Concept driven developmental platform. All students are expected to adhere strictly to the university's core values in their day to day operation or activities within or outside the University. Any violation or contravention of all or any part of the Core Values shall attract stiff penalty ranging from warning to expulsion from the University depending on the severity of the violation.

The Covenant University Core values are:

- Spirituality
- Possibility Mentality
- Capacity Building
- Integrity
- Responsibility
- Diligence
- Sacrifice.

Spirituality

This forms the bedrock of our existence as a University and defines every aspect of our operations and context. The Christian ethos undergirds our activities and conducts at all time and every student of Covenant University is expected to exhibit character traits and dispositions of a Jesus-centered heritage. The Jesus - factor centered approach to all issues is non-negotiable and central in the pursuit of our mandate in raising a new generation of leaders and in the realization of the

objectives of our purpose. To this extent therefore, students will be committed to maintaining a high level of spirituality and shall act in such manner as to facilitate their spiritual growth as well as work out ways to evolve and implement a spiritual development plan. Attendance at Chapel Services is a compulsory part of students' spiritual development where a bible and notebook are essential kits for the service. Students are expected to demonstrate a deep reverence for God at all times.

Possibility Mentality

Students of Covenant University are expected to exhibit a royal carriage, attitude, habits and character, exuding self-confidence and dignity at all levels via mode of communication, interaction and general conduct. They are expected to see themselves as persons of worth and value, taking pride in their uniqueness as individuals with a positive mind-set devoid of any trace of inferiority but an overarching belief in self and nation as well as articulating their core purpose as individuals and a possibility mindedness directed towards its positive achievement and contribution.

Capacity Building

This is related to the commitment to a life style of continuous academic and personal development, striving to be continuously relevant to the overall vision requirement of the University as well as its core mission, goals and objectives. Students are encouraged to constantly seek paths for self-improvement. Openness to learning new skills and taking on board new information is a trait expected of Covenant University students in order to cause a robustness and depth in the quality of their output.

Integrity

Students of Covenant University are expected to demonstrate traits of honesty, uprightness and trustworthiness at all times. They must ensure that they are responsible persons, whose words are their bond, transparent and open in all their dealings. They shall flag truth as a virtue at all times particularly in conduct as Integrity in matters of conduct during examination, obeying the rules and regulations of the University, being spiritually sound, morally upright and having a good conscience are indications of integrity.

Responsibility

We are committed to inculcating a sense of responsibility in our students. We expect them to do what is right at all times. We believe in the place of discipline for effective leadership. We expect our students to respond to issues as demanded not as convenient. Here at Covenant University, our students are not permitted to do what they like but what is right. Punctuality at lectures as well as prompt response to assignments as demanded are desired traits of responsibility.

Diligence

Students of Covenant University are expected to be strongly committed to their assignment. We expect that they will extol the virtues of hard work and deliver qualitative output and constantly strive towards excellent attainment of high standards in all they do. We believe that commitment is the greatest qualifier for attainment, hence our celebration of this trait in preparing student for leadership responsibilities post-graduation.

Sacrifice

Sacrifice is the ultimate price for outstanding leadership. It is the quality of sacrifice that defines great leadership. We therefore expect students of Covenant University to go the extra-mile and pay the extra- price in the attainment of their set goals. Raising an altar of sacrifice in pursuit of their dreams is what must distinguish and define the Covenant University Student.

REGULATIONS ON STUDENTS CONDUCT AND DISCIPLINE

A high standard of personal discipline and integrity is expected of every student of Covenant University. Each student is expected to conduct himself/herself peaceably in espousing any charges he/she may consider necessary. Covenant University regards all acts of un-ethical, immoral, dishonest or destructive behaviour, as well as violations of University regulations, as serious offences. It is the responsibility of each student to know these regulations.

All members of the Covenant University Community are to obey the laws of the nation and to embrace the demands of mutual co-existence with their neighbours. Each member should recognise that, as he/she values the rights and

freedom for himself/herself, so also is he/she expected to respect the rights and freedom of others.

Under the University Act, the power to discipline students caught violating the University's rule and regulations is vested in the Dean, Student Affairs and the Students' Disciplinary Committee (SDC). The Dean is the Chairman of the Students Disciplinary Committee which has the general function of dealing with individual cases of indiscipline and misconduct. There is also an Investigating Committee within the Student Affairs Department which has the function of investigating all alleged offences and submitting its report to the SDC. Thereupon due notification of the alleged act of misconduct is given to the defaulting Student who shall acknowledge the receipt of the notification. Whatever decision reached by the SDC is then communicated to the student.

The Dean of Student Affairs operating as Chairman in Council, has the prerogative to deal decisively and with utmost precision with all minor disciplinary issues wherein a defaulting Student pleads guilty of the alleged misconduct and waives an administrative hearing. A defaulting Student who commits a minor act of misconduct and admits his/her guilt might not be brought before the SDC, but the appropriate sections of the Student Handbook and the University regulation violated shall be quoted explicitly to him/her with the minimum penalty apportioned.

Dress Code

The University attaches great importance to modest and good dressing. Dressing adds value to a person's personality, self-confidence and self-worth. This saying is very instructive: "The way you dress is the way you will be addressed." This is one of the unique aspects of the Covenant University culture that students must imbibe to make their academic pursuit a pleasurable one.

Below we present the Dress Code for your COMPLIANCE.

Dress code for all female students

- a. During normal lectures, public lectures, special ceremonies, Matriculation, Founder's Day, Convocation, and examinations, all female students must be corporately dressed. To be corporately dressed connotes a smart skirt suit, skirt and blouse, or a smart dress with a pair of covered shoes.

- b. All dress and skirt hems must be AT LEAST 4-6 INCHES BELOW THE KNEES.
- c. Female students may wear corporate "native" attire or foreign wear (decently sowed) outside Lecture and Examination Halls provided it is decently worn.
- d. The wearing of sleeveless native attires or baby sleeves and spaghetti straps without a jacket is strictly prohibited in the lecture rooms and in the University environment.
- e. Shirt, when worn with a waist coat or armless sweater has to be properly tucked into the skirt or loose trousers. It should never be left flying under the waist coat/armless sweater. The waist coat/armless sweater must at least rest on the hip. "Bust coats", terminating just below the bust line are not corporate hence are not allowed. However Shirts with frills are allowed.
- f. Jersey material tops, having cotton collars are not allowed for normal lectures, public lectures, special ceremonies, Matriculation, Convocation, Founder's Day and examinations. They are regarded as casual wears. Shirts could be tucked into skirts or not. It must however be smart, even if it is not tucked in.
- g. Skirt could be straight, flared or pleated. Skirts with uneven edges are not allowed. PENCIL SKIRTS ARE ALSO NOT ALLOWED. Lacy skirts are better worn to church. None should be tight or body hugging.
- h. The wearing of dropping shawls or scarves over dresses or dresses with very tiny singlet-like straps (spaghetti strap) is strictly prohibited in the Lecture and Examination Halls and in the University environment.
- i. The wearing of strapless blouses or short blouses that does not cover the hip line is strictly prohibited in the Lecture and Examination Halls and in the University environment.
- j. The wearing of over-clinging clothing, including body hugs, hip-stand trousers and any clothing made from stretchy, elastic material, is strictly prohibited in the Lecture and Examination Halls and in the University environment.
- k. The wearing of revealing blouses, especially low-cut blouses and the type of blouse that does not cover the navel, is strictly prohibited in the Lecture and Examination Halls and in the University environment.
- l. The wearing of ordinary transparent dresses is strictly prohibited in the Lecture Rooms and in the University environment. Transparent dresses may be worn with DARK singlet or other forms of DARK inner wears.
- m. The use of face-caps in the Lecture Rooms, Examination Halls, University Chapel and in the University environment is strictly prohibited.

- n. Wearing slippers and half-shoes is not allowed in College buildings, Library, Cyber cafe and Chapel from 7am-6pm.
- o. Female students are advised to wear corporate hairstyles that are moderate and neat that characterized a decent and joyful, University student. In addition, use of hand dryer should be restricted to the hairdressing saloon.
- p. Coloured hair, coloured attachments and or the use of two or more shades of coloured attachments are strictly prohibited in the University.
- q. Female students may wear trouser suits however the jacket, must fall below the hipline.
- r. Earrings and necklaces may be used by female students, provided they are not the bogus and dropping types. The wearing of more than one earring in each ear is strictly prohibited anywhere in the University.
- s. Wearing of ankle chains and rings on toes is prohibited in the university community.
- t. The possession and, or wearing of Jeans or any jeans like materials of any kind for example Chinos, Corduroy and Alanshi is strictly prohibited in the University environment and Canaan Land.
- u. Female students can wear low sandals or covered corporate shoes.
- v. Tennis shoes or sneakers may only be worn outside the Lecture and Examination Halls.
- w. Piercing of any part of the body, other than the ear (for earrings), is strictly prohibited (Any piercing done before Admission into the University shall be declared during the first Registration in the first year. Failure to do so will attract requisite penalty.
- x. Tattooing of any part of the body is prohibited (Any Tattoo done before Admission into the University shall be declared during the first Registration in the first year. Failure to comply will attract appropriate sanction.
- y. Skirts must be worn with slips underneath. Also skirts slits should not be unnecessarily long and should not expose the knees or any other part of the body that ought to be covered.
- z. Wearing of Stiletto & bogus shoes as well as clothing and jewellery that do not conform to the prescribed dress code is strictly prohibited from the university environment and will be confiscated.
- aa. The wearing of $\frac{3}{4}$ (three quarters) trousers of any kind to the lecture halls, Chapel Services or during official hours is strictly prohibited. Farmer's shorts

are prohibited. They can only be worn around the Students' Residential Area. Farmers' shorts are prohibited.

- bb. Wearing of boob tubes and camisoles under jackets should be done properly. The entire body must be covered. No part of the chest should be revealed.
- cc. Wearing of tops, shorts or T-Shirts with unholy inscriptions such as SEX, BITCH and other form of indecent words is not allowed anywhere in Covenant University and Canaan Land.

Dress code for all male students

- a. All male students are expected to dress corporately to the Lecture Halls, Examination Hall and special ceremonies, such as Matriculation, Founder's Day, Convocation, public lectures, Church Services, and other events specifically so stated. To be corporately dressed connotes a shirt and necktie, a pair of trousers, with or without a jacket, and a pair of covered shoes.
- b. For national days such as Independence Day, national dressing code may be observed. Any shirt with unholy inscriptions or any sign with hidden meaning is strictly outlawed as it would be taken as cultism.
- c. Band less trousers must never be worn without suspenders.
- d. Folding, holding and pocketing of tie along the road, lecture halls, Chapel assemblies, etc. is strictly prohibited in the University.
- e. Wearing of tie with canvas is not corporate. Therefore, such an act is not allowed in the University environment. Jerry Curls and treated hair are strictly prohibited.
- f. Male students of the University may wear "native" attire or foreign wears outside lecture and Examination Halls. Every student dressing in western attire must wear a necktie to match. The tie knot must be pulled up to the top button of the dress shirt.
- g. No male student is allowed to wear scarves, braided hair, earrings and ankle chains in the University.
- h. Wearing of long-sleeved shirts, without buttoning the sleeves is not allowed.
- i. Shirt collars should not be left flying while collarless shirts are not allowed.
- j. Shirts must be properly tucked into the trousers.
- k. The practice of pulling down one's trousers to the hip line is prohibited.

- l. Students are advised to have well-cut hair that is combed regularly. Afro-looking hair styles are strictly prohibited. All male students are also expected to be clean-shaven, as keeping of beards is prohibited. In addition use of clipper should be restricted to the barbing saloon.
- m. The possession and, or wearing of Jeans or Jeans-like materials of any kind is strictly prohibited in the University environment and Canaan land.
- n. Male students may wear French suits.
- o. Male students are to wear covered shoes to the University Chapel, all lectures, examinations and any University assembly.
- p. The use of face caps in the Lecture Halls, Examination Halls and University Chapel is strictly prohibited, except for sports and other related events.
- q. Piercing of any part of the body is prohibited (Any piercing done before Admission into the University shall be declared during the Registration in the first year; failure of which appropriate sanctions shall be applied.
- r. Tattooing of any part of the body is prohibited (Any Tattoo done before Admission into the University shall be declared during the Registration in the first year; failure of which appropriate sanctions shall be applied.
- s. Clothing and jewellery that do not conform to the prescribed dress code will be confiscated. Jewellery such as neck chains, hand chains, bracelets finger and toe rings, ankle chains are prohibited for male students.
- t. Wearing slippers and half shoes, tennis shoes, sneakers, or canvas shoes is not allowed in and around the Lecture Halls of the University from 7 a.m. - 6 p.m.

4.3 Uniform dress code for professional disciplines

If any Uniform Dress Code is prescribed for female and male students in any College/ Department of the University, particularly those in the professional disciplines, all students involved must adhere to the Uniform Dress Code very strictly. The University

Administration will consider any violation of it as a very serious one and severe disciplinary action will be taken against the defaulters, which may include a written warning, suspension or expulsion.

Penalties for improper dressing

- a. Erring students shall be sent out of the Lecture Room, examination halls or back from the University area where such is not allowed at the time.

- b. A warning letter shall be issued to the erring student and a copy of the letter shall be filed in his/her personal file in the University/Department.
- c. The parents/guardians of the erring student may be informed in writing, accordingly.
- d. The student shall be suspended from the University if unrepentant, subject to (a), (b) and (c) above. A student is considered unrepentant of the bad dressing habit if he or she has been warned of the offence up to at least two times.
- e. Repeated case after two warnings or 4 weeks suspension shall attract suspension for one session or outright expulsion as the case may be.

Cultural Ethics

A man's culture influences his future. Thus, Covenant University has a formidable culture of nurturing a good future for the leaders that are being raised. An important aspect of our culture is respect for law and order as well as mutual respect for one another within the community. All covenant university students are to give due respect, honour and benevolence to their elders at whatever time and whatsoever context. Specifically, students are to note that:

- a. Their smart and business-like comportment shall not lack respect in their countenance to senior or elderly member of the community whether in the class, in the halls of residence or anywhere on the campus.
- b. helps and courtesies must be extended to the elderly or seniors wherever possible, practicable or affordable.
- c. their countenance and composure to enquiries and instructions by faculty, staff and visitors must be devoid of arrogance, but, rather show respect, care and love. Failure to abide by this shall attract severe punitive measures ranging from letter of warning to outright expulsion from the university.

Categories of other Offences

Apart from the breach of dress codes, other offences fall into broad categories:

1. All cases of misconduct, which the Student Disciplinary Committee (SDC) could try.
2. Criminal offences, which should be referred to the Police by the SDC for necessary action, where the Committee's opinion on the matter should be recognised. In this regard, the final decision of the Student Disciplinary Committee would depend on the outcome of Police investigations.

Misconduct

The following are misconducts for which the Student Disciplinary Committee can investigate and try students:

- a. Unruly Behaviour
- b. Indecent Behaviour
- c. Vandalism
- d. Disorderly Assembly
- e. Unauthorized displacement of University property
- f. Pilfering
- g. Stealing
- h. Insubordination
- i. Membership of Secret Cults
- j. Damage of University property
- k. Giving false identity/Information
- l. Overt Sexual Behaviour
- m. Disregard for spiritual value and institution
- n. Sexual Harassment
- o. Violation of Dress code
- p. Examination misconduct
- q. Infringement of other University Regulations
- r. Any other offence that is, in the opinion of the SDC considered to be contrary to what the University's vision stands for.
- s. Disregard for Cultural ethics and ethos

a. Unruly Behaviour

This shall include disorderly behaviour or acts of indiscipline indicating lack of self-restraint. Offences classified under unruly behaviour and the penalties they attract are as categorized below:

- i. Crossing of Lawns. Penalty: Letter of warning.
- ii. Urinating outside designated areas.
- iii. Streaking: This is a quick run, half naked or naked, through a public place within or outside the Halls of Residence. This is not allowed except for approved physical exercise carried out at designated centres.
- iv. Brushing of Teeth outside designated area.

- v. Hijacking of a private or public vehicle on campus or off campus, under any action of complaints, protest or demonstration.
- vi. Use of threat of violence of any kind on anybody Penalty:
 - 1) Fighting: Any attempt to cause injury or inflict pain; or causing injury or inflicting pain. Also causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. (It is not a defence that the person (or group) against whom the physical abuse was directed) consented to, or acquiesced to, the physical abuse
 - 2) Offences against persons. No student shall threaten, assault, haze or otherwise physically, psychologically, verbally, or in writing by electronic means or otherwise, abuse any other person. This includes but is not limited to, incidents of bias-related acts of assault or abuse, or any incidents of verbal, written, physical, psychological harassment or abuse.
 - 3) Stalking: No student shall perform any acts that harass, annoy, threaten, intimidate or alarm another person or persons. Examples include but are not limited to repeatedly following such person(s); repeatedly committing acts that alarm or seriously annoy such other person(s) and that serve no legitimate purpose; and repeatedly communicating by mechanical or electronic means, or any form of written communication with such person(s) in a manner likely to harass, intimidate, annoy or alarm.
 - 4) Illegal detention of people: Penalty: This shall range from suspension for one session to expulsion from the University.
 - 5) Any other behaviour that may be classified from time to time as unruly behaviour by the University authority. Penalty: This shall range from Letter of Warning to expulsion depending on the gravity of the offence.

b. Indecent Behaviour

The identified acts that constitute indecent behaviour and the recommended punishment for each act are listed as follows:

- i. Defecating outside designated areas or any other indecent behaviour:
Penalty: Letter of warning. If offence is committed on a second occasion, the offender shall be suspended for one academic session.
- ii. Brushing of teeth outside designated areas.
- iii. Spitting in public places / Littering of University premises.
- iv. Any other behaviour that may be classified as indecent.

c. Vandalism

Wilful or malicious damage or destruction of University or private property is not allowed. The student(s) involved shall make full payment for the repair or replacement of damaged or destroyed property.

d. Disorderly Assembly

Students are forbidden from gathering in a manner that disturbs the public peace, incites public alarm, results in violence to a person or property, disrupts the function of the University, interferes with faculty or staff in the performance of their duties, or otherwise brings disgrace or disrepute to the University. Any student who encourages or participates in the formation or prolonging of such a gathering is subject to immediate suspension from the University for one academic session or expulsion from the University, depending on the gravity of his involvement in the event.

e. Unauthorised Displacement, Use or Damage of University or Private Property

Three possible offences are listed below:

- Unauthorized transfer of personal or University property
- Unauthorized transfer and use of such property.
- Unauthorized transfer, use and damage of such property.

f. Pilfering

This is the unauthorised and habitual removal of small things/items belonging to another person, seemingly of little value. This shall be considered as Stealing as in (g) below.

g. Stealing

This is the unauthorised removal of a property that belongs to another person. Stealing is a criminal offence and may be referred to the Police after the student had first been dealt with according to the Disciplinary Codes in this book. Upon being arraigned in court, the student is automatically expelled from the University. Penalty: Expulsion from the University.

h. Insubordination

This is defined as unwillingness to submit to, or wilful disrespect of, constituted authority.

i. Secret Cult

- 1) Undertaking/renunciation of Membership: All students shall sign an undertaking denouncing or renouncing (as the case may be) their membership of any secret cult within or outside the Campus. In the event of the discovery of any violation of the clause in the undertaking, such violator shall be expelled from the University forthwith.
- 2) Membership and Possession of Cult Related Materials” Since all secret cults have been proscribed, it is an offence to belong to a secret cult on or outside campus or engage in any cult related activity or be found to be in possession of any cult-related item or material in or outside the Campus.
- 3) The Definition of Cult Related Materials Cult related materials shall be defined as:
 - a) Materials such that has DIABOLICAL connotations. This may include but is not limited to: Bracelets, Amulets, Talisman, Occult Rings, Waist beads and bands etc.;
 - b) Unconventional clothing materials carrying inexplicable signs and symbols;
 - c) Signs and emblems of known cults or secret societies /organizations in Universities/Institutions in Nigeria or elsewhere ; and
 - d) Body signs such as incisions, lacerations/cuts, piercing/perforations of parts of the body e.g. nose, ear (for males), deep cuts, strange shaping of beards/hair cut etc. It is also a contravention of Decree 47 of 1989 to belong to any secret cult on campus. This shall attract summary expulsion from the University such student expelled shall also be subject to be tried by the appropriate organs under the Decree.

j. Damage to University property

This is any wilful damage or destruction of university property or asset either in the halls of residence, Library, Lecture halls, Cybercafé, laboratories or any part of the University premises. Behaviour that destroys, damages, or litters any property of the University, of another institution, or of another person, on University premises or at University sponsored activities. The punishment of this offence is as stipulated under vandalism.

k. Giving false identity/Information

Every student is expected to always provide correct and adequate information as and when demanded. Therefore any wrong or misrepresentation of self for whatever reason with the intent that such information be acted upon as true, is strictly prohibited. Forgery, unauthorized alteration or misuse of any document, record or instrument of identification is prohibited. Also includes withholding material information from the university, misrepresenting the truth before a hearing of the university and making false statements to any university official. The submission of false information at the time of admission or readmission is grounds for rejection of the application, withdrawal of any offer of acceptance, cancellation of enrolment, dismissal or other appropriate disciplinary action. Students are required to conspicuously carry and present valid University identification at all times.

l. Overt Sexual Behaviour

Student overt sexual misconduct is defined as unwelcome acts of a sexual nature committed by a student against another student with or without consent.

This includes but is not limited to:

- i. Touching of body of student of opposite sex, directly or through clothing such as patting, pinching, brushing against the body, attempted or actual kissing or fondling and any other inappropriate and/or unwelcome touching or feeling.
- ii. Unwelcome sexual remarks about body, clothing or sexual activities and humour or jokes about sex that denigrate women or men in general.
- iii. Unwelcome sexual propositions, invitations, or other pressure for sex.

m. Disregard for Spiritual Value and Institution

Penalty: Ranges from 4 weeks suspension to suspension for one session depending on the gravity of the offence.

n. Sexual Harassment

Sexual harassment means unwelcomed sexual advances, requests for sexual favours, or other verbal, visual or physical conduct of a sexual nature, submission to which is made a condition of a person's exercise or enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly. Sexual harassment occurs when a person is the recipient of conduct of a sexual nature where:

- i. Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of an individual's education (including co-curricular activities) or employment;
- ii. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or
- iii. Such conduct has the purpose or effect of unreasonably interfering with an individual's welfare, academic or work performance, or creates an intimidating, hostile, offensive or demeaning education (including co-curricular activities) or work environment. No student is allowed to sexually harass (or be harassed by) his/her colleague or staff for whatsoever reason.

o. Identification Cards:

Students are required to conspicuously carry and present valid University identification cards at all times. Failure to produce the I D card on demand by any University Official shall attract a strong letter of warning. A repeat of violation shall attract 4 weeks suspension.

p. Examination misconduct

All cases of Examination Misconduct will attract an EXPULSION penalty.

q. Infringement of other University Regulations

This refers to any violation of rules and regulations given to students at all and sundry times by the University Management.

6.2 Criminal Offences

These are acts that contravene the laws of the land. They are offences that can warrant expulsion and, as such, shall be handled by the law enforcement agents on the recommendation of the SDC. Student(s) involved in this act shall be expelled or given an indefinite suspension pending the outcome of the investigation by the law enforcement agents. A student found guilty shall be expelled from the University. The offences are:

a. Fraud/Forgery

This is when a person makes or presents a false writing, statement or document knowing it to be false with the intention that it be acted upon as genuine. This shall include signing of roll call, class/lecture attendance, Chapel, TMC attendance, etc or signing for an officer of the University or other persons in authority outside the university with the intent of validating the genuineness of such document e.g. Letters, Certificates, Bank documents, Medical reports, etc.

b. Robbery (Theft)

This is an act of forceful and violent removal of a property that belongs to another person.

c. Burglary

This is an act of forcefully gaining unauthorized access into a building, offices, rooms, enclosure/closet, etc. (e.g. locker, wardrobe, boxes, safes, cabinet, stores, etc.)

d. Assault

This is an act of striking, touching, moving or otherwise applying force of any kind to the person of another directly or indirectly without his consent or with his consent if the consent is obtained by fraud, or as defined by the criminal code of Nigeria.

e. Murder

This is an act where a person unlawfully kills another or the intentional extermination of another person's life as defined by the Criminal Code of Nigeria.

f. Membership of secret cult

g. Possession of firearms/live bullets or any other compliment of a firearm.

h. Arson

This is where a person wilfully sets fire or attempt to unlawfully set fire to any building, part of building, fittings, appliances, offices, room, vehicles or any part of the University premises, etc.

i. Rape

Any person who has or attempts to have an unlawful carnal knowledge of a woman or girl without her consent or with her consent if the consent is obtained by force or by means of threat or intimidation of any kind or by means of false and fraudulent representation as to the nature of the act.

j. Possession and use of hard drugs and drug trafficking

This shall include Indian hemp, Cocaine, Heroin, Cannabis etc. and drug trafficking shall include any exchange, dealing, buying and selling of same.

k. Hazing:

Whether by omission or commission, no student shall take any action, or create, or participate in the creation of any situation that recklessly or intentionally endangers another person's psychological, mental, or physical health or that involves the forced or expected consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Examples of hazing activities include, but are not limited to: paddling, branding, tattooing, shaving of hair, or other physical abuse or brutality; activities that involve excessive fatigue and/or stress; verbal and/or psychological abuse that compromises the dignity of any individual. Any student/group of students found in such act shall be expelled from the University.

l. Internet fraud/other hi-tech fraud

This shall include breaking or attempting to break or hacking into the data base of the University or any other Computer System assigned to other persons or offices within or outside the university. This shall also cover such areas as unauthorized transaction or usage via the use of internet services i.e. otherwise known as hi-tech fraud, inclusion or conversion of restricted IP addresses to one's use.

m. Any other criminal offence committed in/outside the University.

This shall include any other criminal offence in/or outside the university not herein listed or adjudged to put the University in disrepute. Violation of any of these clauses shall attract outright expulsion from the University.

In addition, the following shall be considered as offences in the University:

a. Smoking

Any student found smoking or is proven to have smoked or in possession of cigarette of any type within or outside the University, shall be expelled from the University.

b. Use of hard drugs

- i. The use of hard drugs, which includes Indian hemp, cocaine, heroin, cannabis etc., is highly prohibited in the University and shall not be found with students during any period of their studentship in the University.
- ii. Any student found using hard drugs of any kind or in possession of hard drugs of any kind outside or within the University will be expelled from the University and handed over to the Police for prosecution.

c. Use of alcohol

Any student found using alcohol or in possession of it either within or outside the University shall be expelled from the University.

d. Immoral acts

In line with Covenant University's Core Values and extol virtues/ethics, no Covenant University Student should indulge in any act of sexual immorality on or off Campus. Any student found indulging in this act shall be expelled from the University.

Award of Covenant University Degree

Covenant University has the right to refuse the award of its degree to any student who has exhibited gross acts of misbehaviour in the University. The award of the University's degree is subject to both good academic and behavioural performance of the student throughout his/her period of study. The award of a Covenant University degree is subject to a Student's worthiness in both character and learning. The University reserves the right to withhold certificate for the Award of a degree to a student whom she has not found worthy in character.

Chapter 5

RESIDENCY GUIDELINES *FOR* POSTGRADUATE HALLS OF RESIDENCE

A. INTRODUCTION

Covenant University is a residential campus, with housing provision for her postgraduate (PG) students who meet the requirements for on campus boarding while studying for their higher degrees in the University. The University provides limited housing for her PG students.

The residential experience in Covenant University is designed to aid the mental and moral development of her students. The residential experience is an attempt to ensure students draw maximally from the serenity of the campus to enhance their personal and academic learning experience in the University. It is also an attempt to ensure focus on the total man development, interpersonal relationships and cultural integration.

All PG students are expected to be fully involved in the activities of the University community and contribute to the development of communal living amongst all levels of residents from roommates, floor-mates, wing-mates to hall-mates. Any behaviour that runs contrary to this expectation of communal living is not tolerated in the University. Students are expected to consciously discourage other individuals from disrupting or interfering with the sense of communal living in the Halls of Residence. It is expected that every PG student of Covenant University will take pride in his/her residential life and care for its peace and tranquillity at all times.

This material contains guidelines specific to the residential living part of a Covenant education. The organ of the University responsible for the administration of the residential guidelines is the Student Affairs under the leadership of the Dean of Student Affairs. All violations of residential guidelines will be handled by disciplinary committee of the University.

The PG student Halls of Residence at the University are staffed by Hall Officers who are employed for their understanding of the ethos of the University. They also possess sufficient maturity and requisite skills to exercise good judgment in

the conduct of their roles as custodians of the conduct and culture of the residential life of the PG students. These Hall Officers are supervised by Hall Administrators who in turn is managed by the Dean of Student Affairs. This residency staffs are equipped to listen to concerns, resolve inquiries, incident maintenance issues, coordinate activities that promote communal life within the halls of residence.

B. POSTGRADUATE STUDENT RESIDENCY REQUIREMENTS

All full-time PG students who meet the eligibility criteria for accommodation are required to live within the allocated space in the Halls of Residence provided for PG students only. Qualified students are expected to live for the period the allocation remains tenable which could be a minimum of a semester but not more than an academic session per time. The PG students Halls of Residence shall not be for part-time PG or other students except otherwise stated. It shall also not be expected to accommodate undergraduate students (whether full time or part time). Exceptions to this can only be made with the approval of the Vice Chancellor. The University does not provide family housing for her students, as all allocations are for students ONLY.

1. Eligibility for Accommodation

Full time PG students are expected to make a formal application for a residential space in the Halls of Residence provided for PG students. Attention is given to students who have fulfilled all requirements relating to fee payment, academic registration and completion of all residency agreement forms. All applications for accommodation will be within a time frame and all relevant documents (proof of academic registration and full payment of fees, completed residency agreement forms) must be attached for onward submission to the Dean of Student Affairs who in turn will communicate to the students, within a reasonable time frame the decision of the University management.

There are no specialized options for residential allocations except where there are obvious cases for the physically challenged or those with proven and certified medical reasons. PG students may choose to live outside the campus but no one allocated a room has the right to transfer spaces in such rooms to another student.

Students may terminate their Residency Agreement subject to the conditions stated therein if they have fulfilled the tenure for which the rooms were allocated, withdraw from the University; have been released by the University based on academic or disciplinary reasons. (Refer to the Residency Agreement for details).

The University reserves the right to restrict allocation to applicants on the basis of prior or current disciplinary actions.

2. Residency Requirements

a. Post Graduate Students

PG students are not guaranteed rooms in the Halls of Residence. Any accommodation allocation will be based on completion of all forms and subject to available spaces.

b. Part-Time Post Graduate Students

Except otherwise stated and approved by the Vice-Chancellor, all allocations are reserved for full-time PG students.

c. Staff

The Dean of Student Affairs has a complement of full time staff that will serve as Hall Assistants, Hall Officers and Hall Administrators. Residency Staff maintain a work schedule of 24-hours for their respective Halls of Residence. Staff are put on shifts within this 24-hour work schedule. The responsibilities of the residency staff are explicit in separate sections within this document.

d. Special Accommodations Allocation Policy

PG students, who wish to request special accommodation allotment due to a disability, should notify the Deans of Student Affairs with the specific request. Requests on the basis of medical need or situation should also be directed to the Dean of Student Affairs.

Documentation of a disability or medical condition will be required in order to establish the need for a special allocation of accommodation. Documentation must include an evaluation by an appropriate professional and validated by the University Medical Director.

Students seeking special accommodation based on a disability, or requesting some service based on a medical or psychological condition, should notify the relevant officers of the Student Affairs. The final evaluation of the request rests with the University.

C. RESIDENTIAL GUIDELINES AND PROCEDURES

1. Acceptance of Rules Guiding Peaceful Residence

An allottee of a room in the PG student Halls of Residence who accepts the conditions stated in the Residency Agreement, also consents to abide by the extenuating rules guiding peaceful residence.

2. Conduct in the Halls of Residence

The conduct of all students in the University is hinged on the acceptance and compliance with the core values of the University which are Spirituality, Possibility Mentality, Integrity, Capacity Building, Responsibility, Diligence and Sacrifice.

PG students are to ensure that their conduct on campus does not infringe on any rule or regulation established for the undergraduate students; chief of which is that no undergraduate student is permitted to visit the PG Halls of Residence. A PG student in the opinion of the University management, who cannot coexist peacefully with others, after sufficient caution and warning, shall be ejected from the Halls of Residence, in addition to other sanctions.

Every form of indecent behaviour will not be tolerated in the University. Identified acts that constitute indecent behaviour include but not limited to:

- a. Defecating outside designated areas;
- b. Brushing of teeth outside the room;
- c. Littering of University premises;
- d. Barricading windows with wood or metal object; and
- e. Any other behaviour that may be classified as indecent and may be in direct opposition to the University's core values.

3. Great Silence

The time between 12midnight and 5am are considered grave in the Halls of Residence and are referred to as THE GREAT SILENCE. Students are expected to

restrict movements in the hall to their floors only as they are not permitted to engage in any activity that may disturb other occupants of the Halls of Residence.

4. Noise Level

Noise is not permitted in the Halls of Residence at all. Radios, televisions, stereos, or other noise in the rooms must be kept to a bearable minimal level and not be heard outside a room. This is the expected courtesy room occupants should show to other occupants of the Halls of Residence.

5. Hall/Room Occupancy

Only students allocated to a particular room may live there. Students may be reassigned or consolidated when vacancies exist. The University reserves the right to increase the number of students assigned to a room. Students live in community with the same gender. Students may request a room change from the Dean of Student Affairs. Room changes will be granted based on an assessment of the situation and available space. The University reserves the right to move a student from one room to another when it appears in the student's best interest or the best interests of other occupants of the room, floor, wing or hall. Students who are admitted as residents into the Halls of Residence are expected to remain in that status throughout the tenure of their residential agreement with the University. The right of a PG student to occupy a room is non-transferrable or sellable. No student is allowed to transfer from one room to another without due written authorization from the Dean of Student Affairs.

6. Roommate Conflict

Quarrelling, assault and fighting are absolutely forbidden in the Halls of Residence or in any other part of the University. Any contravention of this rule will be punished accordingly. If students experience a roommate conflict and need help, they should contact their Hall Officers or Hall Administrator. Residency staff will help mediate the conflict or refer students to appropriate authorities.

7. Absence from Student Residences

The entrance gates and doors to the Halls of Residence will be shut by 10pm daily and open by 5am daily. Students are expected to be vigilant monitors of all

activity within their residence as they could be held accountable for incidences that occur.

PG students are expected to notify the Residency officials of their exit from campus and/or absence from the Halls of Residence.

8. Alterations to Student Residences

PG students are not permitted to paint their rooms or make significant permanent alterations to furnishings placed in the rooms. PG students are not to tamper with installations in the room which may include window treatments. PG students are not to construct lofts, counters/bars, or other types of furnishings. Any writings or markings on the walls ceilings, or doors as a result of posters, bills, and graffiti will be considered as damages and the concerned student will be charged for this act and sanctioned accordingly.

Signs cannot be placed on Windows/Doors at any time. Empty or full cans or bottles may not visible through the windows or on the window panes. Stickers may not be placed on either windows or the doors (inside or outside). Occupants will be subject to sanctions for the violation of any of these rules.

9. Furnishings

An inventory form must be completed by the occupant of a room before accepting the allocation. All installed and supplied furnishing must remain in the rooms for the period contained in the residency agreement. PG students will be surcharged for missing or damaged furnishings. Common rooms/Lounges are equipped with furniture for the use of all PG students. None of these should be removed for any other purpose other than what it was provided for. Removal of furniture for personal use is not permitted and will be considered as theft if violated.

10. Lounges/Common Rooms

Lounges/Common rooms are situated in each residence hall for studying, socializing, meetings, floor programs, and other activities. Some common rooms are identified as academic resource centers, or kitchenettes. All equipment and furnishings in lounges or common rooms are the property of the University.

11. Access Keys to Allocated Rooms

No PG student is permitted to duplicate the keys allocated to a room. PG students shall only use keys or access cards for spaces they are authorized to enter. If a key is illegally duplicated, the occupants of the affected rooms will be surcharged for lock change and be subject to disciplinary action. If a student loses the key to an allocated room, the lock on the door will be changed and the student billed for the replacement cost.

12. Maintenance of Rooms and Requests

Every PG Student shall take responsibility for cleaning the room allocated to him/her. All dirt and waste papers should be properly disposed in the provided bins in the Halls of Residence. The campus keepers will be responsible for the evacuation of such bins at scheduled times.

For all non-emergency requests for maintenance (e.g., light bulbs, broken or missing items), students should fill out the relevant forms domiciled with the residency staff within the Hall of Residence.

13. Cooking

The Halls of Residence was not built with provisions for individual cooking within it. To this end, no PG student/ occupant of any of the rooms in the Halls of Residence is permitted to cook within the Halls of Residence. Students are to obtain their meals from the designated eating areas in the cafeteria.

14. Damages

All damages in the University shall be classified as either malicious or accidental. Malicious damage is a deliberate disruptive act of an individual that culminates in the damage of University's properties. Accidental damage is an unintentional act of damage of University's properties. All types of damage are the responsibility of the students allocated to that property and repair or replacement costs will be charged accordingly.

The cost for any damage that occurs in common areas of the Halls of Residence will be shared among all the residents of that particular room, floor, wing or hall as the case may be. Occupants of the Halls of Residence are expected to help curb the common area damages by bringing up cases of damage to the residency staff. Students who are found to have high damage bills may have their allocation

revoked. The cost for damages is as advised by the Directorate of Physical Planning and Development (PPD) of the University.

15. Safety and Security

It is the responsibility of each student to take care of his/her personal property. Students are advised to register their valuables in the asset registration book in the Halls of Residence and promptly report any loss of items to alert security officials for immediate follow up. Students should lock the doors to their individual rooms when they are not present or when they are sleeping or using the bathrooms. In addition, the University shall bear no financial liability for any loss of personal property.

Owing to the potential danger to life and personal safety, as well as the likelihood of causing damage, students are prohibited from accessing roofs or overhang areas on all student residences and other University buildings and facilities. Students who access roofs will be subject to disciplinary action.

In addition, possession and use of motorcycles or gas driven vehicles, gasoline, butane or other flammable liquids, barbecue grills (including propane gas grills), firearms, weapons of any type, and explosives are prohibited. Violation of these also attracts disciplinary actions.

16. Computer Network Connections

All rooms in the Halls of Residence are equipped with internet connections linked to the University campus network. Students must get themselves acquainted with the University IT policy. Users of this network must agree to and abide by acceptable computing standards. All forms of online vices such as pornography, gambling, fraud are prohibited behaviour of any student of the University.

17. Electrical Appliances

Students must ensure serious care and attention is given to the use of electrical appliances in their rooms. All appliances must be approved by the University. A list of approved appliances should be sought from the Dean of Student Affairs. Unapproved appliances found in student rooms will be confiscated and may not be returned.

No student is allowed to be in possession of or listening to or watching indecent films, pornographic materials and secular music, either stored directly on the computer, tablets or other mobile devices.

18. Pets

Pets are not permitted in student residences. They are prohibited.

19. Bicycles and Sports Equipment

There is no definite storage for bicycles or any other sports equipment. For reasons of safety, bicycles should not be kept in the corridors, stairwells, doorways, lounges, or bathrooms. Bicycles found in these areas will be removed. Likewise, sports equipment (including shoes) may not be left in corridors. No ball playing, throwing of objects or other forms of rough playing is permitted in the student residences.

Gaming Equipment such as pool, ping pong, and foosball tables are not allowed in student rooms. Gaming equipment for student use can be found in the Sports centre or the common spaces for sports.

20. Spiritual Harmony

No instrument, document, property or substance of any form, connoting or purporting to be used for any unauthorized religious practice or activity is allowed in the Halls of Residence and anywhere on the University campus.

Candles or incense, even for decorative purposes, are prohibited in the Halls of Residences. Candles or incense found in any room will attract disciplinary actions.

21. Entertaining in Residence Halls

Students CANNOT entertain or host parties with others in their individual rooms within the Halls of Residence. Should there be a need to host a social event, a formal written approval must be sought from the Dean of Student Affairs. Any violation of this will attract disciplinary actions.

22. Commercial Activities

No PG student is allowed to be involved in the sales of commodities in the Halls of Residence. Students are to do their shopping at the designated sales points within the Halls of Residence and the University. Any desire to express enterprise

must first, be discussed with the Dean of Student Affairs who will communicate management position to the desiring student.

23. Use of Alcohol/Tobacco/Hard Drugs/Prescription Drug

The use or consumption of alcoholic beverages is PROHIBITED in the University. No student is permitted to use alcohol, possess alcohol or be under the influence of alcohol that may have been consumed elsewhere. Consistent with this prohibition, no alcohol is permitted anywhere around the Halls of Residence or within University campus.

No smoking of cigarettes of any type is allowed in the University. PG students are not permitted to use or possess cigarettes, or hard drugs within or outside the University; substance such as (but not limited to) Indian hemp, Cocaine, Heroin, Cannabis, Codeine, and Prescription drug (without proof of prescription from an authorized pharmacist) are prohibited.

When violations of this policy occur, the residents of the unit will be referred for disciplinary action.

24. Guest Policy

Visitors/Guests are individuals who are not authorized occupants of the Hall of Residence. All PG students are required to notify the residency staff of visitor/guest 24-hours in advance. Students are expected to meet with their guests upon arrival at the reception desk of the Halls of Residence and be with them in reception area or the cafeteria. Host occupants must be available when their guests depart the Halls of Residence area. Guests with vehicles are to use the guest parking lot. Visitors/guest will not be allowed into the Halls of Residence area as from 6pm daily.

PG students are responsible for the behaviour and conduct of their guests and for ensuring their strict compliance with University rules and regulations. Furthermore, students who invite or allow non-occupants to come on to University property must assume all responsibility for any actions, damages or injuries resulting from the behaviour of the guest. To this end, student hosts must accompany their guests at all times. Guests found unaccompanied are subject to eviction from the Halls of Residence. Should the guests violate or infringe

University rules and regulations, the student host or hosts will be subject to disciplinary action for those violations.

Visitors are not expected to get into any of the rooms in the Halls of Residence. There is therefore no reason for an occupant of the Halls of Residence to request his roommate to leave the room for a guest. Where a guest is unable to exit the campus during a visit, such guest should use the University Guest House for lodging and not the Halls of Residence. To this end, no occupant is allowed to accommodate any visitor of either sex or any other student (PG or undergraduate) other than the one to whom the room is allocated in his room overnight.

An undergraduate student of the University is also considered to be a visitor/guest and must produce valid exeat permit before being allowed to visit the PG Halls of Residence.

Violations of the guest policy may result in a minimum fine of N10,000, loss of guest privileges, and other disciplinary actions.

25. Sexual Behaviour

Anything that connotes a sexual object in whatever form is prohibited in the University. No occupant of the room in the Halls of Residence is permitted to walk half nude or completely nude in the common or open areas of the Halls of Residence. Public display, possess, viewing and producing of pornographic films and photographs are strictly prohibited in the Halls of Residence as well as within the University environment. Any act of lesbianism or homosexuality is forbidden in the University. No act of sexual immorality will be condoned by occupants of the Halls of Residence anywhere on campus. To this end, all PG students are to declare their marital status upon completion of residency agreement forms.

26. Room/Residence Inspections

Resident PG students in the Halls of Residence will be expected to complete the Room Inventory Forms. This is to enable the student verify the condition of the allocated room. This form represents the official record of the condition of the room when the student took possession of it. Upon vacation from the room, the residency staff goes with the occupant to inspect the condition of the room

comparative to the original inventory form. Any difference in the condition of the room that is beyond wear and tear will be charged to the occupants of the room.

Residency or maintenance staff may inspect rooms at intervals besides the beginning or end of the residency agreement period to check compliance level of occupants with the established policies. Occupants must make themselves available for this exercise as it forms basis for future decisions. Occupants will be subject to disciplinary actions for any policy violation.

27. Student Residence Entry

Residency staff members may enter a student's residence with the student's voluntary consent. To protect privacy, students should keep their doors closed and ask visitors to identify themselves before admitting them into the room. If consent is not given, staff members can enter the room if one of the following conditions exists:

- a. There is a need for maintenance (e.g. electrical work);
- b. There is a need to check occupancy;
- c. There is an emergency health problem;
- d. There is a need to check for damages;
- e. There is a need to investigate possible violations of University policies or standards of conduct;
- f. There is a need to close the building (e.g., holidays, etc.); and
- g. Student Residence Search.

A room search will be conducted only when there is a reason to believe that there is property or evidence within a particular room that is in violation of University policy and/or state or federal law, or material that is needed for evidence in a University disciplinary hearing.

The Vice-Chancellor, Dean of Student Affairs, and Hall Administrator in the Postgraduate Students Hall of Residence are the only University officials who may authorize a search of a student residence. (Whenever possible, the search will be conducted in the presence of the student(s) whose residence is being searched).

Searches will be conducted in the same manner as a standard entry into a student residence; however, all areas of the residence may be searched, including locked drawers and suitcases. Items confiscated during a search that are clearly

in violation of University policy will be removed from the room and may be used as evidence in a disciplinary hearing. Since these items are part of the disciplinary process, their disposition will be determined by the Office of the Dean of Student Affairs at the conclusion of the process.

The person requesting the search must state the nature of the item he or she is looking for. However, other items found that are clearly in violation of University policy may be confiscated as well. If the student is not present, a letter will be left for all items that have been removed from the room.

28. Vacation Periods

All University residences are closed during the Shiloh and end of semester breaks. Students wishing to remain on campus during these periods must request permission in writing from the Dean of Student Affairs, not later than two weeks before vacation date; such requests would be considered on a case-by-case basis, and the UNIVERSITY Management will exercise discretion to grant or deny such requests. Students approved to remain in residence halls when they are closed will be charged a daily fee of N1000 and may be re-assigned to a temporary room during the period. Students are not expected to leave the personal property in the rooms when the halls are shut. The University has no liability for personal property left in students' rooms during vacation periods.

All resident students must vacate their rooms and remove all personal belongings within 24 hours of the end of each semester. Failure to leave the residence hall will subject students to a N500 charge for every hour they remain on campus. All relevant dates are published well in advance in the University calendar to allow for proper planning.

All University policies remain in effect during vacation periods. Additional restrictions will be communicated through the Dean of Student Affairs prior to the start of the vacation period.