



**UNIVERSITY OF MAIDUGURI
CENTRE FOR DISTANCE LEARNING**



**CENTRE HANDBOOK
2016**

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CENTRE FOR DISTANCE HANDBOOK

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1.0 INTRODUCTION

Maiduguri is the capital of Borno State. It is located on latitude 115oN and Longitude 135oE. It occupies an area of 50,778 square kilometres. It is the largest town in the North Eastern Area of Nigeria. Borno State is bordered by Republic of Niger to the North, Chad on the North East and Cameroon to the East. Modern Maiduguri (Yerwa) was founded in 1907 when the British installed Shehu Bukar Garbai, who was moved from Kukawa, the nineteenth century capital of Borno, to Maiduguri. The traditional name of the new settlement is Yerwa. It was established near the old town of Maiduwuri, founded in 1672.

The climate of Maiduguri (Maiduwuri) is favourable, with a mean annual maximum temperature of 34.8oC. The months of March, April and May are the hottest period of the year with temperatures ranging between 30-40c. It is usually cold and dry during the hamartan – November to January being the coolest months. Maiduguri is a cosmopolitan town, inhabited by almost all ethnic groups of Nigeria. However, the principal ethnic group in the town is Kanuri. The Kanuri, according to legend, came from Yemen. The population of Maiduguri is projected to have crossed the million mark. Although English is the official language, Kanuri and Hausa are widely spoken.

Old Maiduguri (Maiduwuri) has been a centre of learning and commercial activities as far back as the seventeenth century. Yerwa (Maiduguri) is a town full of tourist attractions. The Shehu's Palace is significantly noted by tourist from all parts of the world. The Maiduguri Museum, situated within fifteen minutes drive from University Campus, preserves collections from the history of Borno. Other places of interest in Maiduguri (Yerwa) includes the Kyarimi Park (Zoo), and Lake Alau along Bama road. Visitors have attracted by irrigation activities in the Lake Chad Basin, while the Lake itself form an excellent resort.

Maiduguri is a town of festivities. The significant festivals in the town are the Muslim

festivals of Eid-el-Fitr and Eid-el-Kabir. These festivals are characterized by colourful activities that include Durbar and Horse racing.

2.0 BRIEF HISTORY OF THE UNIVERSITY OF MAIDUGURI

The education programmes outlined by the Third National Development Plan stressed the establishment of more Universities in the Country. This was to adjust the growth in number of Nigerians aspiring for University education. Consequently, the Federal Government of Nigeria established University of Maiduguri in 1975, along with six others situated at Kano, Illorin, Sokoto, Jos, Port Harcourt and Calabar. The University is situated on the outskirts of Maiduguri, along Bama Road.

The University took off in April 1976 by inheriting the facilities of the North-East College of Arts and Science (NECAS) when the college was taken over by the Federal Government. The North-East College of Arts and Science was a post-secondary institution of learning established to prepare candidates with secondary education for entry into Degree programs of Nigerian Universities after two years of “A” level work. The college took off in 1971 with Alhaji Hamidu Alkali as its first Principal. The facilities taken over from the North-East College of Arts and Science formed the nucleus of the University. Such facilities as laboratories, office blocks, staff and other supporting services enabled the University to commence its Degree Programmes in October 1976.

The University started its first academic session on 28th October 1976 with degree programs in three Faculties, namely: Arts and Education, Social Science and Law and Science. Later on other Faculties started their Degree programmes. The University also runs a General Studies Programmes, which form an integral part of the Degree requirements to broaden the knowledge of students. Diploma Programmes in various disciplines is offered by Consultancy

Services of University. The Centre for Distance Learning University of Maiduguri, which was established in 2004 also run various Degree programmes using distance learning mode.

3.0 MISSION OF THE CENTRE

The mission of the University of Maiduguri Centre for Distance learning is to complement the conventional Universities in providing accessible, affordable and qualitative education through technology supported distance learning to teaming nation's populace regardless of space, time, socio-economic or age constraints.

4.0 VISION OF THE CENTRE

The vision of the Centre is to be a Mega University in terms of its carrying capacity, providing high quality technology driven distance education to students and developing its supportive open learning model by collaborating with world class distance education providers to achieve academic excellence.

5.0 BRIEF HISTORY OF THE CENTRE

The Centre for Distance Learning came into being when the 7th Vice-Chancellor, Prof. J. D. Amin constituted a ten member committee on Distance learning headed by late Prof. M. N. Alkali (himself a former Vice Chancellor). The Committee submitted its report in December, 2003. The report was considered and approved by the Senate of the University in February, 2004, thus setting up the Centre for Distance Learning. The immediate past Director, Dr. Saleh M. Joji was appointed as pioneer Director on 1st October, 2004. The present Director Prof. S. U. Bulakarima took over the affairs of Centre in February, 2013. The establishment of the Centre has made the University of Maiduguri a dual mode institution, providing academic

programmes both for conventional and by way of distance learning to students. The Centre was established with the following objectives:

1. To provide access to University education to a large number of potential adults who have missed the opportunity of higher education at early stages of their lives.
2. To reduce pressure on enrolment into our Universities which only a tiny fraction of potential candidates are able to secure admission.
3. To widen opportunities to matured adults to combine learning and working as many have families and may not be able to obtain support or secure in-service facilities.
4. To develop high value and demand-driven degree and non-degree programmes

6.0 HOW TO LOCATE THE CENTRE ON THE CAMPUS

University of Maiduguri Centre for distance learning is situated in academic area popularly known as “acada” the Centre can be located in between old faculty of education and University convocation square adjacent to former Department of Mass Communication. The Centre is a single story building with its store house at the back side and its multipurpose hall at the left side of the main building. Sign boards are mounted close to the building to guide you further.

7.0 THE PRINCIPAL OFFICERS OF THE UNIVERSITY OF MAIDUGURI

Vice-Chancellor

Prof. A. I. Njodi

Deputy Vice-Chancellor (Admin)

Prof. Haruna Godowoli

Deputy Vice-Chancellor (Academic)

Prof. Aliyu Shugaba

University Librarian

Prof. Emmanuel Cambell

University Bursar

Mr. Bitrus Usmana

8.0 MEMBERS OF STAFF OF THE CENTRE

Director

Professor S. U. Bulakarima

Deputy Director

Dr. Ahmed U. Mwajim

Head Unit, Curriculum and Design

Hajja Kaltum Ali

Head Unit, e-Resource and Portal Services

Mal. M. A. Habib

Head Unit, Field Operations and Students' Services

Dr. John Abdullahi

Head Unit, Examinations and Academic Records

Mal. Mohammed Ali Mechanic

Deputy Registrar/ Administrative Secretary

Mr. Madu Ndirmbula

Administrative Staff of the Centre

Mal. Mahmood Ngamdu (Admissions and Academic Information)

Bakaka Mustapha (Head of Admin Office)

Yahona Bakari (Admin Staff)

Ibrahim Ville (Admin Staff)

Ibrahim Yusuf Musa (Admin Staff)

Hadiza Ali Shehu (Admin Staff)

Queen Victoria Okon (Secretary to the Director)

Amina Yaga (Secretarial Staff, General duties)

Mr. Fabian Obeifuna (Head of Verification and Graduation office)

Hassan Lawan (Verification and Graduation Office)

Ibrahim Imam Ahmed (Head of Graduation and Portal office)

Mohammed Mohammed Ibrahim (Graduation and Course System)

Aliyu Sheriff (Secretarial Staff, Course Materials and related matters)

Fugu Aji (Sores and Courier Office)

Abba Jibril (Portal Staff)

Abdurahman Kubo (Portal Staff)

Usman Abdulrahman (Portal Staff)

Auwal Umar (Portal Staff)

Abba Abubakar Elmassa (Cafe Staff)

9.0 PROGRAMME FACILITATORS, e-TUTORS, THEIR CONTACT AND e-MAIL

ADDRESSES

Names	Contact	e-mail	Department
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M Mohammed Ali	08133351528	m.aliafnaan@gmail.com	
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Dr. Augusta Okwute	08069597021	agustaobumokwute@gmail.com	

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Mechanic		Alimechanic79@gmail.com	
Abba Isa Mohammed	08028486119	mabbaisah@gmail.com	

10.0 HOW TO GET YOUR COURSE MATERIALS

Students should log into CDL website through UNIMAID website and locate their courses of study and down load the reading materials, both audio and text materials can be downloaded.

11.0 THE GOVERNING BOARD OF THE CENTRE

The Centre is a semi-autonomous Unit headed by a Director and directly responsible to the Vice Chancellor's office in its routine management. The Vice Chancellor is the Chairman of the Governing Board of the Centre with membership drawn from the Principal officers of the University and Deans of participating faculties including some ex-officio members. The Governing Board is responsible for policy issues and meets once or twice in a year.

12,0 THE ACADEMIC BOARD OF THE CENTRE

The Director of the Centre is the Chairman with members from participating Head of

Departments usually referred to as Programme Facilitators and representatives of the Director of the Academic Planning Unit, the University Librarian, University Computer and Centre's core academic staff together with the Secretary of the Centre as the secretary of the Board. The functions of the Board are similar to the Faculty Board dealing with Academic and other related matters.

13.0 THE MANAGEMENT COMMITTEE OF THE CENTRE

The Committee is chaired by the Director of the Centre with membership drawn from Head of Units of the Centre with Secretary of the Centre as the Secretary of the Committee. The functions of the Committee are similar to the University Academic Department dealing with day to day Academic and Administrative matters and meet regularly.

14.0 OPERATIONAL SET UP

The Centre went operational in the 2005/2006 Academic session by setting up some few temporary structures thus inviting wishing Departments willing to participate in the distance learning programme. These Departments were selected based on their commitment from the Faculties of Arts, Education, Social and Management Sciences. A total of ten (10) Departments took part in the first year of the programme with student enrolment of two hundred and twenty one (221). In the second year of the programme other Departments applied for participation which increased the number of Departments to fifteen (15) with enrolment of over four hundred students which almost double the first intake. In the third year, seeing the progress made at the Centre within a short period of time, the University Management requested for the transfer of certain part-time Diploma courses to the Distance Learning Centre. These include the Advanced Diploma in Public Administration (ADPA) and

Higher Diploma in Local Government Administration (HDLGA). By this development, the Centre runs a total of twenty eight (28) different degree courses and two (2) Higher Diploma programmes in the 2007/2008 Academic Session with student enrolment of over one thousand three hundred.

In the fourth academic session of the Centre, two other courses were added. These are B.Sc. Peace and Conflict Studies and B.Sc. Public Administration. With this the student enrolment rose to over three thousand. This increase in enrolment is not only based on increase in courses but also due to a policy change on admission requirements by the University Administration. Diploma Pass, which hitherto was not considered for admission into Part I Degree programme is now enrolled into the programme while Diploma Merit or Credit are admitted into Part II to further provide access to the prospecting candidates. In the fifth Academic session 2009/2010 two other courses were added, these include B.Sc. Sociology and Political Science. This brings the total number of the Degree programmes to thirty (30) with enrolment of nearly four thousand students. This Academic year is significant in that the Centre is poised to graduate its first set of students by July, 2011. This Achievement by no means has generated interest coupled with the establishment of the Centre's Website (www.unimaid.edu.ng/; www.cdlunimaid.com) and preparation for providing PORTAL services. Through these means, the Centre's Admission Forms are now on high demand sold in large numbers outside the catchment states. The management courses are provided only in a few Distance Learning Centres in the country. The Unimaid Centre, therefore stands to gain tremendously in running these courses with adequate up to date facilities.

15.0 MODE OF OPERATION

The Centre operates e-module of teaching by the 2016/2017 session. This means e-tutors will

be recruited and trained for the purpose to handle the modules using network to attend to any questions from the students anywhere in the world. Face to face contacts previously operated will no longer be used.

16.0 DEVELOPMENT OF COURSE MATERIALS

The Distance Learning Programme could not have taken – off effectively without the provision of printed Course Materials which are considered to be the life blood of Distance Learning education worldwide. The Centre has organized a Workshop for over seventy course writers drawn from the participating Departments, mainly among the senior academic staff of the University serving as Course Writers and Editors. All the course materials were now ready in both hard and soft copies. The soft copies are ready for distribution to students.

17.0 ACADEMIC CALENDAR

The academic calendar of the Centre operates a little different from that of the main University. The academic activities run from January to December every year. The first semester begins in January and ends in April with the semester examination coming in May, while the second semester activities kicks off in June and ends in September. Activities for third semester start in November to ends in December. Admission activities are always conducted within the months of October and November.

18.0 ADMISSION REQUIREMENTS

a. degree programmes

- i. SSCE, WASC, GCE ‘O’ Level, TC II with minimum of Five credit level passes in

relevant subjects including English language and Mathematics obtained at not more than two sittings.

ii. OND, HND, NCE with minimum of merits or seven (7) points (NCE) from a recognized Institution.

b. diploma programmes (ADPA/HDLGA)

i. Credit level passes in three relevant subjects in WASC, SSCE, NECO, GCE and TC II at not more than two sittings.

ii. Passes in Diploma or its equivalent from a recognized Institution.

iii. Minimum of five (5) years working experience in public or private sector or must have attained Grade Level 12.

19.0 DURATION AND MODE OF STUDY

All degree programmes for Nos. A, (i) and (ii) above run for four (4) or five (5) years depending on qualifications at the time of entry. All Diploma programmes run for two (2) years irrespective of entry qualifications. The mode of study for all the programmes is by distance through course materials supplemented by tutorials by the University lecturers at designated Resource Centres.

20.0 PENALTY FOR GAINING ADMISSION WITH FALSIFIED CREDENTIALS/CERTIFICATES

Candidates admitted to the University are seriously warned in their own interest, not to

present false credentials/certificates to the University for admission. The law that established UNIMAIDCDL empowers the Senate to deprive such person of any Degree, Diploma or other Award of the University which has been conferred upon him/her if after due enquiry, it is discovered that the candidate has fraudulently gained admission into the University or obtained that award. Candidates offered admission to the University but who presented falsified credentials for registration would automatically forfeit such admission and be handed over to the Police for prosecution.

21.0 DEFERMENT OF ADMISSION

Any new student who, on account of ill-health or other unforeseen circumstance, wants to defer his/her admission must satisfy the following conditions:

- (a) Must be duly registered and matriculated; and
- (b) Must have paid all fees and obtained receipts.

22.0 PROCEDURES FOR DEFERMENT OF ADMISSION

- (a) Any new students who want to defer his/her admission should apply through the programme coordinator to the Director of the Centre.
- (b) The academic Board will consider the application and make necessary recommendations to Senate.

23.0 HOW TO REGISTER

Registration is online, students can register online anywhere and submit two copies of the online forms duly signed by the coordinator of the programme to the Centre for administrative purposes.

24.0 SCREENING/ REGISTRATION PROCEDURE

1. Candidates who got admission are to report to the Centre with their Admission letters, completed JAMB FORM, four coloured passport photographs and original Credentials for screening.
2. To proceed to the University Micro Finance Bank for payment of fees and obtain a signed copy of Bank Teller.
3. To submit a copy of the payment Bank slip to the Centre and obtain Centre's Payment receipt together with Registration forms.
4. To present the completed Registration forms to the Departmental Coordinators in their respective Departments for signing. The coordinators name and their Departments are as follows:

Name	Department
Dr. Adamu U. Malkohi	Arabic
Dr. John Kwazhi	Accounting
Mal. Kanembu Bukar	Business Administration
Dr. Kalli Tijjani	Continuing Education
Dr. Hajja Kaltum Ali	Education
Dr. M.O. Lawan	Economics
Mal. Abubakar Bukar	English
Dr. John Abdullahi.	Geography
Mrs. Yakaka Bukar Maina	General Studies
Dr. Zakariya Nayawo	Health Education
Mal. Aliyu Salisu	Islamic Studies
Dr. Raphael Audu Adole	Public Administration

25.0 EXAMINATION SCHEDULES

The Centre conducts main examination at the end of every semester. In addition, 3rd semester examination is arranged for students on request. Notices will be issued out at appropriate time in addition to general SMS message.

26.0 REVISED LIST OF EXAMINATION-RELATED OFFENCES AND PENALTIES AS APPROVED BY THE SENATE OF THE UNIVERSITY OF MAIDUGURI (effective from date of Approval)

Penalty 1. Possession of examination booklet or loose sheets outside the Examination Hall

LEVEL 1 OFFENCE: Suspension for TWO consecutive semester only, starting from the semester in which offence was committed. **ALL COURSES REGISTERED IN THAT SEMESTER ARE CANCELLED**

Penalty 2. Mere possession of irrelevant material in the Examination Hall

LEVEL 2 OFFENCE: Suspension for FOUR consecutive semesters only, starting from the semester in which offence was committed **ALL COURSES REGISTERED IN THAT SEMESTER ARE CANCELLED**

Penalty 3. Attempting to assist or receiving assistance either verbally or in writing from another candidate during examination

Penalty 4. Possession and admittance of usage of relevant material in the Examination Hall.

Penalty 5. Possession of relevant material in the Examination Hall and attempting to

destroy evidence after apprehension, or to resist apprehension (including running away)

LEVEL 3 OFFENCE: Expulsion

Penalty 6. Possession of prepared part of University answer booklet (or loose sheet)

Penalty 7. Acting as courier or assisting in preparing Examination Booklet outside the Examination Hall

Penalty 8. Impersonation, including established case of intentional alteration of an ID number and its replacement with the ID number of the actual candidate sitting for the examination in question.

Penalty 9. Swapping of examination booklets during examinations. Penalty 10. Mere possession of unauthorized electronic devices that can compromise integrity of examinations, including but not limited to mobile phones, Mp3 players, programmable calculators, palm tops.

LEVEL 2 OFFENCE: Suspension for FOUR consecutive semesters only, starting from the semester in which offence was committed. ALL COURSES REGISTERED IN THAT SEMESTER ARE CANCELLED.

Penalty 11. Established case of use of unauthorized devices of kind mentioned in (10) above

LEVEL 3 OFFENCE: Expulsion.

Penalty 12. Physically and/or verbal intimidation/assault of University Staff during Examination or in the context of Examination matters

LEVEL 3 OFFENCE: Expulsion.

Penalty 12. Failure to appear before the committee on Examination and related Misconduct when invited

LEVEL 4 OFFENCE: Indefinite suspension

Repeating any offence under LEVEL 1 or 2

LEVEL 3 OFFENCE: Expulsion.

27.0 SOURCES OF INFORMATION IN THE CENTRE

SERVICES	LOCATION OF OFFICES
Admission, Pre-Registration, Matriculation	CDL Room 2, UNIMAID
Course Registration	Course coordinators at various Depts
Examination, Timetable and Results matters	CDL Room 3, UNIMAID
Students records, Administrative and related enquiries	CDL Room 1 & 9 UNIMAID
Academic Records and related enquiries	CDL Room 21 UNIMAID
Transcripts	Exams and Record UNIMAID
Guidance and Counselling (Students)	CDL Room 8 UNIMAID
Payment of Fees	E-payment to CDL Account
Library	Ramat Library & UNIMAID e-library
Health Services	UNIMAID Medical Centre
Information and Communication Technology	CDL ICT UNIMAID
Sports and Athletics	UNIMAID sports centre
Research and Development	Centre for Arid Zone Research and Development
Security	UNIMAID Security Office
Postal Services	UNIMAID Post Office
University Publications, Public and Alumni Relations.	Public and Alumni Relations Unit, Vice-Chancellor's Office
Help Desk	CDL Room 21 and 22
CDL Information Unit	CDL Room 2, 21 and 22

28.0 AVAILABLE INFRASTRUCTURE AND CAPACITY

The following infrastructures are in place to support a credible ODL operation in the University.

- Campus wide computer network facilities with internet provision

- Computer Based Testing (CBT) capability infrastructure i.e ETC, UCC and NUCC that could handle at least 1200 candidates at a time
- Smart Lecture hall with multimedia learning technology tools
- Well equipped physical and electronic libraries
- ODL methodology compliant tutors

29.0 SURVEYS AND RESEARCH

We have also surveyed the primary locale for ODL deployment to determine

- the level of ICT literacy and supportive community and private infrastructure as well as the economic status,
- psychological preparedness
- Familiarity with ODL mode of clientele.

This is done in order to ensure that we deploy a system that is accessible and sustainable, and are better informed about the level and depth of support and training to give our clientele.

30.0 THE COUNCIL

The Council is the supreme governing authority of the University responsible for policy decisions that have financial implications, the general management of the University affairs, especially the control and maintenance of the property and expenditure of the University. The Council has power to do anything which in its opinion, is calculated to facilitate the activities of the University, including the regulation of the constitution and conduct of the University. Some members of

Council are drawn from the general public. The Pro-Chancellor is the Chairman of Council. Other members of Council are the Vice-Chancellor, the Deputy Vice-Chancellors, the University Librarian, and the Bursar with the Registrar as the Secretary.

31.0 THE SENATE

The formulation of academic policies including the organization and control of all academic activities of the University is the responsibility of the University Senate. The Senate is the coordinating body for academic recommendations from the various Faculties and Departments. It gives directives on academic matters through Boards of Colleges and Faculties. The membership of the Senate consists of the Vice-Chancellor as the Chairman, all Professors, Deans, Heads of Department, and the University Librarian with the Registrar as the Secretary. The Senate performs the following functions among others:

- (a) Establishment, organization, control and allocation of academic responsibilities to Faculties and Departments in the University.
- (b) Organization and control of course(s) of study in the University and Examination held in conjunction with those courses.
- (c) Award of degrees and other such qualifications as may be prescribed in conjunction with examinations aforementioned.
- (d) Recommendations to the Council with respect to the award to any person an Honorary Fellowship, Honorary Degree or the title of Emeritus Professor and selection for admission as students in the University.

- (e) Determination of what descriptions of dress shall be academic dress for the purpose of the University functions and regulation of the use of Academic Dress.
- (f) Appointment and Promotions of Teaching Staff.
- (g) Supervision of the students' welfare at the University and regulation of their conduct.
- (h) Granting of scholarship, prizes and similar awards so far as the award is within the control of the University.

The work of the Senate is carried out through an intricate network of Committees, including the Committee of Provost and Deans, the Development Committee, Students Disciplinary Committee, Farm Management Committee, Board of Postgraduate School, Senate Committee on Course System, etc.

32.0 CONGREGATION

Congregation is the general assembly of all graduate members of the University Staff, both teaching and non-teaching. The Vice-Chancellor is the Chairman. The Congregation has the general functions of serving as a forum for discussing any of the University problems or issues and can make recommendations to Senate and Council in each of which it has two representatives. Congregation is also represented in the Search Team Committee for the appointment of a new Vice-Chancellor.

33.0 COLLEGE AND FACULTY BOARDS

The University essentially operates the Faculty System. Each Faculty is governed by a Faculty Board, which broadly controls the academic programmes of the Faculty

subject to Senate approval. In order that Senate may not be over burdened by details, good deals of the functions are delegated to the Faculty Board. The Chairman of the Faculty Board is the Vice-Chancellor represented by the Dean who is elected for a specific period of time from among the Professors in the particular Faculty or appointed by the Vice-Chancellor. The College of Health Sciences, however, operates the collegiate system. The Chairman of the College Board is the Vice-Chancellor represented by the Provost. There are two Faculties (Basic Medical Sciences and Clinical Sciences) within the College. Part of the functions of the Dean and the provost is to present at Convocation for the conferment of Degree to persons who have qualified for degrees of the University at University examinations held in the various Departments within the Faculty or College.

34.0 UNIMAIDCDL ACADEMIC DEPARTMENTS AND PROGRAMMES

The followings are academic Departments and Programmes of the Centre :

1. Department of Accounting
2. Department of Arabic
3. Department of Business Administration
4. Department of Continuing Education
5. Department of Economics
6. Department of Education
7. Department of English
8. Department of Geography
9. Department of Health Education

10. Department of History
11. Department of Islamic Studies
12. Department of Public Administration
13. Department of Sociology and Anthropology
14. Division of General Studies

Director is the head of the CDL, Dean is the head of Faculty while each Department is headed by a Head of Department, and Programme Facilitator is the head of each programme as representative of their Head of Departments.

35.0 ORIENTATION PROGRAMME

The Orientation Programme is the first exposure of fresh students to social and academic life both within and outside the University. It is a period within which students are introduced to the various activities that they will be exposed to in the course of their academic programme. Orientation also affords students the opportunity to familiarize themselves with the rules, regulations and procedures of the University/the Centre. The orientation activities offer the students a singular opportunity to avoid unnecessary embarrassments. As part of the orientation week activities, fresh students are able to meet the officers of the University and the UNIMAIDCDL. They are introduced to various facilities in the University such as the Health Centre, Library, and sporting activities, e.t.c.

36.0 MATRICULATION AND MATRICULATION NUMBER

Only candidates that have satisfied the minimum educational requirements of University of Maiduguri Centre for Distance Learning are admitted as students. Such candidates are

eventually matriculated as students of the University on the Matriculation day. Each fresh student must sign the Matriculation Oath for Admission to the University and affirms that he/she will observe the statutes and rules of the University. All matriculates are required to be formally dressed. Each matriculates assigned a matriculation number upon registration. No official student paper or document may be regarded as complete or valid unless it carries the correct matriculation number of the student. As a result, students are strongly advised to know and be definite at all times with their matriculation numbers. Once a student has been given a matriculation number, he/she must retain it even if he/she changes his/her Programme of study. She/he must use his/her undergraduate matriculation number when registering for any undergraduate course in the University. Disciplinary procedures will be taken against any student who attempts to obtain a second matriculation number.

37.0 IDENTITY CARDS

Each registered student of the Centre, upon payment of a prescribed fee, is issued with an official student identity card valid for required number of sessions he/she is to spend in the University. Students may be required, at anytime, to identify themselves upon request by authorized University officials acting in the performance of their duties. Some University facilities are open to only students who are able to show valid ID cards. Students are required, therefore, to take very good care of their identity cards, carry them always and be ready to produce them at any time on demand. Students must surrender their identity cards to the Centre upon their graduation or withdrawal from the University. Failure to do so shall attract appropriate disciplinary action.

38.0 SPECIAL INFORMATION ON IDENTIYT CARDS

- (a) No student will be allowed into examination hall without valid identity card and exam card.
- (b) The identity card is a security document and students are advised to keep it secure against loss or theft.
- (c) Students are advised to report loss or theft of their identity cards to the Security Unit or Student Affairs Unit without any delay.

39.0 LEAVE OF ABSENCE

Any student of the Centre who, after one or two semesters or at any other point in time of his/her studies, is unable to continue on account of ill-health or financial difficulties, may apply through the Centre to Senate for leave of absence for a semester, subject to a maximum period of two semesters.

40.0 WITHDRAWAL FROM THE PROGRAMME

Any student who is absent from the University for two consecutive semesters without official permission will be deemed to have withdrawn from the Programme. Also a student, whose CGPA falls below 1.00 at the end of a semester shall be on probation during the following semester. If he/she fails to achieve a CGPA of at least 1.00 at the end of that semester, he/she shall be required to withdraw from the Programme.

41.0 RULES GOVERNING COURSE REGISTRATION

- (a) Any student who fails to register within the specified period will be deemed to have absented himself/herself from the course for the semester. Absence from the course without permission will lead to forfeiture of the semester by the student and disqualification from writing the University examination at the end of the semester.

(b) The Electronic registration for courses shall take place at a specified period (not more than a week) at the beginning of each semester/session.

(c) A student must register for the required number of courses/units (including compulsory and required courses) as prescribed by the Faculty/Department concerned at the beginning of each semester/session.

(d) Each student must register for the specified General Studies courses, which he/she must pass in order to qualify for the award of the University Degree.

42.0 SUBMISSION OF REGISTRATION FORMS

The submission of Registration Forms shall end before matriculation in the cases of fresh students and two weeks after the official date of resumption in the case of returning undergraduates. Students are expected to complete their registration for the session in good time after the official date of resumption.

The documents to be attached to Student Course Registration Forms include:

- (i) **Fresh Students**
 - (a) E-payment Fees Receipt
 - (b) Copy of Admission Letter
 - (c) General Clearance
 - (d) Student Data Forms
 - (e) Two Recent Passport Photographs

(g) All relevant credentials such as: Birth certificate, WASSCE/NECO certificates, etc.

(ii) **Stale Students**

(a) E-payment fees receipt

43.0 PENALTIES FOR LATE REGISTRATION

(a) Students who submit their Registration Forms within one week after the stipulated two weeks free registration period shall pay a fine as may be determined by the Centre.

(b) Any student who fails to register for courses within the two weeks period of registration in any semester shall forfeit his/her studentship for that semester.

(c) Any student who does not register for a course in any semester would not be allowed to sit for examination in that course. No Registration! No Examination! No Result!

44.0 EXAMINATION REGULATIONS

(1) Most of the examinations shall be computer based. Students must attend punctually at the times assigned to their papers and must be ready to be admitted into the examination hall thirty (30) minutes before the time the examination is due to start. Students shall not, in any circumstance, enter the examination hall later than thirty minutes after the time appointed for the commencement of the examination. Students arriving later than thirty minutes after the examination has started shall be admitted only at the discretion of the Chief invigilator.

(2) Students are expected to complete examination attendance register in case of paper

and pencil examinations.

(3) Students should not leave the examination hall during the first hour of the examination; outside the period, candidates, with the permission of the invigilator, may leave the room temporarily only if accompanied by an attendant.

(4) Students must display their University identity and Examination Cards on the desk during each examination.

(5) The invigilator may search students before they are allowed into the Examination Hall.

(6) Students must bring their own writing materials (in case of paper and pen examination) including Calculator (not handset) to the examination hall but they are not allowed to bring any other book or paper. Students are warned in their own interest to ensure that anything that can implicate them, such as lecture note, text books, bags, handset and electronic gadgets, are not brought into the examination hall or near the examination hall.

(7) Students should endeavour to read the instructions on their question papers and adhere strictly to it.

(8) While the examination is in progress communication between candidates is strictly forbidden.

(9) Silence must be observed in the examination hall. The only permissible way of attracting the attention of the invigilator is by candidates rising up their hands.

(10) All rough work must be done on the answer scripts and crossed neatly thereafter (in

case of paper and pen examination).

(11) Students are advised in their own interest, to write legibly and to avoid using faint ink. The answer to each question must be on a fresh page of the answer script.

(12) Students are to write their matriculation numbers only on the answer scripts and not to write names.

(13) Students are to submit their answer scripts to the invigilator before leaving the examination hall. They are not allowed to remove or mutilate any paper or material supplied by the University.

(14) Any student found to be involved in any examination malpractice will be invited to appear before the Examination Malpractices Panel and may subsequently be expelled from the University, depending on the gravity of the offence.

45.0 PROCEDURE FOR INVESTIGATING ALLEGED EXAMINATION MISCONDUCT

1. Whenever a student is caught for any examination offence, the case shall be reported to the Invigilator/Supervisor in the Hall immediately.

2. The invigilator shall fill the necessary forms reporting the case of examination misconduct and the student should be made to write a statement on his/her involvement. Thereafter, the student shall be allowed to continue with the examination.

3. The Invigilator/Supervisor shall then report formally to Programme coordinator.

4. The student will then be invited to appear before the Examination Malpractices Panel to defend himself/herself verbally.

5. The Examination Malpractices Panel shall read the offence(s) alleged to have been committed by the student and allow him/her to defend himself/herself in the light of his/her statement, which he/she had earlier on submitted.

6. The report and recommendation of Examination Malpractices Panel shall be forwarded to the Senate for consideration and approval.

7. Student may appeal against the decision of the Senate within 14 days of communication of the decision to him/her through the Programme coordinator through the Director to the Senate.

46.0 THE COURSE UNIT SYSTEM AND REGULATIONS GOVERNING THE AWARD OF A DEGREE

The Course Unit System is an operation system in which the entire Programme of courses required by a student for a particular degree is packaged into a number of modules. Each consisting of a prescribed number of units, usually, one module is to be offered in one semester.

47.0 GRADING OF EXAMINATION UNDER THE COURSE UNIT SYSTEM

It is important to note the following:

- (i) **Pattern of Examination:** Each course shall be examined at the end of the semester (or session as the case may be) in which it is offered. This shall mostly be computer based test, theory paper of two or three hours, in addition to which there may be a practical paper and/or an oral examination;
- (ii) **Qualification for Examination:** To be qualified to sit for an Examination, the student must be dully registered, pay his/her school fee fully and obtain examination

card for the examination.

(iii) **Measurement of Performance:** A student's performance in a course shall be measured in terms of:

(a) The scores in the Continuous Assessment usually 30 or 40%

(b) The results of the prescribed theory and/or practical examination in the course which is usually 60 or 70%.

(iv) **Levels of Performance:** The grades awarded for a course are as follows:

Mark Range (%)	Letter Grade	Interpretation
70-100	A	Excellent
60-69	B	Very Good
50-59	C	Good
45-49	D	Satisfactory
44-0	F	Failure

(v) **Semester Performance:** A student's performance in a semester is calculated as Grade Point Aggregate (GPA). This involves the awarding of credit points in respect of each course taken during the semester. To this end, numerical values are attached to the letter grades earlier mentioned as follows:

A - 5 Credit points per unit of course

B - 4 Credit points per unit of course

C - 3 Credit points per unit of course

D - 2 Credit points per unit of course

F - 0 Credit point per unit of course

The semester GPA is then obtained as the ratio of total number of credit points (TCP) to the total number of units (TNU) of courses offered during the semester. Thus, $GPA = TCP/TNU$.

(vi) **Cumulative Performance:** While the GPA specified above is used to measure the performance of a student in a given semester, the Cumulative Grade Point Average (CGPA) is the one that really determines the student's overall academic standing and, therefore, his continued stay or otherwise in the University after the semester examination. It is also CGPA that is used to classify the degrees awarded to students.

The CGPA is obtained as the ratio of all the credit points accumulated since entering the University to the total number of units registered for since coming into the University.

In other words, the CGPA is equal to the cumulative credit points (CCP), divided by the cumulative load units, (CLU), thus $CCP/CLU = CGPA$.

All CGPA calculations are to decimal places. Sample computation of GPA and CGPA is presented later in this booklet.

(vii) **Incomplete Grade:** When a student is unable to complete all the prescribed requirements for a course in which he/she is formally registered, his/her result may be deemed to be incomplete by the offering department until the department certifies that

all prescribed requirements have been met but, in all cases not later than one semester after the course had been offered.

(viii) **Academic Probation:** A student who's CGPA at the end of a Semester is less than 1.00 shall be placed on academic probation during the subsequent semester.

(ix) **Release of Examination Result**

At the end of each semester the final results of the semester examination shall be published by the Centre after Senate approval and pasted on the Centre website.

48.0 REPETITION OF COURSE

Any course failed by a student must be repeated until it is passed. A student shall repeat only those courses in which he/she has obtained a grade of F. The grade earned for a repeat course shall be recorded and used in the computation of GPA and CGPA in usual way.

49.0 REQUIREMENTS FOR THE AWARD OF A DEGREE

To be eligible for the award of a degree, a student must satisfactorily complete the minimum number of units prescribed for the degree. He/she must, in addition, complete successfully, all compulsory courses as well as required and electives for the degree as prescribed.

50.0 RESIDENCY REQUIREMENT

To qualify for a degree in the CDL of the University, each student shall normally be required to spend a minimum period of four to five academic years depending on the

mode of admission and course of study.

51.0 CLASSIFICATION OF DEGREE

The degrees awarded by the University are Honours degree and are classified according to CGPA as follows:

<i>Class of Degree</i>	<i>CGPA Range</i>
First Class	4.50-5.00
Second Class Upper	3.50-4.49
Second Class Lower	2.40-3.49
Third Class	1.50-2.39

52.0 GUIDELINES ON CHANGE OF PROGRAMME/CHANGE OF UNIVERSITY

Request for transfer should be made only at the completion of 100 levels and it is based on fulfilment of requirements of the Department where the student wish to transfer to.

53.0 TRANSCRIPT

The UNIMAIDCDL Exams and Record Unit keeps official record of students' grades and transcripts. Students and parents may obtain official transcripts or records directly related to them upon request as provided for and approved by Senate, from time to time..

54.0 REGULATIONS ON STUDENTS CONDUCT AND DISCIPLINE

The University is established primarily to educate the student and to inculcate the cultural

value and good character. An acceptance of offer of admission by a student to the University automatically implies that he/she has accepted to abide by the rules and regulations that may from time to time be made for governance of the University. Such acceptance also carries with it an obligation that the student shall conduct himself/herself as a law abiding and responsible member of the academic community, in accordance with University's standards, rules and other conditions established by legally constituted Authority of the University. Every student of the University is required to maintain a high standard of personal integrity. Each student shall conduct himself/herself peacefully in expressing his/her view on any changes, which he/she may consider necessary. The University regards as serious offences any act of unethical, immoral, dishonest, disloyal, dehumanize or destructive behaviour as well as violation of University regulations. It is, therefore, the responsibility of each student not only to acquaint himself/herself with these regulations but also to assist in upholding them at all times. The University is committed to the full support of the legitimate right of its members. The University has an equal obligation to protect its educational purpose and interest of its entire community. For this reason, the University is naturally concerned about the action of some individuals which may be in conflict with the welfare and integrity of the University or in disregard of the right of other members of this community. The legitimate expression of differing opinion and concerns is an essential part of the academic community. But the imposition of opinion and concern upon those who, in turn, dissent from them shall not be tolerated. It is emphasized that all members of the University community, including students, are subject to the laws of the nation whether within or outside University campus, like all other citizens. They are expected to learn to cope with problems intelligently, reasonably and with understanding and consideration for the right of others. Each member shall

recognize that as he/she values his/her right and freedom so is he/she expected to respect the right and freedom of others. The University reserves the right to discipline a student or to require, through the established disciplinary process, his/her withdrawal from the University based on evidence of a student's failure to abide by its rules. Upon matriculation, every student must obtain and complete bio-data and Denunciation/Renunciation of membership of cult group form at the office of the Dean of Student Affairs.

55.0 THE DISCIPLINARY SYSTEM

The law governing the University vests the Vice-Chancellor with the power to discipline students. In practice, there is a statutory Students Disciplinary Committee with the general function of dealing with individual cases of indiscipline. The Vice-Chancellor has delegated power to the Dean of Student Affairs, Deans of Faculties, Heads of Departments and some officers of the University to impose disciplinary measures on students for certain defined offences.

56.0 SANCTIONS FOR VIOLATION OF UNIVERSITY REGULATIONS

The followings are some of the disciplinary sanctions, which may be imposed for violation of University regulations:

(a) Disciplinary Probation:

Disciplinary probation is a trial for a specific period of time during which a student must behave in a manner acceptable to the University. The Disciplinary Committee may impose terms, which will restrict the student's participation in extra-curricular and/or other activities.

(b) Suspension:

Suspension is an action which excludes the student from registration, attendance of lectures, practical classes, examinations and the use of University facilities for a specified period of time. This action means that the student must immediately leave the Campus and shall not return to the University until the suspension period is over.

(c) Expulsion:

Expulsion is the permanent withdrawal of student from the University. The privileges of registration, attendance of lectures, practical, examinations as the use of University facilities are withdrawn from the student. This action means that the student must leave the Campus immediately and cease to be a student of the University.

(c) Appeal:

In disciplinary cases, students concerned have a right of appeal to the Vice-Chancellor, Senate and ultimately to the Council against the decision of the University Senate.

57.0 CODE OF CONDUCT FOR STUDENTS

(i) University Property Disciplinary Measure:

- (a) A student shall not convert University property to personal use illegally.
- (b) Students demonstration resulting in the seizure and/or vandalization of University Property and those of staff will attract appropriate sanctions.

(ii) Interpersonal Relationship:

- (a) A student shall not engage in any act that can constitute an offence under the law of the country.
- (b) A student shall not constitute a threat to the life of other students. Physical combat will attract expulsion.

- (c) A student shall not be rude to the University Principal Officers and other authorized officials.
- (d) A student shall not be a member of any proscribed organization.
- (e) A student shall not hold any illegal or secret meeting organized by secret societies/fraternities. Membership of Cult or Secret Society will attract expulsion from the University.
- (f) A student shall not engage in sexual harassment.
- (g) A student shall not molest, intimidate or harass any University staff.
- (h) Immodest dressing by any student will attract disciplinary sanctions and such student (male or female) could be asked to leave the lecture room or University function.
- (i) Offenders shall face the Students Disciplinary Committee, depending on the seriousness of the misconduct.

(iii) Discipline of Students

Subject to the provision of this section, where it appears to the Vice-Chancellor after due investigation that any student of the University has been found guilty of misconduct, the Vice-Chancellor may, without prejudice to any other disciplinary powers conferred on him by statute or regulation, direct:

- (a) That the student shall not, during such period as may be specified in the directive, participate in such activities of the University or make use of such facilities of the University, as may be so specified; or
- (b) That the student be suspended for such period as may be specified in the directive
- (c) That the student be expelled from the University.

Whatever the directive given under paragraph (b) or (c) of the above in respect of any student, the student may in the prescribed manner, appeal against the directive through the Registrar to Senate or Council and where such an appeal is brought, the Senate or Council shall, after due consideration, either confirm or set aside the directive or modify it in such a manner as the Senate or Council deems fit. The fact that an appeal against a directive of the Vice-Chancellor is brought in pursuance of the preceding sub-section, operation of the directive shall not be affected while the appeal is pending.

The vice-Chancellor may exercise his power under the Section through a Disciplinary Board or Committee consisting of such members of the University as he may nominate. Nothing in this Section shall be construed as preventing the restriction or termination of a student's activities at the University other than on the ground of misconduct. Any student who had been advised to withdraw from the University for any reason shall neither attend lectures nor participate in other student's activities.

(iv) Attendance at any official University Engagement:

- (a) A prompt attendance is required.
- (b) Students should be neat and well dressed.
- (c) Students should conduct themselves in orderly manner and follow the instruction of the management closely. Any student misconduct that could disrupt official University engagement shall attract appropriate disciplinary sanction.
- (d) Students are encouraged to express their mind freely on any issue but they should do nothing to embarrass the authority of the University publicly.

(v) Movement around the University

- (a) The Lawns should be respected. There should be no movement across the lawns.

- (b) All litter must be dropped at appropriate waste dumps
- (c) Students should ease themselves at places designated for the purpose.
- (d) Students who possess any form of vehicular transport shall obey all existing traffic rules and regulations of the nation, respect the right of the pedestrians and conduct themselves in orderly manner and without undue noise making. In addition such vehicle should be registered with the University security Unit.
- (e) Eating and drinking must be done at appropriate designated places.
- (f) Loitering in and around the university premises after 12 midnight and before 6:00am shall not be tolerated, student are, however, encouraged to make use of the library facilities and lecture theatres/halls in preparation for examination).
- (g) There shall be no religious gathering, poster or any other religiously motivated action in or around the lecture halls, offices and laboratories except in places officially designated for religious activities and with an official approval of the school Authority.
- (h) There shall be no soliciting for alms within the vicinities of academic activities,

(vi) Relationship with staff

- (a) Students should not act in a manner that compromises their self integrity and Honour.
- (b) Students shall obey the academic instruction of the staff in a polite and respectful manner.
- (c) Students should be neat and well dressed when meeting with the Heads of Departments, Deans/Provost of the Faculties/College, Vice-Chancellor or any other University Official.
- (d) There should be no noise making around the offices, lecture halls and rooms,

Health Centre and Library.

(e) When students object to or complain about any staff/departmental action, such objection/complaint should be brought to the notice of the Head of Department who if unable to resolve the crisis/issue shall refer the matter to the Dean of Student Affairs 24 hours after the complaint/objection was raised for appropriate solution.

(viii) Dress Code for Students

The University of Maiduguri CDL continues to be determined to provide an all-round academic, intellectual and character moulding environment for its students in order to produce graduates that have been proved indeed both in character and academic excellence. The University is therefore concerned with the quality of social and cultural image portrayed both inside and outside the campus.

Cleanliness, neatness, modesty, decency and appropriateness in dressing are important values which reflect individual dignity and sobriety through which students, as well as staff and Faculty represent the professional status of their respective disciplines. The saying that “the apparel oft proclaims the man” is a truism for everybody – men and women, boys and girls, old and young. Though the University is interested in its students being very fashionable in dressing and good in physical appearance, their dressing must, however, be in conformity to what is considered decent and appropriate for every occasion.

58.0 PRINCIPLES OF DRESS CODE

Current trends in Students’ style of dressing on University campuses tend to portray some form of deviance/aberrant norms of social/cultural behaviour. Indeed, most of these trends are either a passing fad, negative cultural trait or fanaticism, which

actually should not be allowed in an academic environment such as ours.

58.1 Dress Code

Students should maintain cleanliness on campus and wearing of inappropriate outfits of any sort are to be discouraged and avoided. For the avoidance of doubt, male and female students are not allowed to wear the following.

- i. All tight-fitting clothes including skirts, trousers and blouses.
- ii. All clothes which reveal sensitive parts of the body such as the bust, chest, belly, arm fit and the buttocks. Example of such dresses are transparent clothing, “Spaghetti tops”, “Wicked Straps”, “Mono straps”, “Tubes”, and “Show me your belly”. Skirts and dresses with slits above the knees fall into this category.
- iii. Outfits, such as, knickers and mini-skirts and dresses which are not, at least, knee-length.
- iv. Outfits, such as, T-shirts, and jeans, black T-shirt, special arm-bands, special caps by males, special scarf and tattooed jeans by females which carry obscene and subliminal messages.
- v. Trousers, such as, hip-riders and low waist-jeans.
- vi. Inappropriate outfits, such as, party-wear, beach-wear and bathroom slippers should not be worn to lectures.
- vii. Traditional dresses that contravene the general dress code.

In addition to the above:

- (a) Students should dress in a way that will not hide their identity. However, students who dress according to their religious dictates should be allowed for their fundamental Human rights. Such students should subject themselves for identification in examination halls, laboratories and libraries when the need arises.

(b) Students may be allowed to put on religious/denominational dress, but it should conform to the acceptable principles of dress code already discussed.

(c) Faculties and Departments which require special safety of protective dress modes, such as, apron, overalls, gloves, nose and head-covers should have them officially prescribed for their students.

(d) Sports and Games wears for athletes, sportsmen and sportswomen should be officially prescribed for this category of students to be worn in sports and games areas.

(e) The wearing of earrings and plaiting of hair by male students is banned.

58.2 Matriculation and Graduation Ceremonies

During matriculation and graduation ceremonies, students are expected to dress formally and wear academic gowns.

58.3 IMPLEMENTATION

(i) Lecturers and Administrative staff are empowered to correct/exclude students from the lectures, library, examination halls, etc. and official business when they are not properly dressed.

a. Violators, depending on the specific circumstances, would be counselled and if necessary will face the Students' Disciplinary Committee and have their records endorsed accordingly.

58.4 CAUTION

Any student who is found to contravene any of these dress code prescriptions will face immediate disciplinary action.

58.5 SANCTIONS FOR VIOLATORS

1st Offender - Verbal warning and counselling which would be recorded in any appropriate medium.

2nd Offender -Warning letters issued to the student and copies of the letter to be sent to the student's parents, faculty and department of student.

3rd Offender- The violator be sent to the Students Disciplinary Committee for further investigation and action. If such a violator is found guilty a suspension of one(1) semester be awarded.

59.0 STUDENT INFORMATION AND GUIDANCE SERVICES

The Philosophy which guides the careers' placement, Guidance and Counselling Unit in discharging its primary functions is to view the undergraduate years as one of the most crucial development periods in the lives of our students.

During the first few years, the average student faces the task of taking some major steps towards maturity and adulthood. Generally, this involves establishing a clearer identity of himself/himself and his/her relationship to the world around him/her.

The objectives of the information and guidance services are to facilities the development of students and to help them make the most of their University experience. Specifically, these may include counselling towards enhancing self-

understanding, selecting appropriate educational and vocational goals, improving effectiveness in working towards these goals, increasing social competence and resolving personal difficulties which interfere with general functioning and development.

The counselling process includes individual interviews with professionally trained counselling psychologists. The service is free and is available to all students. Appointments are arranged on an individual or group basis to suit students' convenience. All information are strictly confidential. A service is supported by other resource personnel.

The counselling staffs are there physically and online to assist students to make intelligent decisions regarding their time, money, skill, sex, vocation, education and social plans.

The centre has made arrangements to assign each student to a counselor for consultation. Students needing academic assistance are encouraged to seek help before their problems become critical or chronic.

60.0 HOSTEL ACCOMODATION

Each student who wish to stay in the hostel for the period of examination is expected to pay hostel charges that has been arranged by students affairs division for his/her own accommodation. Assistance in locating hostel is available in the student's union offices. Students are constantly reminded not to keep money in their rooms.

61.0 CAMPUS SECURITY

With increasing crime waves all over the country, even at the best of times, it has not

been possible for the Nigerian police, with its limited manpower resources to provide all the security for life and property required by corporate communities like University of Maiduguri.

To supplement the effort of the police, a University Security Unit was created as far back as the inception of the University. The Security Unit is charged with the responsibility of the enforcement of all University bye laws and regulations in addition to protection of lives and properties on the campus.

As a routine, all incidents such as crimes, disturbances, accidents, fire outbreak e.t.c are first reported to the security unit, which deals with such report or direct appropriate cases to the police for investigation. The security unit is headed by a Chief Security Officer. A security man could be identified with a prescribed uniform while on campus.