BABA-AHMED UNIVERSITY
KANO, NIGERIA

ACADEMIC AND EXAMINATIONS REGULATIONS (A & ER)

FOR

UNDERGRADUATE PROGRAMMES

SECOND EDITION

(2026 – 2030)

JUNE, 2026

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FOREWORD

This is the Second Edition of the Academic and Examinations Regulations (A & ER) at Baba-Ahmed University Kano. It governs the conduct of Undergraduate Programmes, and was approved by the Senate of the University at its 16th Meeting on September 9, 2026 after the First Edition was reviewed. It comes into effect from the 26C Semester of 2026/2027 academic Session. The Regulations titled "Academic and Examinations Regulations (A & ER)" is intended to guide the students towards the smooth and efficient running of any activity at Baba-Ahmed University that may lead to their successful training in both character and learning.

The Regulations has taken into account the number of available degree programmes approved for the University by the National Universities Commission (NUC) [and the Council for Legal Education (CLE) in the case of the Bachelor of Law (LL.B) Programme]. It explains the background, philosophy and core values of the University, and is defining the requirements for admissions into all the existing undergraduate programmes via both the 100 and 200 Levels. It provides information about the processes involved in Inter-University Transfer and has given the learning goals in the University. The Regulations explains the 5-point Grade Point Average (GPA) (and its Cumulative value – i.e. CGPA) and how the University uses it to grade all forms of examinations up to graduation. Students who, at the end of two semesters score a CGPA of less than 1.00 are to be placed on Probation. They may be advised to change programme of study if they fail to improve the CGPAs after four consecutive semesters.

This booklet covers a whole spectrum of administrative structure and academic life at Baba-Ahmed University covering all expectations of students – their rights, responsibilities and code of conduct from matriculation to convocation. It covers areas of academic integrity and support, punishment, rewards and honours. The Regulations are to ensure that the University maintains an acceptable academic standard as in all other universities across the world.

All students are therefore expected not only to read and comply with the regulations in order to allow the University to provide a study environment devoid of examination misconduct, but to also be familiar with the provisions of this book as quickly as possible because it provides answers to many of the questions the students may wish to ask about. On examinations, the Regulation is explicit about code of conduct, rules, misconduct and the procedure for the determinations of cases.

Matters of dress code, forgery, fraud, theft, alterations, reckless conducts, possession of weapons and firearms, violence, assaults, intimidation, sexual misconduct are all explained. Penalties are spelt out whenever any of these have been confirmed following due process.

Students shall be informed of any change(s) introduced as it/they occur. It should, however, be noted that any circular or Senate decision that gives further details or explanations to the provisions of this Regulations, hereto form part of the handbook, and are equally binding.

I therefore welcome all students to Baba-Ahmed University. This is a University where your *values are by your knowledge*. I urge all students to carefully study, understand and abide by the Regulations and by all other injunctions that may be brought to your knowledge in the course of your stay in the University.

Professor A.I. Tanko, PhD, *FRGS, FANG*
Vice-Chancellor

TABLE OF CONTENT

Table of Contents

TABLE OF CONTENT V
PART 1: PRELIMINARIES 1
1.1 CITATION 1
1.2 OPERATION OF THE REGULATIONS 1
1.2.1 Operational Definitions 1
1.3 SCHEDULE OF DEGREE PROGRAMMES 4
PART 2: BACKGROUND, PHILOSOPHY AND CORE VALUES OF BABA-AHMED UNIVERSITY KANO (BAUK) 7
2.1 INTRODUCTION 7
2.2 IDENTITY OF THE UNIVERSITY 7
2.2.1 Name of the University: 7
2.2.2 The Logo 8
2.2.3 Motto 8
2.2.4 University Colours: 8
PART 3: ADMISSION REQUIREMENTS AND THE LEARNING GOALS 9
3.1 THE ADMISSION REQUIREMENTS 9
3.1.1 100-Level (UTME) Admissions 9
3.1.2 200-Level (Direct Entry) Admissions 10
3.2 INTER-UNIVERSITY TRANSFER 10
3.2.1 GUIDELINES FOR INTER FACULTY/DEPARTMENTAL TRANSFER 11
3.3 GUIDELINES FOR STUDENTS WITH SPECIAL NEEDS 11
3.4 THE LEARNING GOALS 12
PART 4: GOVERNANCE OF BABA-AHMED UNIVERSITY KANO 13
4.1 INTRODUCTION 13
4.2 GOVERNANCE STRUCTURE 13
4.2.1 The Chancellor & Board of Trustees 13
4.2.2 The Vice-Chancellor and Principal Officers: 14
4.2.3 Other University Management Establishments 16
PART 5: STATEMENT OF STUDENT RIGHTS, RESPONSIBILITIES, CODE OF CONDUCT AND ACADEMIC SUPPORT 17
5.1 INTRODUCTION 17
5.2 STUDENTS' RIGHTS, RESPONSIBILITIES AND CODE OF CONDUCT 18
5.3 ACADEMIC SUPPORT SERVICES 18

5.3.1 University Library 19
5.3.2 Career Development Centre (CDC) 19
5.3.3 Community Engagement Programmes (CEP) 19
5.3.4 Student Life and Engagement (SLE) 19
5.3.5 Life in Hall of Residence 20
5.3.6 Food Services 20
5.3.7 BAUK Health Centre 20
5.3.10 Emergency Financial Aid 21
PART 6: ACADEMIC GUIDELINES 22
6.1 Academic Integrity 22
6.1.1 Graduation Requirements 22
6.1.2 Semester 22
6.2 ACADEMIC ADVISORY AND SUPPORT 24
6.2.1 Level Coordination 24
6.2.2 Learning Lab 25
6.2.3 University Calendar and Semester Schedule 25
6.2.4 Registration 26
6.2.5 Add/Drop Period 26
6.2.6 Personal Information 26
6.2.7 Group Work 26
6.3 GRADING GUIDELINES 26
6.4 CLASS ATTENDANCE AND DECORUM 27
6.4.1 Lecture Attendance 27
6. 5 REQUEST FOR RE-MARKING 28
6.6 INCOMPLETE GRADING 28
6.7 PROBATION 28
6.8 EXPULSION 28
6.9 RE-ADMISSION 28
6.10 REGISTRY SERVICES 28
6.11 OTHER ACADEMIC SERVICES 28
6.11.1 Authentication of Certificates and Transcripts 28
6.11.2 Verification of Certificates and Transcript 29
PART 7: ACADEMIC HONOURS 29
7.1 INTRODUCTION 29
7.1.1 Vice-Chancellor's List 29
7.1.2 Conditions for Eligibility for Honour Lists 29
7.1.2 Graduation Honours 30

7.1.5 Faculty and Departmental Prizes 30
7.2 Withdrawal of Academic Honours 30
PART 8: ACADEMIC STANDARDS 32
8.1 ACADEMIC FREEDOM AND RESPONSIBILITY 32
8.1.1 Standard Citation Practices 32
8.1.2 Academic Dishonesty 32
8.2 CODE OF ETHICS 33
PART 9: EXAMINATIONS AND THE EXAMINATION HONOUR CODE 35
9.1 EXAMINATION ADMINISTRATION 35
9.1.1 Examination Code of Conduct 35
9.1.2 Examination Rules 36
9.1.3 Examination Misconduct 37
9.1.4 Procedure for Determining Cases of Misconduct 37
9.2 UNIVERSITY EXAMINATIONS – CODE OF CONDUCT AND NORMS FOR INVIGILATORS 40
PART 10: PERSONAL INTEGRITY AND COMMUNITY EXPECTATIONS 41
10.1 Dress Code and Decorum 41
10.2 FALSE INFORMATION, MISREPRESENTATION AND IDENTIFICATION 42
10.3 FORGERY, FRAUD, ALTERATION AND UNAUTHORIZED POSSESSION 42
10.4 THEFT 42
10.5 LIBRARY/EDUCATIONAL MATERIALS. 42
10.6 FACULTY/DEPARTMENTAL MINI LIBRARY 42
PART 11: ACTIONS POTENTIALLY INJURIOUS TO ONESELF OR OTHERS .43
11.1 DISORDERLY AND RECKLESS CONDUCT 43
11.1.1 Campus Safety 43
11.1.2 Alcohol and Other Drugs 43
11.1.3 Smoking 44
11.1.4 Drug Testing: 44
11.1.4 Climbing on University Buildings or Structures 44
11.1.5 Tampering with Fire Safety Equipment and Alarms 44
11.1.7 Violence, Assault and Intimidation 45
11.1.8 Stalking 45
11.1.9 Sexual Misconduct, Harassment, Assault and Abuse 46
11.1.10 Staff & Student Relations 46
PART 12: UNIVERSITY FACILITY/PROPERTY 47
12.1 ILLEGAL ENTRY 47

12.1.1 Locks and Keys 47
12.1.2 Damage 47
12.1.3 Parking 47
PART 13: VIOLATION OF THE UNIVERSITY POLICIES 48
13.1 INTRODUCTION 48
14.1 INTRODUCTION 49
14.2 DEFINITIONS 49
14.2.1 Student Association 49
14.2.2 Club 49
14.2.3 Student Society 49
14.2.4 Student Council 49
14.3 RECOGNITION AND FORMATION PROCESS 49
14.3.1 Eligibility 49
14.3.2 Application for Registration 49
14.3.3 Review Process 50
14.3.4 Governance and Structure 50
14.4 FINANCIAL MANAGEMENT FOR ASSOCIATIONS 50
14.5 RESPONSIBILITIES AND EXPECTATIONS 50
14.5.1 Activities and Events: 50
14.5.2 Collaborations 50
14.5.3 Student Publications 50
14.6 COMPLIANCE 51
14.7 REVIEW AND RENEWAL 51
14.7.1 Annual Review 51
14.7.2 Performance Evaluation 51
14.7.3 Revocation of Certificate of Recognition 51
PART 15: POLICY ON HALLS OF RESIDENCE 52
15.1 GENERAL ISSUES 52
15.1.1 Payment of Hostel Fees 52
15.1.2 Room Assignment and Selection 52
15.1.3 Resident Assistants 52
15.1.4 Accommodation Procedure 53
15.1.5 Restrictions 53
15.1.6 Cleaning 53
15.1.7 Hanging Pictures on Walls 54
15.1.8 Security and Insurance 54
15.1.9 Public Nuisance 54

15.1.10 Student's Guests/Visitors....55
15.1.11 Subletting....55
15.1.12 Services, Utilities and Emergency Numbers....55
PART 16: FINANCIAL INFORMATION....57
16.1 TUITION AND OTHER FEES....57
16.1.1 Non-payment of Tuition Fee....57
16.1.2 Accommodation Fees....57
16.1.3 ID Cards....57
16.1.4 Feeding....57
16.1.5 Academic Gowns / Robes....57
16.2 REFUND POLICY ON TUITION FEES....57
16.3 BANK DETAILS....58

PART 1: PRELIMINARIES

1.1 CITATION

These Regulations shall be cited as the Academic and Examinations Regulations (A & ER) for Undergraduate Programmes at Baba-Ahmed University, Kano.

1.2 OPERATION OF THE REGULATIONS

These regulations shall apply to all admissions, registrations, examinations and related matters on all undergraduate programmes of study leading to the award of First Degrees by Baba-Ahmed University Kano, with effect from the 2022/2023 (which was the First Edition) and the 2026/2027 Academic Sessions (for this Second Edition).

1.2.1 Operational Definitions

In this Regulations:

(a) "The University" or "University" means Baba-Ahmed University, Kano, unless the context indicates otherwise.

(b) "Course" is a self-contained element of teaching, study or other prescribed academic activity assessed and reported to the Board of Examiners. It may consist entirely of lectures, laboratory experiments, seminars, essays, field or project works or any combination of these. There shall be a uniform coding system for the course as defined by the Senate.

(c) "Programme" means any group of courses appropriate in the context, e.g. "the B.Sc. programme".

(d) "Subject" means a group of one or more courses, appropriate within the context, taught by a particular Department or sub-department.

(e) "Credit": means one contact-hour undertaken weekly or equivalent per semester.

(f) "Session" means an academic year of two semesters as determined by the Senate.

(g) "Semester" means a minimum period of 15 teaching and examination weeks, or as determined by the Senate.

(h) "Faculty" "Faculty Board" and "Dean" carry the meanings given to them in the Academic Brief establishing the University. The Faculty Boards,

subject to the final authority of the Senate, carry responsibility for programmes of study and examinations for degrees in their respective faculties.

(i) "Examination" means a formal test by written, oral or practical means held at an appointed time and place. (Notwithstanding this definition, conventional phrases such as "examination regulations;" "examination results", "special examination'', etc., shall be understood within the context.)

(j) "Continuous Assessment" means any item of work required from students for assessment during a course or programme other than formal examination.

(k) "Examiner" means a person participating in the process of assessment of candidates by coursework and formal examination.

(l) "Degree" means the qualification awarded following successful completion of a programme of study normally covering six or more semesters and carrying the title B.Sc., i.e. Bachelor of Science, etc.

(m) "Incomplete Grading "(I)" means the assessment of a course the formal examination of which is not written under the permission of Senate as specified.

(n) "Special Exams/Re-sit Examination" means a student who is unable to sit for an examination(s) on a valid reason or for good cause; the University Senate may at its discretion grant special exams/re-sit examination to the candidate as the case may be.

(o) "Probation" means a warning status accorded a student whose CGPA is less than 1.00. The probation period is usually one academic session (two semesters) during which the student is expected to improve and raise his/her CGPA to at least 1.00, otherwise he/she shall be advised to change a programme of study in the University.

(p) "Misconduct" in these Regulations refers to a specific act of wrong-doing or improper behaviour which must be investigated and proven.

(q) "Rustication" for a non-final year student means staying away from academic work for the period approved by Senate. For a Final year student, "Rustication" means cancelling the work of the semester(s) in which the Misconduct occurred, and registering afresh in a new

semester/session. As rustication is a **penalty**, the period of rustication counts in determining the student's maximum period of stay at the University.

(r) "Withdrawal", which is usually on academic grounds, means terminating the student's programme of study. Withdrawn students are free to reapply for fresh admission into the University (or any other university) using the usual JAMB channel. If readmitted, such student cannot use any credits earned in the previous programmes from which he/she was withdrawn.

(s) "Expulsion", which is usually the result of misconduct, also means terminating the student's programme of study. An expelled student is **permanently** disqualified from admission into any programme in the University. If he applies and is admitted due to oversight, Senate would expel him again as soon as the case is discovered. Senate shall withdraw any qualification conferred on any previously expelled student.

(t) i. "Suspension of Studies" means a period approved by Senate (based on an application by the student with appropriate supporting documents where applicable) for the student to be away from the University. The period of suspension of studies does not count in determining the maximum period of stay at the University by the concerned student.

ii. Application for suspension of studies on financial grounds shall only be entertained within the period allowed for registration by the University.

iii. Application for suspension of studies on other grounds acceptable to the University Senate is allowed not later than one month to examination.

iv. There would be no suspension of studies for newly admitted students in the first semester (unless the request is on medical ground).

(u) "Required/Core Course": A course is said to be a required/core course in a programme if a student cannot graduate from the programme without taking and passing the course.

(v) "Elective/Optional/Non-core Course": A course is said to fall under this category within a programme if a student can graduate from the programme without necessarily passing the course. It should, however, be noted that in addition to passing all core courses, a student may be required to pass a number of elective courses in order to satisfy the minimum credit requirements of a

programme.

(w) "Prerequisite" refers to a course that must be passed before another specified course is taken. Thus, Course A is said to be a prerequisite to Course B if a student cannot register for Course B until he has taken and passed Course A.

(x) "Co-requisite" refers to a course that must be taken before or concurrently with another specified course. Thus, Course A is said to be a co-requisite to Course B if Course B can only be taken together with, or after, Course A has been taken.

(y) i. "Spill-over Year" refers to a year outside the normal period for a programme, but still within the permissible maximum duration. First degree programmes have two spill-over years.

ii. "Final Spill-over" refers to the last permissible year outside the normal period required. For example "Spill-over Year Two" is the Final opportunity for most undergraduate programmes.

(z) "Concessional Pass, CP" is an opportunity given by Senate to Final spill-over students to graduate, provided they have satisfied all graduation requirements except in only one course and they failed the said course with a minimum score of 35%in the Final spill-over.

(aa) "Kano Metropolis" Includes the city centre (Kano municipal) and other seven local governments that converged and surrounds it. The other seven local governments are Dala, Fagge, Gwale, Kumbotso, Nassarawa, Tarauni and Ungogo.

(ab) "He or His" refers to male or female gender unless the context indicates otherwise.

1.3 SCHEDULE OF DEGREE PROGRAMMES

The following are the approved degree programmes for the academic faculties in the University. The nomenclature, normal and maximum durations (for candidates entering at 100 Level) of each programme are also indicated. The duration is reduced by two semesters for candidates entering at 200 Level. The list is subject to change as Senate approves the introduction of new programmes and/or the phasing out of existing ones. The nomenclature and placement of each programme are also subject to changes, as Senate may deem appropriate from time to time.

Table 1.1 Faculty of Law

Nomenclature	**Duration (Semester)**	
	Normal	**Maximum**
Bachelor of Law (Civil)	10	14
Bachelor of Law (Islamic)	10	14

Table 1.2 Faculty of Science and Computing

Nomenclature	**Duration (Semester)**	
	Normal	**Maximum**
Bachelor of Science (Biochemistry)	8	12
Bachelor of Science (Computer Science)	8	12
Bachelor of Science (Software Engineering)	8	12

Table 1.3 Faculty of Social and Management Sciences

Nomenclature	**Duration (Semester)**	
	Normal	**Maximum**
Bachelor of Science (Accounting)	8	12
Bachelor of Science (Business Administration)	8	12
Bachelor of Science (Criminology and Security Studies)	8	12
Bachelor of Science (Economics)	8	12
Bachelor of Science (Entrepreneurship)	8	12

Bachelor of Science (International Relations)	8	12
Bachelor of Science (Political Science)	8	12
Bachelor of Science (Public Administration)	8	12
Bachelor of Science (Sociology)	8	12

PART 2: BACKGROUND, PHILOSOPHY AND CORE VALUES OF BABA-AHMED UNIVERSITY KANO (BAUK)

2.1 INTRODUCTION

The Baba-Ahmed University Kano (BAUK) was established on the philosophy anchored on the zeal to attain and promote excellence, professionalism and service as crucial factors for the economic and technological transformation of Nigeria. The University also aspires to train the required human capital to achieve the transformations. Hence these are marked as the core values of the University and are integrated into all activities of the University, as well as imbued in its staff and students. Following these, the University promotes the principles of justice and fairness, thus creating an atmosphere for peace, scholarship, and excellence aimed at advancing knowledge through quality teaching, research and service. As a student of the University this handbook serves as a guide for you and it provides useful information such as campus services, academic policies, the examination honour code, the judicial process and the rights and responsibilities of each student of the University. It is an important document that you should always endeavour to refer to it often, keep it handy and let it guide you through your academic life in the University.

At BAUK we aspire to improve access to university education in the country. Many Nigerians feel compelled to send their sons and daughters to be educated outside the shores of our country and culture and at substantial cost. The University primarily provides an atmosphere for peace, scholarship, and excellence aimed at advancing knowledge through quality teaching, research and service. These are achievable through:

- executing pedagogical methods that stress innovation and practical skills over routine theoretical learning;
- engendering an enabling environment infused with modern facilities and engaging quality staff to enhance teaching, learning, research, and service, as well as support collaborations and partnerships with the private sector; and
- producing intellectuals, researchers, academics, and leaders through effective teaching, research and community service.

2.2 IDENTITY OF THE UNIVERSITY

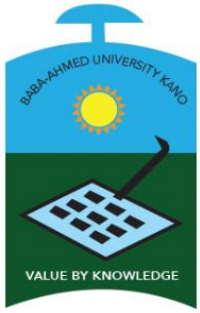
The University identifying features include its name, logo, motto and colours. These give the University the unique identity among other similar institutions in Nigeria and across the World. They also form part of the University's tradition and provide its community with basic means of identification and communication. All features selected are in consonance with its philosophy.

2.2.1 Name of the University:

The University is named after Baba-Ahmed, a Zaria-based Islamic scholar who did not only enrol his wards in Western schools, but encouraged and supported them. He developed his family to be known for Islamic scholarship, courtesy of his acknowledged firm grip of Islamic jurisprudence, which earned him a place in the Zazzau Emirate Council as a Councillor for two emirs in Shari'a and Islamic Jurisprudence. Eventually, he built a dynasty in Zaria, which later became a hub of Islamic scholarship.

2.2.2 The Logo

The Logo of the University consists of the following features:
Traditional Islamic Slate – divided into two parts with the name and location of the University and a Bright Sun on the upper part; and a tablet under which is the motto of the University that reads "Value by Knowledge". The slate is an early traditional symbol of knowledge and learning and it signifies the notion of excellent and innovative culture which the University aspires to cultivate. The tablet symbolizes a modern tool for learning and communication, and it represents science, technology and innovation. These are the key objectives of the University. The Bright Sun represents the brightness and light as well as the ingenuity of science and technology defined by innovation and creativity as characteristics that the University hopes to imbue in its staff and students. It also symbolizes greatness and success as the goals that the University hopes to inspire in all.



2.2.3 Motto

The Motto of the University is "Value by Knowledge". The motto expounds the University's appreciation of the role knowledge plays in enhancing human capacity and capability to innovate and create goods and services for the benefit of mankind. It is a commitment on the part of the University to be a major player in the knowledge-economy of Nigeria, as well as to be a major contributor to its industrial and technological growth and development through the training of the much-needed human capital.

2.2.4 University Colours:

The colours of the University are black, blue, green and gold. The relevance of each of the colours is as follows:

Black – symbolizes business, science and technology and implies the University's readiness to relate its academic and research programmes to the aspirational and developmental goals of society.

Blue – symbolizes peace and tranquillity of the atmosphere, as they exist in the University and the contribution it makes towards producing graduates of high social and technological excellence who shall be pillars of national and global development.

Green – symbolizes progress and development as ethos that the University hopes to uphold in its host community, Nigeria and worldwide.

Gold – symbolizes royalty and greatness. It further denotes the aspiration of the University to train diligent, innovative and entrepreneurial graduates.

PART 3: ADMISSION REQUIREMENTS AND THE LEARNING GOALS

This Part presents the basic information about the admission requirements as well as the learning goals and objectives of the University as follows:

3.1 THE ADMISSION REQUIREMENTS

Candidates for admission into Baba-Ahmed University, Kano must satisfy the general admission requirements of universities in Nigeria. This means that the applicant must have met the requirement for entry into the Faculty, Department and programme into which the admission is sought.

3.1.1 100-Level (UTME) Admissions

The following are the general entry requirements and procedure for admission into the undergraduate programmes through the Unified Tertiary Matriculation Examination (UTME):

a. An applicant must write the UTME (conducted nationally by the Joint Admissions and Matriculation Board, JAMB) and obtain an acceptable score for the programme applied for, as may be set by the Senate from time to time.
b. The acceptable minimum age limit at the time of admission shall be sixteen (16) years in line with the JAMB age requirement. However, JAMB may admit students younger than 16 years only through highly exceptional provisions.
c. In addition to obtaining acceptable scores in UTME, a candidate must also hold at least one of the following qualifications, with credit passes in English Language and in at least four other subjects relevant to the programme applied for, obtained in not more than two sittings:
    - Senior School Certificate (SSC) from the West African Examinations Council (WAEC) or the National Examinations Council (NECO)
    - General Certificate of Education Ordinary Level (GCE O/Level)
    - Grade II Teachers Certificate.
    - Senior Islamic School Certificate (SISC).
    - Higher Islamic School Certificate (HISC)
    - National Technical Certificate (NTC) from the National Business and Technical Examinations Board (NABTEB).
    - National Board for Arabic and Islamic Studies (NBAIS) Certificate.
    - Any other qualification deemed equivalent to any of the above by the Senate.
d. A Credit score in Mathematics is required for all programmes in the Faculty of Science and Computing.

3.1.2 200-Level (Direct Entry) Admissions

The following are the general entry requirements for admission into undergraduate programmes through the Direct Entry (DE):

a. An applicant must apply through the Joint Admissions and Matriculation Board (JAMB)
b. Candidates for admission into some programmes may also be required to sit for and pass a screening examination.
c. A candidate must hold at least one of the qualifications listed in 3.1.1 (c), with a minimum of three credit passes obtained in not more than two sittings, including credits in English Language and at least two other subjects relevant to the programme applied for.
d. In addition, a candidate must also hold at least one of the following qualifications obtained from an institution recognized to run them:
    i. A National Diploma in the relevant subject area with a minimum classification of Upper Credit/Credit from Polytechnics, Monotechnics (programmes must be accredited by National Board for Technical Education, NBTE); Colleges of Education, and Colleges for Legal Studies.
    ii. General Certificate of Education Advanced Level (GCE A/Level) with credit passes in at least two subjects.
    iii. The National Certificate of Education (NCE).
    iv. The Interim Joint Matriculation Board (IJMB) Certificate.
    v. Any other qualification deemed equivalent to these by Senate.

(e) A credit in Mathematics is required for all programmes in the Faculty of Science and Computing.

3.2 INTER-UNIVERSITY TRANSFER

BAUK will consider and enroll transfer students from accredited universities across the world if they meet all necessary conditions. Transfer students shall be enrolled in the University for a minimum of four semesters in order to earn a degree from the University.

A prospective transfer student shall meet the required admission requirements as stipulated or approved by the authorities in Nigeria including the Joint Admissions and Matriculations Board (JAMB). The following guidelines shall be adopted in processing applications for inter-university transfers:

a. Application forms for transfer into the University shall be obtained from the Registry on the payment of prescribed fees.
b. Candidates seeking transfer shall possess the minimum entry requirements into Baba-Ahmed University above prior to their admission into the University from where they are seeking the transfer.

c. Applicants seeking the transfer must be currently enrolled in the university from where they are seeking the transfer.
d. The applicants must be in good academic standing in their current university.
e. The programme for which the applicant seeks to transfer into must be similar or related to the one he is seeking to pursue at this university.
f. There must be valid reasons for the transfer (with appropriate supporting documents), which clearly make a case for studying at Baba-Ahmed University, rather than continuing in the current university.
g. There shall be no transfer to the first, or final, year of study of any programme.
h. If the transfer is approved, the credits earned in the previous university shall be transferred to the programme at Baba-Ahmed University, Kano. Similarly, the number of years spent in the previous university counts in determining the student's period of stay at Baba-Ahmed University.

3.2.1 GUIDELINES FOR INTER FACULTY/DEPARTMENTAL TRANSFER

Inter-faculty or inter-departmental transfers at Baba-Ahmed University Kano shall be governed by both institutional regulations and JAMB guidelines. *These transfers are permitted after completion of the 100-level academic session usually from 200-level.*

Initial steps for Inter Faculty/Departmental students *transfer begin with adhering to institutional guidelines of v*isiting the Students' Affairs Unit to obtain specific guidelines and e*nsuring eligibility by* confirming that the student possesses the required CGPA and meets the O'Level requirements of the prospective programme. *Getting the necessary approval from both the current HOD/Dean and the new HOD/Dean. After internal approval, the student shall go to a JAMB CBT center to complete the Change of Course form,* ensuring that his admission letter is updated. Any irregularity discovered in the transfer process may lead to the withdrawal of the student from the University.

Other general rules on Inter-Faculty/ Departmental Transfer involves adherence to Transfer Deadline. Students must apply within the stipulated university transfer window, usually in the first 2–3 weeks of the new semester. This transfer facility is applicable to students motivated solely by interest and has an acceptable Cumulative Grade Point Average (CGPA and also to those being re-absorbed into different disciplines on account of underperformance. Once the management approves the transfer, the student must visit a JAMB Accredited Centre to officially apply for a "Change of Course" on the JAMB e-Facility platform. It is critical requirement that JAMB must recognize the new course.

3.3 GUIDELINES FOR STUDENTS WITH SPECIAL NEEDS

This policy is prompted by the universal need for universities to develop sustainable strategies to cater for the holistic development of all students both the physically fit, those with impairments, and those with varied learning needs. This is a statement demonstrating the commitment of Baba-Ahmed University Kano to accommodate students with special needs. For clarity, students with special needs are individual students diagnosed with disabilities including intellectual, physical, sensory,

emotional or behavioural conditions that hinder their ability to learn or function at the same level as their peers, but the students have proven to be educationally capable of achieving their potentials despite obstacles through competent medical assessments.

Students with special needs also range from people suffering from learning disabilities (dyslexia, dyscalculia, dysgraphia and language processing disorders); behavioral or emotional disorders (Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorder (ASD) and Anti-social behavior); physical and sensory impairments (Vision and Hearing Impairments Cerebral palsy of epilepsy); and cognitive delays (Intellectual disability requiring individualized curriculum). They can also include cystic fibrosis, cleft lips and missing limbs.

Teaching aids for mentally challenged students focus on multi-sensory, hands-on and visual tools to enhance cognitive and functional skills. They include computers, video projectors and smart boards that play audio and video simultaneously to aid students with autism-related learning needs. Other assistive technologies that promote engagements involve Apps and software such as speech-to-text tools, communication apps and interactive learning games.

Effective teaching aids for physically challenged students include both high-tech tools (voice-activated computers, screen readers) and low-tech solutions (pencil grips, slant boards, specialized furniture) designed to increase mobility, communication and functional capabilities. Other specialized tools include Braille tools and digital recordings to allow for individualized pacing and repetition.

For practical expediency, BAUK is dedicated to removing barriers to ensure fair level playing field for all students. The Student Affairs Unit shall initiate communications with relevant faculty or department for adjustments for students with special needs in terms of environmental and emotional support. The classroom environment shall be more supportive and non-judgmental. Lecturers shall strive to build students' confidence by praising effort and creativity, focusing on strength rather than weaknesses as well as making reasonable course adaptations and assignment extensions. Other alternative assessment approaches shall buttress oral presentations or multimedia projects instead of written reports. Grading shall be based on ideas and knowledge rather than spelling and grammar errors. Examination settings shall include smaller or separate rooms with individual invigilators to minimize distractions, 25% extra time, modified examination formats, Rest Breaks shall also be permitted for fatigue or medical conditions.

3.4 THE LEARNING GOALS

Students at BAUK are equipped to be global citizens and are ready to accept challenges. They are trained to understand and analyze problems from multiple perspectives. They have the awareness of a broad range of concepts and ideas that have personal, local, and global significance. Students are specially trained to imbibe the following goals and aspirations:

1. Communication skills: They are to develop excellent and informed communication skills in a variety of ways;
2. Leadership & Teamwork spirit: A BAUKite is always adept at leading and functioning in teams;

3. They always demonstrate confidence and humility;
4. Have good interpersonal skills and engage fully with members of the team;
5. Are organized and able to plan and follow through on complex projects;
6. Take responsibility as team members who contribute fully to the performance and outcomes of the team;
7. BAUKite is always innovative and proactive who confidently takes intellectual risks, and demonstrates an entrepreneurial spirit;
8. He is curious, skillful, inquisitive, confident, with great breadth of knowledge, and has the desire to attain a high level of mastery in his chosen field;
9. He probes deeply and continuously in his chosen field;
10. He keeps an open mind, and demonstrates awareness of local, global and multi-cultural issues;
11. He has technological competence and is effective and flexible user of technology;
12. A BAUKite is respectful of people, time, and resources who executes responsibilities with excellence and takes ownership of his own development and decisions

Students at BAUK are encouraged to become familiar with these goals and aspire to acquire these traits during their period of stay in the University. The University will adopt several mechanisms to evaluate its success in imparting these traits to our students.

PART 4: GOVERNANCE OF BABA-AHMED UNIVERSITY KANO

4.1 INTRODUCTION

The governance of Baba-Ahmed University (BAUK) is structured to consist of a Board of Trustees (with the Chancellor as its Chairman, the Founder & Pro Chancellor and other members); the Vice-Chancellor (as Chairman of Senate) with a team of Deans, Heads of Department, as well as administrative staff supervised by the Registrar; the Bursar who supervises financial administration; and the University Librarian who manages the library resources.

4.2 GOVERNANCE STRUCTURE

At the moment the following members form the structure of governance of the University.

4.2.1 The Chancellor & Board of Trustees

The Chancellor at BAUK is the titular head of the University. His function is largely ceremonial and ambassadorial. The Board of Trustees appoints him/her. At the moment, the Chancellor serves as chairperson of the governing body and the Board of Trustees. As well as having the ceremonial duties, the Chancellor participates in the governance of the University (but not its active management). The Board has six other members of prominent Nigerians selected from different walks of life.

Amongst the members is the Founder and Pro-Chancellor, Distinguished Senator Dr. Yusuf Datti Baba-Ahmed. He plays a major role in the oversight of University business. As the Founder, he was driven by the success he had achieved with the Baze University, Abuja, which is one of the leading private Universities in Nigeria today. This spurred him to establish BAUK. Here, he aspires to provide opportunities for improved access to University education for the ever-increasing number of qualified candidates seeking placement in Nigerian Universities.

Table 4.1: Board of Trustees of BAUK

H.H. Alhaji Nasir Ado Bayero, *OFR*	Chancellor & Chairman, Board of Trustees
Sen. Dr. Yusuf Datti Baba-Ahmed	Founder & Pro-Chancellor
H.E., Dist. Sen. Ibrahim Shekarau, *CON,* PEN, Sardaunan Kano	Member
Chief Newton Chukwukadibia Jibunoh	Member
Hajia Afiya Bashir Dalhatu	Member
Rev., Fr. Dr. Barnabas Ishaku Sama'ila Shabayan	Member
Alhaji Yusuf Maitama Bello	Member

4.2.2 The Vice-Chancellor and Principal Officers:

i. Vice-Chancellor

The Vice-Chancellor is the Chief Executive Officer of the University. His/her work involves providing overall leadership, direction and control in all academic and administrative areas; overall planning, organizing, and controlling of the academic programme areas. The Vice Chancellor leads in the development and planning the

institutional and academic programmes, budgeting and resource allocation; supervises staff development programmes; monitors personnel actions and transactions; and participates in academic personnel policy development and negotiation. He/she directs staff in the evaluation and review of academic programmes and curricula development and directs the implementation of Board policies and procedures relating to academic programmes and administrative activities. He/she is accountable to the University Governing Council/Board of Trustees, and is responsible for leading the University to deliver its strategic plan and vision.

ii. The Registrar

He/She is the principal administrative officer of the University. He/she is the head of the administrative activities of the University, and oversees the day-to-day general administration of the University and is directly responsible to the Vice-Chancellor. The Registrar at BAUK ensures administrative cooperation and integration of all University academic activities, including course registration, lecture schedules, class attendance management, student welfare, and examination and result processing. He/she serves as the Secretary to the University Senate as well as the Council/Board of Trustees. He/she ensures the provision of efficient administrative support services for the attainment of the academic goals of the University and he/she is the custodian of the University rules and regulations, and also the seal and records of the University. The office of the Registrar coordinates the activities of all administrative offices.

iii. The Bursar

He/she ensures the effective and efficient administration of all financial and material resources of the University. The Bursary institutes and implements effective controls to safeguard the assets of the University, and ensure the timely and accurate generation of financial information to Management and other stakeholders. The Bursary Department operates in line with the overall values and philosophy of the University. It is guided by the principles of integrity, excellence, transparency, team-work and customer/student centeredness.

iv. The University Librarian

He/she heads the University Library. His/her work involves the consultations with scholars in analyzing, identifying, and fulfilling their information needs. He/she leads in creating campus-wide information literacy programmes and delivers classroom instruction to strengthen information literacy skills. It is also his/her responsibility to select, organize, and facilitate access to information in a variety of formats.

Table 4.2: Principal Officers and Management Staff of BAUK

NAME	STATUS
Professor Adamu Idris Tanko*, PhD, FRGS, FANG*	Vice-Chancellor & Chairman of Senate
Dr. Samuel Olu Ademilua, *Esq., PhD, FCAI, MIPM*, M*ANUPA*	Registrar & Secretary to Council, Senate & Congregation.
Alh. Shuaibu Inuwa Mora	Bursar
Mrs. Ruqayyatu Hadi Barwa	Ag. University Librarian
Professor Nurudeen Abu	Director, Academic Planning
Professor Ibrahim Abdullahi	Ag. Dean, Faculty of Science and Computing

Dr. Shehu Kuranga Muhammad	Dean, Faculty of Social and Management Sciences
Dr. Umar Aliyu Mustapha	Head, Department of Accounting
Professor Rakiyya Altine Umar	Head, Department of Business Administration & Entrepreneurship
Professor Abula Matthew	Head, Department of Economics
Dr. Nasiru Sai'du Suleiman	Coordinator, Entrepreneurship Programme
Dr. Bello Basiru Gwarzo	Head, Department International Relations
Dr. Dalhatu Sani Yola	Head, Department of Political Science
Dr. Dikko Aminu Yusuf	Head, Department of Public Administration
Dr. Bello Bashir	Head, Department of Sociology & Security Studies
Dr. Muhammad Abubakar Ado	Head, Department of Biochemistry
Dr. Ado Nahuru Sabongari	Ag. Head, Department of Computer Science
Mr. Isah Tajiri Sagagi	Ag. Head, Department of Software Engineering
Prof. Nuhu Musa Idris	Ag. Dean, Faculty of Law
Dr. Kabiru Adamu	Ag. Head, Department of Public Law
Dr. Sa'id Bello	Ag. Head, Department of Islamic Law

4.2.3 Other University Management Establishments

a. Deans of Faculty

Deanery offices in faculties have the responsibility for the University's academic affairs. They collaborate with the office of the Vice Chancellor to set, create and implement the academic priorities for the University. Faculty Deanery is responsible for the allocation of resources to Departments to provide the highest possible quality of educational programmes. The Deanery is also charged with the development and implementation of assessment of the advancement of BAUK's academic mission and policies. It also ensures the effective appointment, retention, promotion, and development of staff in the faculties; and supports staff contributions to the community and University, and to their discipline in areas of teaching, scholarship, innovation, and service.

b. The Faculty Offices

The Faculty Offices encompass key administrative functions of the University. The offices are manned by Faculty Officers (FOs) and are answerable to the Registrar. They perform several tasks of the Human Resources, Finance, IT, Logistics and Facilities, and Academic Registry.

c. Faculty Examination Officers (FEO)

The Officer coordinates the conduct of all examinations in the Faculty. In accomplishing this onerous task, he liaises with the Dean, Faculty Officer, Directorate of Academic Planning as well as other appropriate / cognate departments towards ensuring effective conduct of examinations at all levels of academic programmes and studies in the faculty.

d. Deanery of the Student Affairs

The Deanery of Student Affairs has as its primary responsibility to provide support through programmes and services designed to lend a hand in the overall academic mission of the University. The Dean of Student Affairs is the overall overseer of the activities of the Deanery of Students' Affairs. The activities of the Deanery are geared towards encouraging student advocacy and support. The Deanery focuses its attention on several initiatives that target community-development. It assists individual students succeed academically and grow personally. The Deanery seeks to guide, support, and challenge students in order that they may attain their full academic and personal potential. The Deanery also works closely with the Student Council (SC) in order to articulate the needs of students and foster good relations amongst the students, and also with the University Authorities. The Deanery performs admission tasks, organizes orientation, Town-and-Gown meetings and also coordinates Student Life & Engagement (SLE); Coaching, Counseling & Academic Advising, Career Services, Sports, Health Services, Residential Life and Food Services.

e. Academic Planning Unit (APU)

The Unit is charged with the responsibility of obtaining up-to-date, relevant and accurate data for processing and or for generating relevant information to guide the University management for accurate and timely decision making on university matters. In other words, it handles the collection and management of data and information to guide the academic development of the University. The Unit serves as a quality control unit of the University. It also ensures compliance with the University Senate's academic regulations as well as the National Universities Commission's (NUC's) Academic Standards. At BAUK, the Unit is headed by a Director.

f. Academic Departments

This is a division of the University Faculty devoted to a particular academic discipline. Each student belongs to a Department. An Academic staff heads each academic Department and he gives academic leadership. Where a Department runs more than an academic programme, a Programme Coordinator assists the Head of Department.

g. Level Coordinators

These are officers of the University appointed at all Levels of studies in order to guide students and to coordinate their academic activities. The role of the Level Coordinator is basically to ensure that all students are properly guided on his/her responsibilities. These are especially those related to course registrations. Coordinators are to ensure that all students under their guide must be made to fulfill all necessary requirements in each Level, and up to graduation. Students are especially to seek guidance and clearance on adherence to syllabi, course objectives, delivery of course content, maintenance of rosters and records, and timely submission of grades. A Level Coordinator is a mentor to his/her students and students may consult them on issues even when they are personal to him/her.

h. Office of Admissions and Marketing

The Office of Admissions and Marketing leads the outreach and dissemination of information about Baba-Ahmed University to various stakeholders including students in secondary schools, teachers, parents, identifiable bodies and organizations, across

Nigeria and beyond. We are committed to excellence and are excited by students who aim to contribute to making BAUK their University of choice. Though we consider students on academic merit, our admissions process also focuses on other factors such as character, resilience and passion.

Each year, we admit students through Unified Tertiary Matriculation Examinations (UTME), and via Direct Entry (DE) for which teachers and parents are welcome to the BAUK Campus Tours where visitors experience the following:

- A guided tour of our campus and facilities
- Presentations on our admission criteria and processes
- Presentations on the available Scholarships and Financial Aid packages
- Interaction between visiting students, students of BAUK, Staff and others
- A questions-and-answers (Q & A) session to address concerns.

i. Human Resources Unit

Human Resources (HR) Unit is the operational division of the University that manages the entire employee lifecycle. It is responsible for talent acquisition, onboarding, compensation and benefits, performance management, and ensuring the University complies with labour laws. It is the responsibility of the Unit to:

- Source and recruit staff: by conducting interviews, extending offers, and integrating new staff into the University culture.
- Work out compensation and benefits: Work closely with Bursary Department to manage payroll, health insurance, retirement plans, and paid time off.
- Employee Relations: Resolving workplace conflicts, addressing employee grievances, and fostering a positive work environment.
- Training & Development: Designing programmes for employee upskilling, professional development, and career growth.
- Compliance & Safety: Enforcing workplace policies, maintaining confidential records, and managing health and safety regulations in the University.

PART 5: STATEMENT OF STUDENT RIGHTS, RESPONSIBILITIES, CODE OF CONDUCT AND ACADEMIC SUPPORT

5.1 INTRODUCTION

Students in universities across the world, knowing that these are global institutions demand for some rights and privileges. Generally, the demands reflect Right to Freedom from Harassment, Right to Access Records and Facilities, Right to Freedom of Association, Expression, Advocacy, and Publication and also Right to Contribute to University Governance. Although Baba-Ahmed University places great value on freedom of expression and other rights, it also recognizes the responsibility to protect the structures and values of an academic community. It is important, therefore, that students assume responsibility for helping to sustain an educational and social community where the rights of all are respected. These form the basis for this section of the Handbook.

5.2 STUDENTS' RIGHTS, RESPONSIBILITIES AND CODE OF CONDUCT

The expectations of the University on students include conforming their behaviour to standard of conduct that are to protect the health, safety, dignity, and rights of all. The University community also has a responsibility to protect the possessions, property, and integrity of the institution as well as of individuals (staff and students). The aim of this statement is to balance all these rights, responsibilities, and community values as fairly and efficiently as possible.

The policies and regulations contained herein apply to conducts in all property owned or operated by the University, including academic and housing facilities, or off-campus conduct that seriously affects the student's suitability as a member of the BAUK community or adversely impacts the University's reputation.

In order to ensure campus security, BAUK students are required to carry their identification (I.D.) cards with them at all times when on campus. Students will be required to produce their I.D. cards to gain entry in to examination hall and to use services at all sections of the University. Students may be asked to produce their ID cards by the security guard at any of the buildings. BAUK policies and jurisdiction normally apply only to the conduct of matriculated students occurring on BAUK property or at University-sanctioned events that take place on or off campus. University policies and jurisdiction may apply regardless of location of events or activities. Students should also realize that they have the responsibility to ensure that their guests do not violate University policies, rules, and regulations while visiting, and that students may be subject to disciplinary action for misbehavior of their guests.

The BAUK Student Handbook is a compilation of official University student policies; it summarizes and explains the rights, responsibilities, and rules governing students' conduct at BAUK. Students are responsible for familiarizing themselves with the information it contains and for abiding by the rules and regulations described. *Rules and policies may be changed during the school year as the need arises.* This handbook serves as a general framework and is not intended to provide an exhaustive list of all possible guidelines. Please do not hesitate to contact any member of the Dean of Students' Affairs if you need advice or help interpreting University policies

or if you are unable to find answers to your questions in this Handbook.

5.3 ACADEMIC SUPPORT SERVICES

In order to ensure student success, BAUK provides assistance and strategies for students to develop and promote academic motivation and understanding of content. The University also encourages students to utilize a variety of learning methods that strengthen their individual academic abilities and preferences. The students are also assisted with implementing effective academic skills independently. These are provided through such facilities and aids as follows:

5.3.1 University Library

The library at BAUK exists in both physical and virtual forms. There are approximately 10,000 books on subjects relevant to the University's majors in both Faculties of the University (at the moment) these include textbooks and academic journals. Members of BAUK Community additionally have access to over twenty online databases, which include more than 60,000 journals and magazines in the social sciences, sciences and computer sciences. Lists of the available databases are issued at least once every semester. The library is responsible for procuring textbooks in all subject areas.

5.3.2 Career Development Centre (CDC)

The Career Development Centre (CDC) contributes to the University's goal of training highly skilled graduates who are ready for the labour-force and are globally competitive. The Centre works closely with students to help them identify and successfully pursue rewarding careers. That is, helping them match their interests, values and skills with a meaningful career whilst equipping them with all necessary tools and resources that may help them transit successfully from the University into the working world, create great impact and attain career success.
The work of the Career Development Centre (CDC) revolves around the following:

a. **Students' Career Development**
   - Career and Self-Assessments
   - Career Counselling and Coaching
   - Career Sessions and Workshops

b. **Enhancing Students' Experience**
   - BAUK Mentoring Programme
   - Seniors Exit Strategy
   - Job Shadowing Programme
   - Internships and Job Opportunities
   - Practical and Technical Training Platforms
   - BAUK Career Fair
   - Work Study Opportunities
   - Employer Engagement
   - Career Peer Advisor Programme

c. **Developing Alumni**
   - Alumni Events and Career Support
   - Young Professionals Network
   - Mentoring

5.3.3 Community Engagement Programmes (CEP)

Community Engagement is one of the ways through which BAUK attempts to impact society. Through this, students get exposed to the duty, challenges and thrill of making the Career Forums and Seminars for students that focus strongly on areas such as Self Discovery, CV and Cover Letter Writing, Business Etiquette, Interviewing Skills, Preparing for Internships, Career Path Development, Personal Branding, Job Search and Survival Skills, Networking Skills, and Aptitude testing.

5.3.4 Student Life and Engagement (SLE)

Student Life and Engagement Unit (SLE) is committed to providing a memorable all-round University experience at BAUK. The unit provides diverse opportunities for students by encouraging students' participation actively on campus to enhance their personal development, which contributes to student success. In collaboration with other departments, SLE also rolls out activities throughout the academic year. Such activities are designed to raise awareness for the BAUK Community to enhance their overall wellness. SLE's activities includes but not limited to making a difference in the lives of others. Students are expected to be involved in projects on education, water and sanitation, health, and adult literacy etc.

5.3.5 Life in Hall of Residence

BAUK provides Hall of Residence options as part of the University's efforts to enhance the educational experience of its students. This increases opportunities for teamwork, enabling closer friendships and serving as a microcosm of a well-ordered community. The Halls of Residence serve as important avenues for each student's personal growth. These provide a positive living experience for students at BAUK.

5.3.6 Food Services

At BAUK there is a restaurant and other eateries that provide a variety of local and continental dishes, snacks and non-alcoholic beverages. They serve the community from 7.30am to 10.00pm. These further offer snacks and drinks for students who wish to grab something quickly between classes. Students may opt to sign onto a meal plan that are provided by these different cafeterias.

5.3.7 BAUK Health Centre

The BAUK Health Centre is an on-campus facility that caters for the University community health needs. The mission is to ensure high quality health care service for the entire University community through health maintenance and management, prevention of disease and community empowerment through health education and counselling. The University subscribes to the Tertiary Education Health Insurance Scheme (TISHIP) and all students are expected to register. The main services of the BAUK Health Centre include:

a. General Medical & Surgical Services
b. Sexual and Reproductive Health Service including Counselling
c. Public Health Education
d. Regular Medical Screening

5.3.8 Office of Diversity and International Programmes (ODIP):

The Office of Diversity and International Programmes (ODIP) coordinates and promotes all external collaborations and partnerships of the University as well as driving initiatives and programmes aimed at advancing cross-cultural learning, awareness and acceptance of diversity and inclusion as a core tenant of the

University.

The Office of Diversity and International Programmes focuses on:

- Nurturing a campus climate ethos that is understanding, empathetic and supportive of the unique experiences of BAUK Community
- Fostering the development and growth of international and intercultural competences of students through various international engagements
- Supporting the unique needs of international students to meet statutory requirements and smooth transition to local culture at BAUK and Nigeria in general

5.3.9 Financial Aid

The students we educate come from a wide variety of backgrounds, with different perspectives and lessons to share. That is why together with generous partners, the University has taken on a heavy commitment of seeking sources of funding through indigent scholarship schemes and fellowship to students who need it, to ensure that university education at BAUK is affordable to all who qualify. The decision to make an offer of admission is done independently of the scholarship decisions, and students may sometimes be informed that they have been admitted but do not qualify for scholarship support. When admitted, a student who is deemed to have presented false information during the application process shall have the offer withdrawn.

Where funding support is available, students are assessed based on the proven financial need. Those who need funding are placed into one of the following four categories:

a. Extreme Need
b. High Need
c. Medium Need
d. Low Need.

For each category of need, there is a set amount of funding the University may award, or a set amount of named scholarships assigned.

Financial aid packages may be subjected to periodic review and any adjustments will be communicated to recipients. The sustainability of BAUK Financial Programme is dependent on the financial condition of the funds made available to University by agencies, government organizations or other benefactors.

5.3.10 Emergency Financial Aid

We reckon that some students encounter major and or drastic changes within their families (such as the death of the major bread winner) that may affect the ability to pay their fees. The University may raise funds for one-off financial support to such students as they re-adjust. In rare cases, extended financial aid may be awarded to students under the Emergency Financial Aid category.

To access this facility, a student is required to obtain and complete the Emergency Aid Request Application Form and submit same to the appropriate unit of the

University. The Financial Aid Committee meets at the beginning of each Semester to review all requests and to make a determination based on evidence(s) provided and verified. Subject to availability of funds, allocations may be made, and students informed via letters. Students offered emergency aid shall be required to sign copies of the award letters to indicate acceptance with the terms and conditions provided. Upon return of the signed copies, the Office of the Bursar shall be informed, and disbursement effected.

However, the approval of the financial aid does not absolve a student from paying fees, only an official communication of an award from the Financial Aid Office shall be considered by the Bursary Department.

PART 6: ACADEMIC GUIDELINES

6.1 Academic Integrity

The Baba-Ahmed University values academic integrity and intellectual exploration. The University expects all its members to abide by the highest standards of scholarly conduct. We are convinced that the reputation of our University depends on the ability of both staff and students to uphold the principle of academic honesty. BAUK asserts that attending a university is a privilege earned by the most intelligent, motivated and committed students. With this privilege comes the responsibility of each member of the University community to demonstrate the highest ethical behavior and personal integrity.

6.1.1 Graduation Requirements

To be eligible for graduation, students are required to understand the following:
All courses are taught within time (i.e. in hours), which are expressed as credits. Credits are spent in lectures/laboratories and in the fields (depending on the demands and specifications of the course(s). Some programmes in the University demand that students take up internship/SIWES and Moot Court opportunities at some predetermined period of their programmes. This gives them the opportunity to develop some level of familiarity while practicing the profession.

Table 6.1: Degree Classification

Class of Degree	**Cumulative Grade Points Average (CGPA)**
First Class Honours	4.50 - 5.00
Second Class Honours (Upper Division)	3.50 – 4.49
Second Class Honours (Lower Division)	2.40 – 3.49
Third Class Honours	1.50 – 2.49
Pass	1.00 – 1.49
Fail	Below 1.00

6.1.2 Semester

Most undergraduate programmes in Nigeria Universities are based on an 8-semester system. The System is originally an American System that divides the academic year into two sessions: Fall and Spring Semesters. Each semester is approximately 15 weeks long, with a winter break between the semesters. The average full-time student takes 14-18 credits per semester. The Semester System started in Nigeria in 1987, from which time it replaced the Term System.

An advantage of the Semester over the Term System is that the Semester allows greater freedom and scope for designing and delivering a variety of courses that the students may pick to enhance the quality of learning. Through this system, students attend lectures regularly without failing as there is a regulation of compulsory 70% attendance. Teaching is based on Course Unit Credit (courses are assigned weights called credit-units).

Credit units consist of specified number of students-teacher contact hours per week in

every semester. Credit units are used in two complimentary ways: as measure of course weighting and as indicator of student's workload. Credit system measures attendance and involvement with the courses taken. It does not measure performance; that job is reserved for grades. However, a student needs a required number of credits to graduate, regardless of how good or bad their grades are.

However, the Baba-Ahmed University has adopted a five-point grading scale as follows:

A = 5 Points;	**B = 4 Points;**	**C = 3 Points;**
D = 2 Points;	**E = 1 Point;**	**F = 0**

- Credits may influence your GPA
- E.g. a Score of 5 Points in a 3 and in a 2 Credit course (ACC 1301). Let A be the score in the course. A = 5. The GP is Credit weight (3) multiply by Credit weight = 15 Points, whereas in ACC 1201, The GP is 10 points

The BAUK operates on the Semester/Trimester System with each Semester being approximately 15 weeks in length. The course unit system rates performance of students in terms of credit points per load unit. The rating in use is a 5 point Cumulative Grade Point Average (CGPA) and graded as follows:

The BAUK operates on the Semester System with each Semester being approximately 15 weeks in length. There is also a **Summer Semester** that offers students the opportunity to remedy courses they have deficiencies in. The course unit system rates performance of students in terms of credit points per load unit. The rating in use is a 5 point Cumulative Grade Point Average (CGPA) and graded as follows:

Level of Performance	Grade	Points
70 – 100%	A	5
60 – 69%	B	4
50 – 59%	C	3
45 – 49%	D	2
40 – 44%	E	1
Below 40%	F	0

If a programme requires 120 Credits for students to graduate, the credits could be earned in typically 4 years of studentship as in the following:

2-Semester a Year			
Year	**Credits Registered Per Semester**		**Total**
	First	**Second**	
1st Year	15	15	30
2nd Year	15	15	30
3rd Year	15	15	30
4th Year	15	15	30
	Total Credits Earned		**120**

However, if a student undertakes to register under the 2-Semester + Summer Semester arrangement, he/she may graduate in less than four years as follows:

2-Semesters PLUS Summer Semester per Year				
Year	**Credits Registered Per Semester**			**Total**
	First	**Second**	**Summer**	
1st	15	15	15	45
2nd	15	15	15	45
3rd	15	15		30
	Total Credits Earned			**120**

6.2 ACADEMIC ADVISORY AND SUPPORT

6.2.1 Level Coordination

Upon Matriculation, each student is assigned an academic advisor known as a Level Coordinator. Every student is expected to consult his/ her Level Coordinator at all times. Students are required to make appointments with their Level Coordinators and honour their appointments at the scheduled time. Advice on academic matters gives students the opportunity to discuss academic related needs and seek additional help from appropriate sources the advisor suggests. A programme of academic support is available to help all students with difficulties they might encounter in their courses. There are no extra fees required for these supportive services. Students should refer any academic challenge(s) to his/her Level Coordinator.

During consultations, students are expected to take along with them appropriate materials such as academic reports. It is important for every student to be aware of academic programmes being offered by the University, prerequisites for courses and general requirements for graduation.

6.2.1.1 The Role of Level Coordinators

The level coordinators:

- assist students define and develop realistic academic plans through schedule planning for each semester.
- approve some designated educational transactions (e.g., pre- registration, schedule, drop/adds, withdrawals, change of course, waivers, graduation requirements)
- meet with first-year students during orientation to assist with adjustment to university academic life.
- meet with students to discuss academic performance and progression - Special attention shall be paid to students who are placed on academic probation.
- follow-up with students on any report of unsatisfactory work (notice of probation for poor attendance, failing grades, incomplete grades from past semester(s), etc.).

- inform and if necessary, refer students to the Counselling and Coaching Unit/Department when academic, attitudinal, attendance, or other personal problems require intervention by other professionals.

- proactively contact and be available for student advisees on a regular basis.

- liaise and consult regularly with other academic staff to have updated information; and streamline academic advising process.

6.2.2 Learning Lab

The Learning Lab is a resource for students to improve the quality of their academic work. The Learning Lab assists students by offering such services as academic tutoring in writing, mathematics and computer programming, writing and problem-solving competitions, and occasional guest speakers related to learning and academic achievement. The learning lab is not only a resource for students needing extra help; it includes those who are good in writing. For example: if your writing or math skills are good, the learning lab can help make them even better! The learning lab tutors are ready and eager to lend a helping hand to students who are passionate about writing, language, mathematics and computer programming. There are no questions or problems that are too simple or too challenging!

6.2.3 University Calendar and Semester Schedule

The University Calendar is published on the University website. It is important for every student to keep up to date with events in the University. Soft copies of the University Calendar are emailed to students. A list of courses offered each semester can be viewed on the website and is sent to students in advance of each semester. Students are notified via e-mail if there are any change(s) to the courses offered in any given semester.

6.2.4 Registration

Students intending to take classes in a semester shall register by the second day of classes. A student is deemed registered for the semester when fees are paid based on individual payment plans approved by the Bursary Department. Students who do not register for a semester shall not be allowed to register (sign up) for classes. Students who are not registered and have not notified the University that they wish to defer their studies shall be denied access to all university facilities such as email, Student Information Management System, library, hostel, etc.

The registration of any student who has not attended classes in the first two weeks of a regular semester shall be cancelled unless documented where extenuating circumstances are presented and approved.

6.2.5 Add/Drop Period

During the first two weeks of classes of any semester, students may transfer in and out of courses. At the end of this period, the student course registration is set for the semester and may not be changed. A student is expected to attend any course he/she has registered for. Students are responsible for all course materials and assignments during the add/drop period. Failure to drop out from a course within the add/drop period shall result in an “F” or ABS being awarded to the student at the end of the semester if s/he has not attempted the examination.

The academic staff and the academic registry (now under the Deanery of Student Affairs) shall coordinate official registration roles with actual class attendance, and reconcile any discrepancies by the third week of classes of any semester. After that time students who are not registered for the course shall not be allowed to attend class.

6.2.6 Personal Information

It is important that the University maintains details of personal and medical information submitted at the time of admission. Students shall be required to provide legal evidence for name changes, i.e., married name, adoptive parents' name, etc. Students are to ensure that they also supply their current mobile numbers, as well as the names and contacts of their parents, guardians, or next-of-kin.

6.2.7 Group Work

Group work is a valued part of the University curriculum. Through group work, students learn to collaborate effectively, share information, teach each other, and tackle bigger or tougher problems than they would be able to do on their own. It is important that students earn their own individual marks in a course, to ensure that they are not depending on the work of others. Therefore, lecturers award individual grades for group work whenever possible, especially if the group work constitutes a significant percentage of the overall marks in the course. Students should note that peer evaluation of other works in their group also takes place for most classes that require group work.

6.3 GRADING GUIDELINES

Student work is continuously evaluated throughout the semester through examinations, quizzes, research and writing assignments, projects and participation in class discussions. Final exams, final papers, and/or final projects comprise 60% of the final grade for a course. Note that some courses have particular guidelines for the assignment of final grades documented in the course syllabus, such as a particular attendance policy or the requirement that a student have a passing grade on the final assessment or on the examination portion of the course grade in order to pass the course. All grades are provisional until Senate approves them.

6.4 CLASS ATTENDANCE AND DECORUM

Class attendance and examination administration are important elements in students' evaluation and grading. Students are therefore to note the following General Guidelines on Class Attendance and Examination Administration in the University:

6.4.1 Lecture Attendance

a. The Baba-Ahmed University is guided strictly by the conditions of semester/trimester system. Attending and participating in class, practical sessions and discussion sessions are essential to the process of learning in the University. Students benefit from lectures and discussions with their teachers and classmates. By missing classes, students are failing to take advantage of and contribute to the full potential of their academic development. Lecture attendance is compulsory and all students are to have a minimum of 70 percent lecture attendance before they are qualified to sit for the examination of the particular course. An absence may affect the student's grade. If an absence is due to illness, the student shall provide documentation from a recognized health service provider or professional to the University, and if

approved, the absence shall not affect the student's grade.

b. Lecturers are encouraged to start lectures on time and are at liberty to set quizzes, or to take register shortly after entering the classes. They may create a system that gets students to show up on time. Students with valid reasons for being late to class are required to inform lecturers prior to the scheduled class time.

c. Students are expected to arrive to classes on time as lecturers are expected to keep records of class attendance of all lectures. Students who arrive late disrupt the class, miss important announcements, and set bad examples. Therefore, lecturers are to monitor class promptness, and if necessary, penalize students who are persistently late. Various measures may be adopted, such as barring students from entry, taking punctuality into account when awarding a student's final grade, or recording a student as being absent after being late for three different classes. Alternatively, a lecturer may require a student who is persistently late to complete additional work, which may count towards the student's final grade. Whatever policy measure(s) are adopted, they should be stated in the course syllabus.

d. Lecturers are not required to administer make-up assignments or examinations for students who have missed class without prior notification and approval, or in the absence of approved documentation as specified in (a) above.

e. During lectures, students are required to turn off their phones/handsets and any other devices that could beep or emit other distracting sounds during class sessions.

f. Eating in the classrooms is prohibited whether or not lectures are in session. Students are however allowed to bring water to the classrooms.

6. 5 REQUEST FOR RE-MARKING

A student may request the re-marking of a major assignment (at least 30 percent of the course grade) within two weeks of the assignment being returned to the class, or in the case of a final examination, paper, or project, up to two weeks after the start of the following semester. The request shall go through the Head of Department of the course or the Dean and shall indicate the reasonable cause to request remarking. If the request is approved, the student may be asked to pay some reasonable amounts to be determined by the University Authorities. This shall be paid and a receipt presented before the remarking shall occur. If the remarked grade is more than one grade higher than the original grade, the remarking fee shall be refunded to the student.

6.6 INCOMPLETE GRADING

Any student who has completed all coursework from their most recent semester, but could not write the examination(s) due to acceptable reason(s), may request for Incomplete Grading on the particular course. Students with this Grading are expected to complete the element of the course by writing the examination at the next available opportunity.

6.7 PROBATION

A student shall be placed on academic probation if, at the end of an academic session,

his/her cumulative grade- point average CGPA is less than 1.0. A student shall not be on Probation twice on consecutive sessions.

6.8 EXPULSION

A student shall be expelled from the University if s/he is found guilty of serious examination misconduct (see section 9.2.1, sub-sections i – xv).

6.9 RE-ADMISSION

Students who were previously withdrawn (NOT expelled) from either BAUK or any other recognized university may be re-admitted. They are expected to make formal application for Re-Admission to the University. A student who has been expelled shall not be readmitted. In very rare cases, the Admissions Committee may agree to admit an applicant who has re-applied for admission after one session had elapsed from the date of the withdrawal.

6.10 REGISTRY SERVICES

If a student wishes to receive his/her transcript(s) via courier, he/she shall be required to pay the courier rates. If he wishes to pick up the transcript(s) in person, it shall be made ready for pickup from the Office of the Registrar. Requests to this effect shall be made in good time. If someone is to pick up the transcript on his behalf, the person shall present a signed letter from applicant, including student I.D. number, authorizing the bearer to collect the transcript.

6.11 OTHER ACADEMIC SERVICES

6.11.1 Authentication of Certificates and Transcripts

Once students graduate, their certificates and/or full transcripts are issued to them. The Academic Registry certifies genuine photocopies of certificates and transcripts at the requests of students or other academic institutions that request for such services.

6.11.2 Verification of Certificates and Transcript

A verification letter is issued when an institution asks BAUK to verify whether it is true that the certificate or transcript presented to them is indeed correct and authentic. This letter is sent directly to the requesting institution. It is not prepared and issued to the graduate, hence, s/he is not allowed to request for such a letter. If the institution requests BAUK to submit a verification letter (to verify the transcript or certificate presented to them), the Registry shall prepare such letter and mail directly to the institution.

PART 7: ACADEMIC HONOURS

7.1 INTRODUCTION

The University recognizes and rewards outstanding academic achievement, leadership qualities, and exemplary character among its students. Academic honours and awards are granted to encourage excellence in scholarship and to promote a culture of diligence, integrity, and commitment to learning.

Such honours are awarded annually to students who demonstrate exceptional academic performance during their period of study. Recognition may take the form of placement on honour lists, graduation honours, or the award of special prizes for outstanding academic achievement.

7.1.1 Vice-Chancellor's List

a. Students who attain a Cumulative Grade Point Average (CGPA) of 4.50 and above at the end of an academic session (i.e., two consecutive semesters) shall be placed on the "Vice-Chancellor's List". Students on the List shall be recognized for their outstanding academic performance and the University may publish their names.

b. Students who attain a CGPA between 3.50 and 4.49 at the end of an academic session shall be placed on the Dean's List of their respective Faculties. The Dean's List recognizes students who have demonstrated high academic achievement during the academic session.

7.1.2 Conditions for Eligibility for Honour Lists

To qualify for placement on the Vice-Chancellor's List or Dean's List, a student must:

- ❖ be a full-time registered student of the University.
- ❖ earn the approved minimum credit load for the academic session.
- ❖ have no outstanding carry-over courses during the session under consideration.
- ❖ have no record of examination misconduct or disciplinary sanction.
- ❖ maintain good standing with the University in matters relating to conduct and discipline.

The Senate of the University reserves the right to withdraw such honours if it is discovered that the student was involved in any misconduct.

7.1.2 Graduation Honours

At the completion of their programme of study, students who satisfy all academic and other University requirements shall be awarded degrees with honours based on their final Cumulative Grade Point Average (CGPA).

The classification of degrees shall be as follows:

CGPA Range Class of Degree

4.50 – 5.00 First Class Honours
3.50 – 4.49 Second Class Honours (Upper Division)
2.40 – 3.49 Second Class Honours (Lower Division)
1.50 – 2.39 Third Class Honours
1.00 – 1.49 Pass

The Senate of the University shall determine the final classification of degree.

7.1.4 Best Graduating Student Award

The Best Graduating Student of the University shall be the graduating student with the highest CGPA across all programmes in a given academic session, provided the student:

- Has completed the programme within the minimum approved duration.
- Has no record of academic misconduct.
- Has demonstrated good conduct throughout the period of study.

The University may present the Best Graduating Student with special recognition, prizes, or awards during the Convocation Ceremony.

7.1.5 Faculty and Departmental Prizes

Faculties and Departments may institute academic prizes or awards for students who demonstrate outstanding academic performance in specific disciplines or courses.
Such prizes may include:

- Best Graduating Student in a Faculty
- Best Graduating Student in a Department
- Best Student in a particular course or subject area

The University, professional bodies, alumni associations, or external organizations may sponsor these prizes.

7.2 Withdrawal of Academic Honours

The University reserves the right to withdraw any academic honour or award if it is subsequently discovered that the recipient:

- Was involved in examination misconduct(s),
- Provided false academic information, or
- Was involved in serious misconduct(s) during the period of study.

Any such decision shall be subject to the approval of the Senate of the University.

PART 8: ACADEMIC STANDARDS

8.1 ACADEMIC FREEDOM AND RESPONSIBILITY

Membership of the academic community places upon students, academic staff, administrators, and other members of the University the responsibility to uphold the principles of academic freedom, intellectual honesty, mutual respect, and responsible conduct.

The University encourages the free exchange of ideas, freedom of inquiry, and open discussion within the framework of respect for the rights and dignity of others. Members of the academic community are therefore expected to:

- Respect the right of others to express differing opinions.
- Promote intellectual honesty and academic integrity.
- Maintain an atmosphere that supports teaching, learning, and research.
- Refrain from actions that may disrupt academic activities or damage University property.

While the University protects freedom of expression and academic debate, such freedoms must be exercised responsibly and without infringing on the rights of others or disrupting the normal functioning of the University.

Students are entitled to a fair and supportive learning environment, and academic staff shall evaluate students solely on the basis of academic performance and merit, without discrimination based on personal beliefs, political views, religion, ethnicity, gender, or other non-academic considerations.

8.1.1 Standard Citation Practices

Students are required to observe proper academic referencing and citation practices in all assignments, term papers, projects, dissertations, and other academic submissions.
The University adopts the American Psychological Association (APA) referencing style as the standard citation format, unless otherwise specified by a Department or Faculty.

Students must ensure that all sources of information used in academic work are properly acknowledged. Failure to provide appropriate acknowledgment of sources constitutes plagiarism, which is regarded as a serious academic offence.

8.1.2 Academic Dishonesty

Academic dishonesty refers to any form of cheating, deception, or unethical behaviour intended to gain unfair academic advantage. Students are expected to maintain the highest standards of honesty and integrity in all academic activities.
Acts of academic dishonesty include, but are not limited to:

- Examination misconduct
- Plagiarism/Submission of another person's work as one's own
- Impersonation during examinations
- Falsification of academic records
- Collusion or unauthorized collaboration
- Truancy or habitual absenteeism from lectures
- Passive participation or misconduct in group academic work

Any student found guilty of academic dishonesty shall be subject to appropriate disciplinary action in accordance with the University's regulations.
Sanctions may include:

- Cancellation of examination results
- Award of a failing grade
- Suspension from the University
- Rustication from the University
- Expulsion from the University

The appropriate disciplinary authority may determine any other penalty.

8.2 CODE OF ETHICS

Students of the University are expected to uphold the highest standards of academic integrity, personal responsibility, and ethical conduct. As members of the University community, students must conduct themselves in a manner that promotes mutual respect, academic excellence, and the good reputation of the University.

The following principles shall guide the conduct of all students:

8.2.1 Academic Integrity: Students shall maintain honesty and integrity in all academic activities, including examinations, assignments, projects, and research work. Any form of cheating, plagiarism, falsification of academic records, or other forms of academic misconduct is strictly prohibited.

8.2.2 Respect for Others

Students shall respect the rights, dignity, and diversity of fellow students, staff, and visitors. Discrimination, harassment, intimidation, or any behaviour that undermines the dignity of others is unacceptable.

8.2.3 Handling of University Property

Students shall take responsibility for the proper use and protection of University facilities, equipment, and other resources. Any form of vandalism, theft, or misuse of University property is prohibited.

8.2.4 Compliance with University Regulations

Students shall comply with all University rules, regulations, and policies, as well as lawful directives issued by University authorities. Failure to adhere to these regulations may result in disciplinary action.

8.2.5 Responsible Conduct on Campus

Students shall behave in a manner that promotes a safe, peaceful, and conducive learning environment. Actions that disrupt academic activities, threaten safety, or disturb public order within the University community are not permitted.

8.2.6 Responsible Conduct Outside the Campus

Students shall recognize that their actions outside the University may reflect on the reputation of the institution. They are therefore expected to conduct themselves responsibly and uphold the good name of the University in all public and private engagements.

8.2.7 Integrity and Good Citizenship

Students shall demonstrate honesty, accountability, and responsible citizenship in their interactions with members of the University community and society at large.

PART 9: EXAMINATIONS AND THE EXAMINATION HONOUR CODE

9.1 EXAMINATION ADMINISTRATION

It is required that each course is to be concluded with an examination (unless otherwise stated). A student must write the examination in order to complete the course. Examinations are held during the assigned examination period. The University determines the examinations periods and Faculties/Department draw the schedule for each examination. Lecturers and students are to adhere to the final published schedule.

Before examination sessions, the Bursary shall verify the financial status of all students. Any student found owing is to be notified. This notification shall serve as a warning that the student may not be permitted to take part in the examination unless he/she completes payment of fees and obtains financial clearance.

Students without financial clearance shall not be permitted to take the examinations (or submit final papers). The Bursary Department, one week prior to the start of examinations, shall publish a list of students not cleared to take examinations. Any student who enters an examination venue without receiving clearance from the Bursary Department shall be penalized. Students without financial clearance shall not have any grade(s) recorded at the end of the examination.

In an unusual, non-recurring financial hardship situation by parents, students may be allowed to write the examination with the rest of the class. The results may be withheld pending when the payments are made. Students in doubt are to clarify with the Bursary Department whether or not they shall be allowed to take their final examinations.

9.1.1 Examination Code of Conduct

Students shall be required to present their ID cards for inspection before they are admitted into the examination venue. Invigilators are to ensure that students:

- Are not allowed to talk to each other, exchange verbal or non-verbal information or physical objects of any kind, or engage in any activity that could result in the unfair advantage for one or more students before, during, or after the quiz or examination, while they are in or out of the classroom;

- Shall leave all books and other aids in an inaccessible place (except for open-book quizzes or exams);

- Shall leave as much space as possible between students (as much as the room allows);

- Shall try to ensure that their line of sight does not cause others to suspect them of cheating.

- Shall leave mobile phones and other electronic communication devices completely switched off.

The purpose of the Examinations Code of Conduct is to create an ethical environment for examinations. Failure to abide by the Code of Conduct may result in disciplinary action. During an examination, students are to be guided by the following rules:

9.1.2 Examination Rules

The following rules apply during all examinations in the University:

1. All students shall report at the examination hall and be seated at least 15 minutes before the start of each examination;

2. Students who arrive late shall not be admitted into the examination venue after the first one hour of the examination (or whenever any student submits his/her script and leaves the venue);

3. Students shall leave all books and other aids in an inaccessible place (except for open-book quizzes or examinations); no electronic devices or books or papers shall be brought into the examination hall or left in the open – if they are brought into the examination hall, they shall be secured inside a small bag and placed in an inaccessible place. All electronic devices left in the bag shall be completely switched off. No large bags are allowed in the examination hall;

4. Students shall abide by the instruction(s) of invigilator(s) to sit in designated seats;

5. For examinations that allow the use of calculators, students shall erase the memory from their calculator before they enter into the examination hall, and may be instructed by an invigilator to demonstrate that the memory has been cleared;

6. Students shall leave mobile phones or electronic communication devices switched off. Mobile phones shall not be kept on desks or on their person during the examination;

7. Students are to remain absolutely silent throughout the examination and shall not speak or do anything to disturb other students. If a student has any question, the student shall put up his/her hand and wait patiently for the invigilator to become available before quietly asking the question;

8. Students shall not direct any non-verbal gestures to another student;

9. Students shall not look in the direction of another student's work;

10. Students shall not exchange any physical objects, including erasers, pencils, pens, calculators, etc. If a student did not bring everything needed to the examination hall, then s/he shall have to do without them;

11. Students shall ensure they submit their answer booklet to the Lecturer or Invigilator / Supervisor of the examination before they leave the hall. Unless told otherwise, the question sheet shall also be turned in with the answer booklet.

12. Students shall not leave the examination hall in the first one hour of the examination and generally shall not leave the examination hall before submitting their work. If an urgent need to leave the examination hall occurs, not more than one student shall be allowed to leave the venue together at a time.

Where a student commits any of the above offences, he/she shall be reported to the Examinations Misconduct Committee and be subject to further adjudication by the Senate.

In keeping with the University's mission to educate a new generation of ethical leaders, BAUK is using an **Honour Code** for examinations at the University. The Code is built upon trust that the students shall not in any way condone cheating, lying, or any other misrepresentations. In addition, any person or group of persons in the University who conceals these activities shall be considered accomplices and equally culpable**.**

The Code is intended to build a high-trust community, to put students in charge of their ethical posture and reputation, and by so doing, take a significant step in BAUK's mission to also participate in the mission of educating a new generation of ethical leaders in Africa and beyond.

Students who have not yet signed onto the Honour Code are still bound by the Examination Code of Conduct (above).

9.1.3 Examination Misconduct

The following instances constitute Examinations Misconduct and may lead to serious sanctions including, warning, rustication, or expulsion from the University.

1. Failure to abide by the Exam Code of Conduct through copying from fellow student(s) or any other source including electronic devises or involving in exchange of questions papers.

2. Attempting to prevent the discovery of prohibited conduct, or attempting to obstruct access, to alter, to destroy, or to conceal potential evidence connected with an investigation on examinations misconduct.

3. Attempting to discourage, intimidate or deter complainants, witnesses, or other participants in an Exam Honour Code investigation.

4. Initiating a complaint without any basis, and with the intent to harass another student.

9.1.4 Procedure for Determining Cases of Misconduct

Reported cases of Examination Misconduct are to be investigated, first, by Departmental Examinations Misconduct Committee. Findings are to be reported/collated by the Departmental/Faculty Examinations Misconduct Committee. These are to be, finally, reported to the Senate Central Committee on Examination Misconduct for deliberation and determination of the cases. These are to be presented to the University Senate for final determination and sanctions.

Students who are suspected to be involved in examinations misconduct must be given the chance for fair hearing. They are to be given the chance to give written account of the situation. The invigilator is also to give an account of the circumstance that led to the suspicion. All evidences, including exhibits, shall be handed over to the relevant Fact-Finding committees at Departmental and Faculty Levels. All submissions (by both the suspected students) and the invigilator(s), must be formally signed.

If the account by the student is unsigned, the student shall be contacted in order to determine whether the student intentionally left the account unsigned. The Senate of BAUK finally adjudicates violations of the Examinations Misconduct.

9.2 CATEGORIES OF EXAMINATION MISCONDUCT AND RELATED SANCTIONS

9.2.1	**Misconducts Punishable by Expulsion**
i.	Impersonating another student, or being impersonated by another person at an examination
ii.	Initiating, aiding, abetting and facilitating cheating by another student.
iii.	Exchange of names and/or Matriculation Numbers on answer scripts/sheets
iv.	Introduction and use of relevant unauthorised material(s) into the examination venue.
v.	Exchange of examination materials (such as question papers, answer booklets, examination permits, etc.) containing jottings that are relevant to the on-going examination in the examination venue.
vi.	Any kind of mischief likely to hinder the smooth conduct of the examination, which may include engaging in physical violence.
vii.	Collaborating with, or copying from, another candidate.
viii.	Deliberate removal of examination scripts and/or materials from the examination venue.
ix.	Cheating outside the examination venue, such as in toilets, or residences, etc.
x.	Using mobile phones and other ICT devices to access relevant voice or text messages, images, documents, and materials from the Internet, AI etc., during ongoing examination.
xi.	Any misconduct under this category committed by a student of BAUK in another institution.
xii.	Destruction of examination booklet/script, or tampering with evidence by candidates – including preventing access to electronic devices or other exhibits.
xiii.	Sourcing and sharing amongst students of leaked examination documents.
xiv.	A repeated misconduct that may fall under category 9.2.2 committed by the same student (who was previously rusticated).
xv.	Any other misconduct deemed by the Senate Committee on Examination Misconduct and Senate to warrant expulsion.
9.2.2	**Misconducts Punishable by Rustication for One Semester**
i.	Introduction, but not use of relevant unauthorised materials to the examination venue.
ii.	Receiving and not sharing of leaked examination document without

	reporting to the University Authority.
iii.	Being in possession of mobile phone or unauthorised ICT devices in the examination venue.
iv.	Acts of misconduct (such as talking, etc.) during the examination that is likely to disrupt the conduct of the examination.
v.	Misconduct in Category 9.2.4 committed by a previously warned student.
vi.	Any misconduct under this category committed by a student of BAUK in another institution.
vii.	Any other misconduct deemed by the Senate Committee on Examination Misconduct and Senate to warrant rustication.
9.2.3	**Misconducts Punishable by Rustication for Two Semesters**
i.	Acts which constitute assault to fellow student, invigilator or University Officer in the Examination venue
ii.	Destruction of examination material(s) (other than examination booklet/script) such as attendance sheet, statistical tables, etc. during examination.
9.2.4	**Misconducts Punishable by Written Warning**
i.	Introduction of unauthorised irrelevant materials into the examination hall.
ii.	Writing on the question paper.
iii.	Speaking/communicating to another candidate during examination.
iv.	Sitting in an examination for a course the candidate did not register for
v.	Any misconduct under this category committed by a student of this University in another institution.
vi.	Any other misconduct deemed by the Senate Committee on Examination Misconduct and Senate to warrant warning.
9.2.5	**Involvement of Staff Members –This could take any of the following forms:**
i.	Failure to report and/or covering up of cases of examination misconduct.
ii.	Intervening on behalf of students involved in examination misconduct.
iii.	Encouraging examination misconduct or leakage by such acts as careless handling of examination materials or invigilation.
iv.	Aiding and abetting examination misconduct.
v.	Leakage of examination questions, question papers or answers.
vi.	Unlawful alteration of examination results or marks.
9.2.5(a)	**Action to take on establishing a *prima facie* case against a staff member**
i.	Upon receipt of the report, details of the level of involvement will be reported and the staff be referred to the Senior Staff Disciplinary Committee.

9.3 UNIVERSITY EXAMINATIONS – CODE OF CONDUCT AND NORMS FOR INVIGILATORS

Invigilation is an integral part of the academic activities in the University. The examinations cannot start at scheduled time without the invigilators. Consequently, abstaining or reporting late for invigilation during examination amounts to dereliction

of duty. The following code of conduct and norms shall apply to Invigilators during examinations in the University:

1. The invigilators shall be present in the examination hall at least 20 minutes before the examination time and the students shall be seated 15 minutes before the commencement of the examination. At least 5 minutes time gap is necessary for the invigilators to determine the seating plan and to guide the students to settle in their allotted seats.
2. The **invigilators** shall maintain the norms by not carrying textbooks and other personal material into the examination hall.
3. The **invigilators** shall keep on moving and watching the students carefully in the examination hall without sitting at one place, to prevent copying among the students.
4. The **invigilators** shall desist from using the cell phones and talking in the examination hall to avoid inconvenience to the students.

PART 10: PERSONAL INTEGRITY AND COMMUNITY EXPECTATIONS

10.1 DRESS CODE AND DECORUM

The University attaches great importance to modest and decent dressing. Dressing adds value to a person's personality, self-confidence and self-worth. Indeed, "the way you dress is the way you are addressed." Dress code is one of the unique aspects of BAUK culture that students must imbibe to make their academic pursuits pleasurable.

Indecent dressing such as short and skimpy dresses, tight shirt and skirt, transparent and tattered jeans with holes are strictly prohibited. Also, under-clothing that is unkempt, wearing of earring/plaiting or weaving of hair by male students etc. that constitutes an indecent mode of dressing shall not be tolerated in the University environment.

The following regulations shall apply at all times to all female/male students dressing on campus.

Table 10.1: Dress Code on Campus for Male and Female Students

S/N	Female	Male
1.	Skirts or gowns should cover the knee and must not be slit above the knee.	Shorts of any kind should not be worn on campus
2.	Transparent, net materials or tight fitting blouses, gowns, sweaters or skirts are not permitted	Face-caps are not allowed during lecture hours.
3.	Dresses with low necklines or dresses that do not fully cover the shoulders and armpits are not permitted.	Dresses with low necklines or dresses that do not fully cover the shoulders and armpits are not permitted.
4.	Piercing of other parts of the body and multiple piercing of the ear is not permitted. Only one pair of earrings is permitted to be worn on the lower part of the earlobe.	Piercing of other parts of the body and multiple piercing of the ear are not permitted.
5.	Students shall not wear tattoo on any part of their body.	Students shall not wear tattoo on any part of their body.
6.	Use of jewelry shall be moderate. Nose rings and ankle chains shall not be permitted.	No sagging of trousers

- ***Decorum*** and deep reverence for Staff are expected at all times within and around the campus; therefore, no indecent behavior shall be tolerated.

- Eating and/or drinking are not permitted during classes, and all materials used around the premises should be appropriately disposed.

10.2 FALSE INFORMATION, MISREPRESENTATION AND IDENTIFICATION

A student shall not knowingly provide false information or make misrepresentation to any office or officials of the University. Students are obligated to provide University personnel with truthful and accurate identification upon request. Students who are found to have provided false information may be made to face disciplinary action.

10.3 FORGERY, FRAUD, ALTERATION AND UNAUTHORIZED POSSESSION

Forgery is a criminal offence, hence, students shall not indulge in it. Similarly, no student shall alter, or be in possession of unauthorized material. Unauthorized use of University documents, records, or instruments of identification, forged communications (paper or electronic mail) is prohibited.

10.4 THEFT

Theft is also a crime under the Criminal Code Act of Nigeria and is abhorrent to the BAUK community as it erodes the trust among community members. Students shall face disciplinary action when they are caught and shall be handed over to the Police.

10.5 LIBRARY/EDUCATIONAL MATERIALS

There is a library on Baba-Ahmed University campus. The Library is the heart and life-line of any University. The quality of teaching, learning and research is predicated on the robustness of availability, accessibility and utilization of Library and information resources. Libraries have been the repositories of the wisdom of mankind throughout the ages. The Library at BAUK is the source of educational inspiration and intellectual food on which lecturers, researchers, administrators and students are nourished.

Some learning resources available in the University Library are;

- Reference materials
- Periodicals
- Journals
- Books
- Motivational materials.
- Virtual materials Etc.

10.6 FACULTY/DEPARTMENTAL MINI LIBRARY

Each Department has a library containing books, journals, digital resources and other learning materials specific to that department

PART 11: ACTIONS POTENTIALLY INJURIOUS TO ONESELF OR OTHERS

11.1 DISORDERLY AND RECKLESS CONDUCT

Students in the University have the right to respectfully express their views, feelings, and beliefs inside and outside the classroom and to support causes publicly. These freedoms of expression extend so far as the conduct would not impinge on the rights of other members of the community or the orderly and essential operations of the University. Disorderly conduct is not permitted.

Violation of the orderly operation of the University includes but is not limited to:

i. Excessive noise, which interferes with classes, University offices, or other campus and community activities;
ii. The ringing and operation of mobile phones during class in a way that distracts the class.
iii. Unauthorized entry into or occupation of a private work area;
iv. Conduct that restricts or prevents staff from performing their duties;
v. Failure to maintain clear passage into or out of any University building or passageway;
vi. Inciting to break the law

Any conduct that places oneself or another in imminent danger of bodily harm is prohibited. The standard as to what constitutes imminent danger is solely at the discretion of the Dean of Student Affairs and/or the Authorities of the University.

11.1.1 Campus Safety

a. Safety measures are precautions that are put in place to prevent any hazardous situation in the University.
b. Safety measures are activities and precautions taken to mitigate risk in the University.
c. Safety measures are necessary steps to be taken in the University to address violence, conflict, natural hazards and everyday hazards and to attain safer campus facilities.

11.1.2 Alcohol and Other Drugs

BAUK has adopted a policy to establish and maintain a campus that promotes a safe and healthy environment for students and staff. The University believes that everyone has the right to work in an environment free from the effects of substance abuse; any individual who abuses alcohol and/or drugs constitutes a danger to himself and others.

The possession and/or consumption of alcoholic beverages on the BAUK campus is strictly prohibited. In addition, it is against the policies of the University for a student to be intoxicated at any moment. The violation of this policy shall subject the offender to a disciplinary sanction.

It is also a violation of the University policy for a student to possess, use or distribute illicit drugs and alcohol on any of the University property or at any University function and or activities. Any Student who violates the policy shall be subjected to criminal prosecution.

11.1.3 Smoking

The Policy of the University discourages smoking tobacco. Accordingly, no provision is made for tobacco smokers. The Policy also prohibits the use of other outlawed substances in all indoors and outdoor areas throughout the University campus, including but not limited to the residence halls, classrooms, laboratories, libraries, lounges, hallways, stairwells, toilets, gardens and parking lots.

11.1.4 Drug Testing:

As part of further efforts to make the university a drug-free environment, students shall be subjected to drug testing. This is not to belittle students but to ensure the institution is safe and healthy for everyone.

11.1.4 Climbing on University Buildings or Structures

Climbing on any University building, or being on building roofs, is not allowed. In unusual circumstances, arrangements to climb pre-designated locations may be coordinated by an authorized officer.

11.1.5 Tampering with Fire Safety Equipment and Alarms

Tampering or interference with, as well as destruction or misuse of, fire safety and fire prevention equipment is prohibited. A student who tampers with/damage the equipment shall be made to bear the cost of replacement of the equipment. Any student who causes an alarm to be set off for improper purposes shall be liable for the expenses incurred by the fire department(s) and/ or security services in responding to the alarm. The student may also be subject to further disciplinary action.

In the event of a fire alarm or fire emergency, a student shall adhere to the following steps:

Table 11.1: Fire Emergency Evacuation Procedures

1. While hearing the fire alarm:
a Stop whatever s/he is doing immediately and leave the building by the nearest exit, following directional signs. b Remain calm and walk briskly. Do not run. c Use stairways only. Do not use elevators. d Assist any physically challenged person around you to evacuate the building. e If you are in the university student housing (top floor), leave the building using the nearest accessible stairway. f If you are in the library or the electronics lab, evacuate the building by using the emergency stairway and descend backwards. g Report to the Emergency Assembly Point immediately. h If you are at the University student housing, report to the Emergency Assembly Point(s). i Do not go back to the building until authorized to do so.

2. While discovering a fire: (TIPS)
a. Leave the building by the nearest exit and close the door behind you. **b. Sound the alarm by breaking the glass cover on the Manual Call Point.** **c. Attack the fire if possible, by using a fire extinguisher or hose reel.** **d. Report to the Emergency Assembly Point.**

e. If you are at the University student housing, report to the Emergency assembly Point(s)
f. Do not go back to the building until it is deemed safe for re-entry. (Wait for an announcement to be made to this effect).

11.1.6 Weapons and Fireworks

No student may possess or use a firearm on the University property or its environs. Weapons, including but not limited to chainsaws, machetes, knives, rifles, shotguns, handguns, air guns, gas-powered guns, and all ammunition or hand-loading equipment and supplies for the same are not allowed on campus under any circumstance. No student may possess or use fireworks on the University property or its environs. Any violation of this policy shall subject the offender to a disciplinary action.

11.1.7 Violence, Assault and Intimidation

A student is prohibited from engaging in physical violence against others. Violence is an act of striking, touching, moving, or otherwise applying a force of any kind to the person of another directly or indirectly without his consent or with his consent if the consent is not, gained by fraud, or as defined by the Criminal Code Act, Laws of Federal Republic of Nigeria. Any offender shall be subject to disciplinary action.

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.

Verbal, written, or electronic threats of violence or other threatening behaviour directed toward another person or group of persons that reasonably leads the person or persons in the group to fear for their physical well-being constitutes intimidation and may subject the offender to a disciplinary action. Anyone who attempts to use intimidation or retaliation against someone who reports an incident brings a complaint or participates in an investigation in an attempt to influence the judicial process shall face a disciplinary action.

The University seeks to sustain an environment in which harassment has no place. Anyone found guilty of harassment of another person(s) shall face disciplinary action.

11.1.8 Stalking

Stalking is a form of harassment, which occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances that demonstrate either of the following: placing the person in reasonable fear of bodily injury; or reasonably causing substantial emotional distress to the person. A student shall not stalk another. Any offender shall face disciplinary action.

11.1.9 Sexual Misconduct, Harassment, Assault and Abuse

Sexual misconduct is defined as unwelcomed act(s) of a sexual nature committed by a student against another student with or without consent. This includes but is not limited to:

a. Touching the body of a student of the 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 unwelcomed touching or feeling.
b. Any unwelcomed sexual remarks about body, clothing or sexual activities and humour or jokes about sex that denigrate women or men in general.

11.1.10 Staff & Student Relations

Any romantic or sexual relationship between a student and staff of the University is prohibited, as it is inconsistent with the educational mission of the University and threatens the climate of trust, concern, and respect to which BAUK is committed. A student as well as a staff is expected to maintain professional, non-sexual relations. If a student has any reason to believe that a staff member is making romantic overtures, s/he shall report the matter to the Dean of Student Affairs. If this is found to be true, the staff shall face disciplinary sanctions. If a student on the other hand is found to be the one making romantic overtures to a staff member, he/she shall face the Students' Disciplinary Committee. Any person who knowingly makes false allegation(s) about a staff-student relationship shall be subject to a disciplinary action.

PART 12: UNIVERSITY FACILITY/PROPERTY

12.1 ILLEGAL ENTRY

Unauthorized entry into, or presence within, an enclosed and/or posted University buildings or areas, including student rooms or offices, even when unlocked, is prohibited. Violations may lead to fines and/or sanctions from the Office of Dean Student Affairs and or University authorities.

12.1.1 Locks and Keys

Tampering with locks to University buildings, unauthorized possession or use of University keys, and alteration or duplication of University keys is prohibited. Violations may lead to fines and/or sanctions from the Office of Student Affairs and or University authorities.

12.1.2 Damage

Negligent or intentional damage to personal or University property shall make a student liable to paying for the repair or replacement of the damaged property as well as to disciplinary action and possible criminal charges. For damage that occurs during a student event, and for which no individual student(s) accept(s) responsibility, the sponsoring students and/or organization shall be held liable for replacement or repair of the damaged property and may be subject to further disciplinary action.

12.1.3 Parking

Any vehicle parked within any campus of the University is at owner'(s) risk.

PART 13: VIOLATION OF THE UNIVERSITY POLICIES

13.1 INTRODUCTION

Any violation of the laws of the Federal Republic of Nigeria by a student shall make the student offender liable to prosecution by the relevant law enforcement agency. However, any breach of the University rules and regulations may make the offender liable to University disciplinary action, which may include adjudication by the University Management or suspension.

13.1.1 Student Disciplinary Committee

The Students' Disciplinary Committee in the University is purely administrative. Its composition comprises:

a. Chairman: To be Appointed by the Vice Chancellor
b. Two Members Representing Senate
c. One Member Representing Congregation
d. Two Representatives of Student Council (at least, a male and a female)
e. Representative of the Student Affairs Unit (Secretary)

Term of office: Each member of the Committee (except the Student representatives) shall serve for two years from the date of appointments.

13.1.2 Social Misconduct Cases

i. A social misconduct is defined as a violation of the University's standards to protect the health, safety, dignity and rights of any member(s) of the BAUK community.

ii. Any member of the University community with good evidence to suspect a student or students of a social misconduct (including but not limited to theft, harassment, assault of any form, destruction of University property, excessive noise, littering, and any other activities that may affect the student's suitability as a member of the University community or adversely impact the University's reputation) shall at their discretion report to the Office of the Dean of Student Affairs. The Dean shall make a formal submission to the Vice-Chancellor for the consideration of the Student Disciplinary Committee for investigation and recommendation. Mere suspicion on the part of a community member that the student has committed a social infraction is normally not by itself sufficient grounds to bring a case forward in the absence of good evidence. Good evidence may include, but is not limited to, the following:

a. A witness to corroborate the accuser's story

b. Pictorial evidence clearly depicting that a social infraction has been committed

c. Verbal and written accounts of personal experience(s) of harassment and abuse

PART 14: STUDENT CLUBS, ASSOCIATIONS AND SOCIETIES

14.1 INTRODUCTION

The Baba-Ahmed University aims to provide a vibrant and inclusive environment where students can pursue their academic goals while actively engaging in extra-curricular activity. The formation of student associations, clubs, and societies is encouraged as they contribute to the holistic development of students and foster a sense of community.

Students are encouraged to explore their interests and initiate the formation of organizations that align with their passions and goals. The university administration, represented by the Student Affairs Office, is committed to supporting and guiding these organizations throughout their journey. It is essential for student associations, clubs and societies to operate within the framework of this policy and comply with the university's code of conduct, policies and applicable local laws.

14.2 DEFINITIONS

14.2.1 Student Association

A student association refers to a recognized student-led organization representing the interest and concerns of a group of students or the entire student body.

14.2.2 Club

A club is a student-led organization centered on a specific interest, activity, or field of study.

14.2.3 Student Society

This is a student-led organization focused on promoting academic, professional, cultural and religious interests within a specific discipline or subject area.

14.2.4 Student Council

The Office of Student Affairs in the University supports the Student Council constitution. The Council is formed annually and consists of elected representatives from the students at BAUK in accordance with the approved procedure for nomination, acclamation, and election. All BAUK students are represented by the Student Council, and it acts as the voice of students in the University.

14.3 RECOGNITION AND FORMATION PROCESS

14.3.1 Eligibility

Any student or group of students currently enrolled at Baba-Ahmed University may propose the formation of a student association, club, or society.

14.3.2 Application for Registration

To seek formal recognition, interested students shall submit an application to the Student Affairs Office. The application shall include the:

a. Purpose and objectives of the organization
b. Proposed activities and events
c. Membership criteria and estimated number of members
d. Proposed executive committee or leadership structure
e. Faculty Advisor (a member of staff of Baba-Ahmed University)

f. Any additional information as required by the Student Affairs Office

14.3.3 Review Process

The Student Affairs Office shall review the application and evaluate its alignment with the University values, policies, and existing organizations. The decision shall be communicated to the applicant within a reasonable time.

14.3.4 Governance and Structure

14.3.4.1 Executive Committee:

Each student association, club, or society shall have an executive committee responsible for the day-to-day management: planning, organizing, directing, coordinating, budgeting and decision-making.

14.3.4.2 Staff Adviser:

Each student group shall have a staff adviser for guidance, support, and as a liaison between the organization and the University authorities.

14.3.4.3 Membership

Membership shall be open to all interested students, regardless of their academic programme, gender, disability, ethnicity, or background. However, the organization shall be at liberty to create a vetting process to ensure quality, which shall be overseen by the designated staff adviser.

14.4 FINANCIAL MANAGEMENT FOR ASSOCIATIONS

Each student organization may be eligible for financial support through membership subscription, or membership levies and fundraising activities (which shall be cleared by the University authorities). All financial transactions shall adhere to the university's financial policies and procedures.

14.5 RESPONSIBILITIES AND EXPECTATIONS

14.5.1 Activities and Events:

A student organization shall organize regular activities, events, workshops, seminars, and conferences related to their respective areas of interest.

14.5.2 Collaborations

A student organization shall collaborate with other student associations, clubs, and societies, as well as faculties and departments, to foster a sense of belonging and maximize opportunities for students. However, formal approval of the Vice-Chancellor, through the Deanery of Student Affairs shall be sought for in the event of any plan for external collaboration.

14.5.3 Student Publications

Student publications are generally allowed so long as they would foster free inquiry, critical thinking and a vibrant campus life. This right however is not absolute. Students publications shall remain subject to university policies, codes of conduct and legal standards regarding content. Only recognized student associations may produce publications bearing the university's name. The associations are responsible for their content, including legal issues like libel.

14.6 COMPLIANCE

A student organization shall comply with the University's code of conduct, policies and applicable local laws. Any violation shall result in a disciplinary action, including but not limited to revocation of the certificate of recognition.

14.7 REVIEW AND RENEWAL

14.7.1 Annual Review

A recognized student association, club, and society shall renew its status on an annual basis. This process ensures that the organization is active and upholds its commitments.

14.7.2 Performance Evaluation

The Student Affairs Office may conduct periodic evaluation of student organizations to assess their effectiveness, compliance with policies, and overall impact on the student community in the University.

14.7.3 Revocation of Certificate of Recognition

Recognition may be revoked if an organization consistently fails to fulfill its responsibilities or engage in activities contrary to the University's core values and policies.

PART 15: POLICY ON HALLS OF RESIDENCE

15.1 GENERAL ISSUES

The University believes that a resident enters the BAUK hall of residence with an understanding that s/he is responsible for his/her action(s) or inaction(s) and that living in a populated environment requires maturity and good judgment. The policies and procedures in this handbook allows the University to govern behavior, modify agreements or take other actions, including but not limited to restriction of privileges, such as restrictions on visits, where a resident does not comply with the policies and procedures. The residence hall porter addresses residents if their action(s) or inaction(s) are contrary to the University policy guiding the halls of residence. BAUK sincerest desire is that by calling attention to a resident's behavior and consequences, a better judgment shall be exercised and future incident(s) avoided.

A student in the Residence Halls has the responsibility to follow all regulations outlined in this handbook. The Residence Hall Policies and Regulations are in addition to the policies contained in the Code of Student Conduct, and a student in-housing may face charges under the Code for behaviour in the Residence Halls.

15.1.1 Payment of Hostel Fees

The student agrees to pay the published room charges for the assigned room and meal plan to the Office of Student Financial Services together with other registration charges. A student may arrange with the Office of Student Financial Services for deferred payment of room fees consistent with the arrangement for deferred payment of tuition in the University.

15.1.2 Room Assignment and Selection

A student who may wish to secure on-campus housing for the next academic year, shall complete a Housing Reservation and submit a housing guarantee payment by a specified date. He is then eligible to choose a room or apartment within a specified residence, as well as a roommate, on a space-available basis in the room selection process. Information on the room selection process is available at the University website; *www.babaahmeduniversity.edu.ng*. Any question about room changes should be directed to the office of the Dean, Student Affairs for clarification. The Room-Change Request Form is also available at the University website.

15.1.3 Resident Assistants

The Resident Assistant (RA) is a paraprofessional who lives in an undergraduate residence hall. The RA is a leader and resource for the residents in the halls community, largely focusing on community development, being a referral agent and intellectual leader within the hall with a primary purpose of creating a sense of belonging.

RAs support the University's commitment to creating inclusive communities and incorporate the University's vision, mission, and values into their roles. RAs model behaviour basically inspires all BAUK students: moral behaviour on campus such as being inquisitive, engaged, kind, empathetic and solution-oriented both inside and outside the residential communities. RAs provide leadership to residents and help to create and maintain an acceptable, respectful, and friendly atmosphere that stimulate

learning, development and other activities. The primary goal of the RA is to create a conducive learning environment to foster academic excellence.

15.1.4 Accommodation Procedure

A student, on arrival at the BAUK, is required to check in at the office of the Dean of Student Affairs for his particular residence, or designated check-in room. He is required to complete an Emergency Contact Card prior to his arrival to campus. If not completed, he shall be required to complete one during the check in process.

While checking in, the key(s) to the room shall be handed-over to the student and be required to sign. A resident shall always ensure that his room is locked while leaving the hall. Any loss of the key(s) shall be reported immediately to the hall Porter or RA on call. In case a resident is locked out of his room or apartment, he should contact the hall Porter or RA. The RA or staff assistant shall explain the lock-out procedure for the residence and may provide a temporary key to be used for access to the room. If a temporary key(s) is provided for use, the resident shall ensure that he shall be charged for a lock change if he does not return the temporary key(s) within twenty-four hours.

Any unauthorized possession, duplication, or use of the key(s) that permits access to a University facility, including residence(s), is prohibited, while any defaulter shall face a disciplinary action. A resident shall be responsible for the security of all his property.

15.1.5 Restrictions

(a) The Student Halls of Residence shall be opened at 7.00 a.m. and closed by 10.00 p.m. on daily basis.

(b) Notwithstanding any other provision of these Regulations, the University authorities may lock the Hall gates at any other time or day with or without notice to that effect.

(c) Any student who accesses or leaves the hall other than through conventional access points shall be guilty of an offence and liable to disciplinary action.

(d) A Student who joins the University as a Hall resident for the first time shall be in residence on the appointed day. Any student unable to do so shall inform the Dean of Students through his/ her RA, not later than five working days after the opening of a semester.

(e) The permission to remain in the residence during University break shall be granted by the Dean of Student Affairs and an appropriate levy may be charged.

(f) The permission to stay in the residence on academic or health ground may be granted by the Dean of Student Affairs on the recommendation of the Dean of a School/Faculty/ Provost of a College or a University Medical Officer certifies that this is necessary and makes provision for settling the accommodation bill.

15.1.6 Cleaning

A resident shall be responsible for room cleaning, regular waste removal and maintaining satisfactory sanitation and life safety standards as may be determined from time to time. All trash or wastes materials are to be disposed of in designated

areas. The University cleaner shall be responsible for cleaning the lounges, common areas, corridors and bathrooms in each hall of residence. These common areas are also inspected on a regular basis by the University maintenance staff to identify routine maintenance concerns.

15.1.7 Hanging Pictures on Walls

A student resident is only allowed to decorate the exterior portion of his room doors with posters, banners, flyers, brochures, and other materials. However, such posts shall comply with the University laws.

While a student may put up posters, pictures, and other decorative and expressive items in their rooms and apartments, he should note that he shall be responsible for any damage caused by putting up such material. He should also note that he shares his room and the residence halls with other residents, and that all residents have a right against unreasonable, substantial, or serious interference with their privacy.

A student shall not affix posters, banners, fliers, brochures, or other material to the common interior or exterior walls, common doors, exterior of windows, fire escapes, or other common portions of the interior or exterior of the building or otherwise outside of their rooms or apartments.

15.1.8 Security and Insurance

Residences have a uniformed residential security officials on duty 24 hours a day, seven days a week, to ensure that only authorized residents and their guests or visitors enter the residences. A resident is expected to show his or her ID card to the security official upon entering the residences, without exception. The Security personnel are there for the benefit of the residents, who are expected to cooperate fully with the Officers by following the security procedures.

The University reserves the right for its designees to enter and inspect a residence accommodation in the interest of health, safety, and proper conduct of the resident, or the orderly and efficient administration and operation of the residential system, or to maintain or repair the premises. Entry may be made at any time, whether or not the resident is present, and without prior notice to the resident, if emergency, health, or safety circumstances warrant such entry, or if there is a reasonable ground(s) to believe that any substance, material, or item is being kept or used on the premises in any manner prohibited by law, or by the policies, rules, and regulations of the University. Any such substance or item may be impounded by the University's representative without prior notice. Entry may also be made without prior notice, during normal hours, for the purpose of conducting non-emergency inspection and repairs, or the purpose of showing the premises. Rooms and apartments are inspected before and during vacation and recess periods to ensure that windows are closed, electrical equipment is unplugged, the heat is turned down, and the room or apartment is secure.

The University recognizes students' right to privacy in their assigned room. However, an authorized University official may enter a student's room for inspection or maintenance after reasonable notice or in the case of emergency. A Staff member is required to identify himself prior to entering a room.

15.1.9 Public Nuisance

An atmosphere conducive to study and sleep is necessary in the residences. The general expectation is that the residences shall be quiet at all times. The residences shall observe specific quiet hours from 10.00 p.m. to 7.00 a.m., seven days a week, other than during reading and final examination periods, when a twenty-four-hour quiet hours shall be observed. During the quiet hours, there shall be no amplified music (or other sounds) emanating from a room, apartment, or suite within the residences, including noise from televisions, computers, or other electronic devices. At no time shall music (or other sounds) be played from windows or in halls of residences.

Nuisance constitutes a serious offence in an academic environment such as a University, and residents who are careless in their responsibility toward others shall be sanctioned appropriately. Particularly, noise pollution arising from playing stereos at loud volume. Any student who brings stereos shall also accompany same with earphone/headphone accessories. Under no circumstance(s) shall a speaker be placed and played on a window or hall of residence. Any student guilty of disturbing others shall be subject to disciplinary action, including, but not limited to, expulsion from the residential system. In addition, sound reproduction equipment utilized in a manner that disturbs others shall be impounded and its owner ordered to remove it from the campus immediately.

During preparation for examination, twenty-four-hour quiet hours shall be enforced in and around the residences. Similarly, throwing an object through the window or roof or any other outlet etc. at any University property is extremely dangerous and prohibited. Hence, a student shall not throw any object(s) at any property belonging to the University.

15.1.10 Student's Guests/Visitors

The University grants students the privilege of hosting guests in the student residences. In addition, a resident's ability to host guests is, in fact, a courtesy extended by a roommate or roommates. The foundation of this guest policy is that a guest(s) is only permitted with the consent of the resident's roommate(s). Students are expected to communicate with each other to work out arrangements for receiving guests within a shared room, suite, or apartment. Members of the Residence officials are available to assist students who may require support or guidance in working with a roommate about the presence of guests in their shared accommodations, and especially in cases where a roommate displays a lack of consideration for others or abuses the privilege of hosting guests.

A guest shall respect and comply with all rules and regulations while in or around the residences. At all times, a resident shall be responsible for the conduct and activity of his guest(s), including any damage caused to University property and violation of any policy for student residences.
No overnight guest(s) shall be allowed during the first week of the academic year, and during study and final examination periods.

15.1.11 Subletting

Subletting means that a sublease agreement is concluded between the main tenant and the subtenant in which BAUK is not a party. This is not allowed in the University.

15.1.12 Services, Utilities and Emergency Numbers

Each residence hall bedroom may contain the following items:

- One bed, mattress and pillow per resident (in some instances, lofted or bunked beds may be used)
- Smoke detector
- Trash can and recycling container
- Shower curtain
- Utilities such as water and electricity
- Internet access via wireless and Ethernet port
- Cable television outlet and service and/or access to water heating, TV streaming service
- A desk per resident
- Chair per resident
- Drawers
- Closet space

Students shall provide their own linens, including blankets and his/her any other personal requirement. Students shall not move University furnishings from one room to another. It is the responsibility of residents to secure all keys/key cards and ID cards. The transfer of an ID and/or keys/key card to another individual is prohibited. Do not call the University security unit for information concerning utility failures unless you have an emergency.

In the case of an emergency, our judgment often determines whether or not an incident is an emergency. If you consider a situation to be an emergency, then it is an emergency. If you have an emergency situation merely call the number provided by the Deanery of Student Affairs.

The University is staffed 24 hours a day for your assistance and protection. This service is provided seven days a week on a year-round basis. If a student feels an incident is an emergency;

- He should remain calm
- He should call the front desk.
- If you discover a gas leak, call the University security unit
- Call the Deanery of Student Affairs, if you are injured or require emergency assistance.

PART 16: FINANCIAL INFORMATION

16.1 TUITION AND OTHER FEES

Enrolment into any of the University's programmes is only confirmed upon the full payment of the stipulated Tuition. Payment of Tuition shall be made at the beginning of each semester or as advised otherwise. The Tuition Fee does not cover accommodation, feeding, and other living expenses.

16.1.1 Non-payment of Tuition Fee

It is pertinent to note that:

a. No student shall be allowed to attend lectures without full payment of the tuition fee for the Semester.
b. No student shall be allowed to sit for an examination without full payment of the tuition for the Semester.
c. Degrees shall not be conferred on defaulters until all indebtedness are cleared.

16.1.2 Accommodation Fees

The University has outsourced student accommodation. Students may choose from approved vendors, live at home, or arrange their own accommodation. Accommodation Fees from vendors are available at the Student Affairs Division.

16.1.3 ID Cards

A loss of student's ID card shall be reported immediately to the Registrar. A replacement fee for a lost ID card is ₦1,000.00

16.1.4 Feeding

Students shall make their own arrangements for meals.

16.1.5 Academic Gowns / Robes

Payments are made for renting Academic Robes for Matriculation and Graduation ceremonies. The rental fee shall be communicated by the Registry.

16.2 REFUND POLICY ON TUITION FEES

Tuition fee refunds are considered under these conditions:

1. Written request from the student.
2. Refunds are calculated from the application receipt date.
3. 20% administrative charge applies to all refunds.

Table 16.2.1: Conditions for Refunds after Payment

S/No	Time of Refund Application	Refund Applicable
1	Before two weeks to commencement of the Semester	100% (less Admin Charges)
2	Within two weeks of the Semester	50% (less Admin Charges)
3	After two weeks into the Semester	0% (No Refund)

16.3 BANK DETAILS

Students shall pay their Tuition fees for every semester using the following account details:

Account Name:	Baba-Ahmed University Sch. Fees Coll.
Bank Name:	Zenith Bank Plc.
Account Number:	1130096660

ANNEXURE