

**FEDERAL UNIVERSITY OF TECHNOLOGY,  
MINNA, NIGER STATE, NIGERIA**



**CODE OF CONDUCT FOR STUDENTS**



**2019**



# **CODE OF CONDUCT FOR STUDENTS**

**WEST AFRICAN SCIENCE SERVICE CENTER  
ON CLIMATE CHANGE AND HUMAN HABITAT  
(WASCAL CC&HH)**

**2019**

## FORWARD



The DRP is designed to support West African students in the acquisition of Doctor of Technology Degree in Climate Change and Human Habitat (PhD. CC & HH). It is one of the twelve (12) graduate programmes operated by the Capacity Building Department of WASCAL, collaboration between the German Ministry of Education and Research and eleven (11) West African countries.

This publication, WASCAL CC & HH Code of Conduct for Students, is the first edition. This handbook contains rules and regulations of Doctoral Research Programme (DRP) on Climate Change and Human Habitat (CC & HH) of the Federal University of Technology, Minna for students' guidance in their academic and welfare matters. This Handbook was prepared to make their stay secure, peaceful and purposeful in the University.

In view of this, I urge all students privileged to part take in this program, to put in the necessary determination and effort that will ensure successful completion of the program while being good ambassadors of their respective countries. It is worthy of mention that in FUT Minna, like most universities worldwide, we strive in awarding certificates based on character and learning. I wish you a productive stay in the University.

Professor Abdullahi Bala  
Vice-Chancellor

## **DIRECTOR'S REMARK**



The following code of conduct has been approved by Federal University of Technology Minna (FUT Minna) and WASCAL head office in Accra and is given to the student alongside his/her admission letter. However, it is worthy of mention that the Postgraduate School (PGS) of the University has a detailed prospectus containing information on PGS mode of operation.

On arrival in FUT Minna, WASCAL CC&HH students shall be assigned to a mentor who must be a staff of the University seconded to serve in WASCAL CC & HH. It is expected that the students will interact with his/her mentor on both welfare and academic matters. Misunderstanding this Code will not be accepted as an excuse for unruly or dishonest behaviour. This code of conduct shall be amended from time to time as the need arises.

Prof. A. A. Okhimamhe  
Director, WASCAL CC & HH

## TABLE OF CONTENT

Title page	i
Forward	ii
Director's Remark	iii
Table of Content	iv
Principal Officers of FUT Minna	vi
Members of CC&HH (FUT Minna) Board	vii
Staff Members of WASCAL CC&HH	vii
WASCAL CC&HH International Advisory Board Members	viii
Sponsors of WASCAL	viii

### **REGISTRATION AND MATRICULATION**

Academic Registration	1
Registration Procedure	1
Registration to other Units	1
Matriculation	2
Matriculation Number	2
Orientation	2
Student's ID card	2
Replacement of ID card	3

### **CODE OF CONDUCT**

Principles of WASCAL CC & HH of FUT Minna	3
Disciplinary Matters and Penalties	4
<b>The Academic Code</b>	5
Attendance to Lectures	5
Attendance Record	5
Attendance Exception	5
Attendance of Staff and Students CC&HH Meetings	6
Lateness to Class	6
Conduct of Student during Lectures	6
Absence from the University	6
Conduct towards Staff and other Students	7

Mode of Dressing	7
Sanctions for Offenders	8
Language	8
<b>Conduct of Semester Examination</b>	8
Qualification for Examination	8
Examination Misconduct	8
Examination Timetable	9
Absence from Examination	9
Remarking of Scripts	9
Grading System	10
Assignment of Marks	10
Calculation of Grade Point Average (GPA)	10
Calculation of Cumulative Grade Point Average (CGPA)	11
Carryover Courses	12
Probation	12
Withdrawal	12
Request for Semester/Sessional Results	12
Graded Punishment for various Examination Offences	12
Conduct of Student's Research	15
Students' Travel	16
Travel to Research sites	16
Travel for Scientific Visit	16
Conduct of Internal and External Examination of Student's Research	17
Processing of Academic Transcript Requests by Students	19
Application for Academic Certificate by Students	19
Student Conduct Offences	20
Academic and Student Conduct Procedures	21
Off Campus Housing Information	22
Application for Resident Permit	22
Health Insurance	22

## Principal Officers of Federal University of Technology, Minna



**Prof. Abdullahi Bala**  
Vice-Chancellor



**Prof. Y. A. Iyaka**  
DVC Academic



**Prof. E. E. Udensi**  
DVC Administration



**Mr Amos N. Kolo**  
Registrar



**Mrs. Hajara A. Kuso**  
Bursar



**Dr. Jubril A. Alhassan**  
Librarian

### **Members of CC&HH (FUT Minna) Board**

- |                               |                                      |
|-------------------------------|--------------------------------------|
| (a) Professor M. G. M. Kolo   | Dean, Postgraduate School (Chairman) |
| (b) Professor S. N. Zubairu   | Dean, SET                            |
| (c) Professor R. J. Kolo      | Dean, SAAT                           |
| (d) Professor K. U. Isah      | Ag. Dean, SPS                        |
| (e) Professor Adai S. Ibrahim | Director, QAP                        |
| (f) Professor Y. A. Yahaya    | Director, APU                        |
| (g) Professor A. A. Okhimamhe | Director, WASCAL CC&HH               |
| (h) Dr. Saratu Ibrahim        | Deputy Director, WASCAL CC&HH        |
| (i) Mrs. Lucy Peter           | Secretary, WASCAL CC&HH              |



### **Staff Members of WASCAL CC&HH**

- |                               |                                     |
|-------------------------------|-------------------------------------|
| (a) Professor A. A. Okhimamhe | Director                            |
| (b) Dr. Saratu Ibrahim        | Deputy Director                     |
| (c) Mr. Isaiah Sule           | Research Assistant                  |
| (d) Dr. Julia Eichie          | Research Assistant                  |
| (e) Mr. Ademola A. Adenle     | Research Assistant (On study leave) |
| (f) Mr. Edward S. Stephen     | Finance Officer                     |
| (g) Mr. Femi Erunkulu         | I.T. Officer                        |
| (h) Mrs Lucy Peter            | Secretary                           |



### **WASCAL CC&HH International Advisory/Academic Board Members**

(a)	Professor A. A. Okhimamhe (WASCAL CC&HH)	Chairperson
(b)	Professor L. K. Amekudzi (KNUST, Kumasi, Ghana)	Member
(c)	Dr. Micheal Thiel (Uni. of Wurzburg, Germany)	Member
(d)	Mrs. Christine K. (Heinrich Böll Foundation, Nigeria)	Member
(e)	Dr. Julien Adounpke (Uni. of Abomey, Calavi-Benin)	Member
(f)	Dr. George A. Abbey (University of Lome, Togo)	Member
(g)	Dr. Y. P. Tarfa (Fed. Ministry of Environment, Abuja)	Member
(h)	Dr. Saratu U. Ibrahim (WASCAL CC&HH)	Member
(i)	Mrs. L.Y. Peter (WASCAL CC&HH)	Secretary

#### **Website**

[wascal.futminna.edu.ng](http://wascal.futminna.edu.ng)

#### **E-mail**

[wascal\\_cchh@futminna.edu.ng](mailto:wascal_cchh@futminna.edu.ng)

#### **Sponsors of WASCAL**

Federal Ministry of Education and Research, Germany (BMBF)

## **1.0 REGISTRATION AND MATRICULATION**

### **1.1 Academic Registration**

There shall be registration at the beginning of each session. Students must register at the beginning of the first two weeks of the first semester with WASCAL CC&HH and Post Graduate School of the University. All courses to be taken in each semester should be registered for at the beginning of the session.

During the first semester of their first year in the programme, all students must produce original copies of their certificates or any certified documented evidence of their qualifications. They must submit photocopies of all their credentials to Postgraduate School and WASCAL CC&HH during registration for record keeping.

Students should register with names by which they were admitted, in the appropriate order in which they wish to be known, which must be retained during the duration of the programme. These must be written clearly in their own handwriting. **The University does not approve change of names except with a written approval from the Registrar.**

### **1.2 Registration Procedure**

Each student is required to bring along originals of their credentials, two passport photographs and two photocopies of the following documents for registration at the WASCAL CC&HH and the Postgraduate School of the University:

1. Admission letter
2. Academic credentials
3. Birth certificates or statutory declaration of age
4. Certificate of indigeneship from student's country of origin
5. Letter of attestation on character from student's parents/guardian
6. Letter of attestation of character from Head of Department during
7. First Degree

### **1.3 Registration at other Units**

Each student is required to register at the following places:

1. University Health Centre
2. University Library
3. Student Affairs Division

#### **1.4 Matriculation**

All fresh students will be required to take part in the Postgraduate School matriculation ceremony, which is the official acceptance of new students into the University. On matriculation day, each fresh student is required to take an oath and sign a declaration of his/her formal admission into the University affirming that he/she will observe the Statutes and Rules of the University.

Academic gowns will be hired and are issued after payment of the stipulated fees. The gowns must be returned within 24 hours after matriculation ceremony. Failure to return the hired gown will attract a fine.

#### **1.5 Matriculation Number**

Each student is assigned a matriculation number upon registration. No official student paper or document may be regarded as complete or valid unless it carries the correct matriculation number. For this reason, students are strongly advised to know and to be always definite about their matriculation numbers and to use the number for all official transactions.

#### **1.6 Orientation**

An orientation programme will be arranged for all fresh students by the centre. During the Orientation Programme, activities are arranged to familiarize the students with the new environment and the University system (including offices of key officers that the student may encounter during the period of study). The students also get to know the Principal Officers of the University and the Dean of Postgraduate School.

#### **1.7 Students' Identity Card**

The Security Division is responsible for the issuance of Student's Identity (ID) card to students upon completion of registration with the University and it is valid for one session only. Students may be required at any time to identify themselves upon request by authorized University officials acting in the performance of their duties. Some University facilities are open only to students who are able to show valid ID. Students are required to take very good care of their ID cards, carry them always and be ready to produce them anytime on demand. For a student to be issued a new ID card at the beginning of a new session, he/she must surrender the old one. Even upon graduation, the ID cards are useful items as they are required for collection of certificates. Students must submit their ID cards to the Secretary of WASCAL CC&HH upon graduation (or withdrawal, suspension,

dismissal, expulsion etc). **Failure to do so will be regarded as a breach of the law.**

### **1.8 Replacement of Lost ID Card**

A lost ID card will be replaced only upon production of a police report/court affidavit, a letter of introduction from the Director and payment of a fee as replacement charge. **It is the responsibility of the student to ensure he/she replaces his/her ID card when lost or expired.**

## **2.0 CODE OF CONDUCT**

### **2.1 Principles of the WASCAL CC&HH of the Federal University of Technology, Minna**

As regional members of the FUT Minna scholarly University community (faculty, postgraduate students and staff) we have a common goal to promote the enterprise of learning by the promotion of intellectual inquiry via vigorous discourse, both oral and written. We are committed to the integrity of the academic process; individual integrity and self-respect; respect for the freedom and privileges of others; as well as for University resources. In becoming members of this community, we recognize and accept the rights and responsibilities of being members of the University's academic and social community, and pledge to uphold the University's principles and respect for academic freedom. As members of the social community, we strive to protect and promote the University's pursuit of its academic mission by conducting ourselves with integrity.

As individuals, our personal integrity stems from honesty, truthfulness, forthrightness, responsible actions and willingness to avoid misleading and misdirecting others. We will avoid unlawful and harmful behaviour that could cause damages to the community or ourselves. We will strive to cultivate and maintain mutual respect, tolerance and understanding of our country, cultural, gender, religious, ethnic, racial and individual differences. Our strength lies in this diversity and we shall strive to protect it as an integral part of the academic, educational, and community purposes of the University. We shall achieve these overall mutually beneficial goals, while respecting the general resources and physical property (assets) of FUT Minna, WASCAL CC&HH and the community we reside in.

## 2.2 Disciplinary Matters and Penalties

Any organized society has its rules and regulations and Federal University of Technology (FUT), Minna is no exception to the rule. On matters of discipline, however, each student will be sanctioned based on the level of offences committed against the University and WASCAL CC&HH. The DRP will encourage the students to have a group email, which will be the primary means of dissemination of general messages to the class. **Although, the Director's Office may recognize and interact with a democratically elected Class Representative or Class Monitor, it reserves the right to deny/withdraw such recognition, if the conduct of such a representative is deemed inadequate and irresponsible; or if the individual concerned has been sanctioned formally by the University or WASCAL CC&HH during the programme.** A Class Representative or Monitor is expected to demonstrate effective leadership qualities that promote smooth communication between the DRP and the students. Additionally, a meeting of staff and students of the DRP will hold every semester and **ALL** students are encouraged to attend. However, additional meetings may be organised under special circumstances and students are expected to attend promptly.

**Students are encouraged to dialogue, present their grievances appropriately but not to disrespect or disregard the constituted authority.** All formal reports on these grievances, including any written petitions, must be written through the Director of the DRP to either the Vice Chancellor (or his representative) in FUT Minna or Executive Director (or his representative) of WASCAL in Accra, Ghana. The relationship between students and staff is expected to be respectful and cordial. **Under no circumstances should any party abuse this relationship by encroaching on the rights and privileges of the other, leading to psychological or physical harm.** WASCAL CC&HH students are expected to abide by **ALL** the rules and regulations enunciated in this code of conduct. Failure to do so shall attract sanctions that range from verbal or written warning from the DRP Director which may be placed in the students' folder as a first offender. Evidence of remorse or repentance may lead to a withdrawal of the warning letter from the folder.

Additionally, a reprimand on a misconduct or misdemeanour could be written directly by the Executive Director of WASCAL, depending on the gravity of the offence or/and as a second offender. Depending on the magnitude and gravity of the offence on the integrity of the University community as a whole and as a third

offender, the University Management may suspend, dismiss or expel the offender. These will remain as permanent documents in the student's folder, with a copy sent to the parents/guardian of the student and reference made to the incident, if a letter of institutional support is required for further pursuit of studies or employment. **The University, also, in very critical situations, reserves the right to withhold student's certificate for a period of time, if his/her character is deemed unworthy of the certificate and in the worst case scenario, the degree of the student may be revoked.**

### **2.3 The Academic Code**

The evaluation of the work a student produces independently constitutes academic achievement. A student should not make dishonest or false claims for work not done or claim ideas and words that are not his/hers. As a currently enrolled student or alumni/ae/us, misrepresentation of facts, significant omissions or falsification of facts regarding the academic process (including add/drop forms, the academic transcript, or applications for further studies or employment using fraudulent results or referees). Students should avoid plagiarism and copying of each other's academic work. Group work must be clearly acknowledged as such.

#### **A) Attendance of Lectures**

**A1.** Attending lectures, practical classes, seminar presentations and field work shall be regarded as part of the requirement for a successful completion of the WASCAL CC&HH Doctoral Research Programme (DRP).

**A2.** A 75% attendance in lecture, 100% participation in practical or laboratory exercises, class assignments and field work are required.

**NOTE: A1 and A2 shall qualify a student to seat for a semester's examination**

#### **B) Attendance Record**

Lecturers shall keep attendance record for each course which would be made known to the students. The mode employed in keeping the attendance record shall be the prerogative of each lecturer or the respective department.

#### **C) Attendance Exception**

Students shall be exempted from lectures on medical ground and this shall be granted on the submission of medical certificate from the Director of the

University Health Service. For cases that require deferment or condonation of session, the student shall apply for such through the Director to the Senate Business Committee that is chaired by the Deputy Vice Chancellor, Academic. Approval shall normally be communicated to the student by the Registrar of the University.

**Note: Any student who fails to meet the above requirement in any course shall carry it over at the next available opportunity.**

#### **D) Attendance of Staff and Students CC&HH Meetings**

It is compulsory for students to attend CC&HH general meetings both scheduled and unscheduled (emergencies) and other CC&HH organized programmes etc. Failure to participate and attend such activities will attract strict disciplinary measures which include sending written reports of student's truancy to the Executive Director of WASCAL in Accra and FUT Minna VC. They should avoid arriving late for both scheduled and unscheduled meetings. The Secretary should be informed on time, if for some unavoidable circumstances; they are unable to attend or may arrive late for such meetings.

#### **E) Lateness to Class**

Students not in class after fifteen minutes of the scheduled time of the lecture shall be regarded to be absent from that class. It is expected that lecturers would inform students of unavoidable absence from class or delays in arrival to lectures. If the contrary is experienced, the Director should be informed promptly. **At the end of each course (subject), students shall assess the quality of lecture delivery by the lecturers.**

#### **F) Conduct of Students during Lectures**

Smoking, the use of mobile phones and browsing the internet are not allowed during lectures. However, the latter (browsing) may be waived, if the lecturer requests this of the students.

#### **G) Absence from the University**

The Director must be notified in writing, at least 48 hours prior to date of travel and with cogent reasons for travelling stated clearly. It is recommended that the student should receive an acknowledgement of receipt of the notification before such a journey. While we do not wish that any harm occurs, WASCAL CC&HH will not accept responsibility for un-authorized travels whether within or outside Nigeria.

## **H) Conduct towards Staff and Other Students**

Students are expected to be respectful and well behaved to **ALL** staff and accord their colleagues their due respect as individuals. Unruly and abusive behaviour will be sanctioned. Any student who raises his/her hands to hit a member of staff or a student shall face the University's disciplinary committee, and if found guilty, shall be expelled from the University, after WASCAL Accra has been communicated.

## **I) Mode of Dressing**

Student dressing should reflect a high sense of morality and decency and show respect for the sensibilities of other members of the community. Therefore, the following types of dressings and physical appearances are prohibited on the university campus:

- (a) Short and skimpy dresses e.g. body hugs show me your chest/back/stomach; spaghetti wears and dresses exposing sensitive parts.
- (b) Tight shorts and skirts that are above the knees (except for sporting purposes).
- (c) Tattered jeans with holes or patches.
- (d) Transparent and see through dresses.
- (e) Tight fittings e.g. jeans, shirts, hip star, patra, lactra, cross-no-gutter, mini-micro and others that reveal the contours of the body.
- (f) Underclothing, such as singlets or vests, worn publicly.
- (g) Unkempt and haggard appearance includes bushy air and rough beards.
- (h) Dresses that make it impossible to wear laboratory coat during practical or participate actively in practical.
- (i) Long and tight skirts with long slits that reveal sensitive parts.
- (j) Wearing of T-shirts with offensive captions.
- (k) Shirts without buttons or not properly buttoned leaving the wearer bare-chested.
- (l) Wearing of ear rings by male students.
- (m) Plaiting or weaving of hair by male students.
- (n) Wearing of coloured eye glasses except on medical grounds in the classroom or lecture halls/library/offices.
- (o) Wearing bathroom slippers to class/library/offices (except on medical grounds).



In other cases, not listed above, the student shall be identified, first by presenting the ID card and then, by a discreet confirmation by a male or female staff or security guard at the entrance of WASCAL CC&HH depending on the gender of the student.

### **I) Sanctions for Offenders**

The punishment for violating the dress code shall range from warning to suspension from the university and without prejudice to stiffer penalties. Lecturers, students and staff of the Student Affairs Division (Guidance and Counselling officers) will monitor and ensure strict compliance. Worst-case offenders will have to face the students' disciplinary committee for appropriate disciplinary measures.

### **J) Language**

The language for communication during WASCAL CC&HH official activities (lectures, meetings e.t.c.) is English.

## **2.4 Conduct of Examinations**

It is worthy of mention that the Director of the DRP is the Chief Internal Examiner, who ensures that the examination holds without a hitch.

### **A) Conduct of Semester Examinations**

#### **A1) Qualification for Examination**

Examination will be conducted within the regulations contained herein or as amended by the International and FUT Minna WASCAL CC&HH Boards from time to time. To sit for the examination, a candidate must be duly registered for the course. In addition, a candidate must have satisfied the requirements under "Attendance" in the academic code of conduct.

#### **A2) Examination Misconduct**

- a. Except where specifically stated, materials relevant to the examination should not be brought into or left behind in the examination hall.
- b. Approved writing materials may be brought into the hall and placed in full view of the invigilator.
- c. Bags, mobile phones, laptops, tablets relevant to the examination should not be brought into the hall and be left around the examination hall unless otherwise stated.

- d. Students are to avoid any form of direct communication with each other as borrowing of writing materials is strictly forbidden.
- e. The University shall impose penalties for any examination malpractice after thorough investigations.

Suspected examination misconduct shall be considered by the centre's management, established cases are forwarded to the University's disciplinary committee for investigation. The report of the disciplinary committee is presented to University Senate for ratification of recommendations.

### **A3) Examination Timetable**

- a. The examination timetable for any term will be published at least two weeks before the start of examinations.
- b. No changes should be effected on the time table except for compelling reasons such as removing conflicts between papers
- c. Where there is a strong reason to change the time table for a particular subject, the Secretary should promptly be notified through the Director's office.

### **A4) Absence from Examination**

Students are expected to sit for the examination of ALL courses he/she registered for at the time of the examination. Exemption from the above shall be on medical grounds and shall be granted on submission of a medical report from the Director of the University Health Service. For reasons other than medical, students' application must be endorsed by the Director. Otherwise, a student shall be deemed to have voluntarily absented himself/herself from the examinations. Such a student shall score 'F' in those examinations as agreed by the Senate. There shall be no makeup examination.

### **A6) Remarking of Scripts**

Students not satisfied with scores obtained in their courses should follow these guidelines, as approved by the University Management, for the remarking of their scripts:

- (i) Request for the appropriate application form from the Secretariat of the Centre.
- (ii) Complete and submit the application form to the office of the Vice-Chancellor.
- (iii) Pay to the University a non-refundable application fee of twenty thousand naira (₦20,000.00) per script.

- (iv) To render the exercise devoid of sentiment, an External Examiner would be used in preference to Internal Examiner.
- (v) The tolerance limit of 6 marks out of the maximum possible examination score of 60 marks is the threshold beyond which the Lecturer is culpable. This means more than 6 marks difference between External Examiner's score and the original score.
- (vi) In the event that the petition lacks merit based on (v) above, the petitioner shall write an apology letter to the University since it is the University's image that has been put to test. In addition, the petitioner would sign an undertaking not to ever engage in such petition again without genuine facts.
- (vii) In event that there is merit in the petition on the bases of (v) above, the Lecturer shall be made to face Staff Disciplinary Committee.

## **B) Grading System**

The following University approved letter grades are in use in WASCAL CC & HH Doctoral Research Programme, Federal University of Technology, Minna.

<b>Letter</b>	<b>Grade</b>	<b>Score (Marks)</b>	<b>Grade Point</b>
A	Excellent	70 -100	5
B	Very Good	60 – 69	4
C	Good	50 – 59	3
D	Fair	45 – 49	2
F	Fail	0 - 44	0

### **B1) Assignment of marks**

For the purpose of assigning 100 percent mark in any course, all assessments shall be grouped into two:

- (i) Continuous Assessment (CA) 40%
- (ii) Examination 60%

### **B2) Calculation of Grade Point Average (GPA)**

At the end of each semester a student's grade Point Average (GPA) shall be calculated. This will give an indication of how the student has performed in that semester. A GPA is derived by multiplying Credit Units with Grade Points and dividing by total Credit Units. Below is an example of how to calculate the GPA of a student in one semester.

Course Code (i)	Course Credit (ii)	Grade Obtained (iii)	Point Obtained (iv)	Grade Point (v)
GRY711	3	B	4	12
CCL710	2	A	5	10
CCA718	3	C	3	9
Total	8			31

$$\text{Semester GPA} = 31/8 = 3.88$$

### B3) Calculation of Cumulative Grade Point Average (CGPA)

A series of GPA's weighted and averaged together over a number of semesters shall constitute the student's Cumulative Grade Point Average (CGPA). CGPA gives an indication of how the student has performed so far at any point in time during his/her academic programme. Below is an example of how to calculate the CGPA of a student in one academic session (two semesters).

#### First Semester

Course Code (i)	Course Credit (ii)	Grade Obtained (iii)	Point Obtained (iv)	Grade Point (v)
GRY711	3	B	4	12
CCL710	2	A	5	10
CCA718	3	C	3	9
Total	8			31

$$\text{Semester GPA} = 31/8 = 3.88$$

#### Second Semester

Course Code (i)	Course Credit (ii)	Grade Obtained (iii)	Point Obtained (iv)	Grade Point (v)
MET721	3	C	3	9
CCL720	2	A	5	10
CCA724	2	A	5	10
Total	7			29

$$\frac{\text{1st + 2nd Semester Total Grade Point}}{\text{1st + 2nd Semester Total Credit Unit}} = \frac{31 + 29}{8 + 7} = \frac{60}{15} = 4.00$$

Thus, the CGPA by the end of second semester = 4.00

#### **B4) Carryover Courses**

No student is allowed to carryover any course in which he/she scored D grade or above. Both the old and new grades in a carryover course shall be retained in the student's transcript and they will also be used in computing his/her CGPA.

#### **B5) Probation**

If a student has a GPA below 3.0 in the first semester, he/she shall be placed on semester probation.

#### **B6) Withdrawal**

If a student has a CGPA below 3.0 at the end of the first session, he/she will be withdrawn from the DRP in accordance with Postgraduate School regulation that students **MUST** maintain a CGPA of 3.0 to remain in postgraduate programmes in the University.

#### **B7) Request for Semester/Sessional Results:**

Students are entitled to a student's copy of semester/sessional results for personal use. If this result is requested by an employer, sponsor or a tertiary institution, the students has to formally request for such a result, with a letter indicating the address of the recipient and the appropriate receipt for processing the result.

#### **C) Graded Punishment for Various Examination Offenses**

<b>Offences before the Examination</b>		
<b>S/N</b>	<b>Offences</b>	<b>Penalties</b>
1.	Writing before the official commencement of the examination.	Delay for 10 minutes during the course of the examination.
2.	Forging any document relevant to the examination e.g. I.D. Card	Expulsion
3.	Anyone who refused to be identified and /or searched at the entrance of the examination hall.	Exclusion from that particular paper.
4.	Harassment of staff or intimidation for leakage of examination questions by student	Expulsion
5.	Smuggling in and out of the examination hall blank answer booklet or continuation sheet.	Expulsion
6.	Involvement in an examination	Expulsion

	leakage	
<b>Offences during the Examination</b>		
7.	Writing beyond the official termination of the examination.	Deduction of 5 marks on the spot by the chief invigilator. This will be communicated to the director of the centre, the subject coordinator, examination officer for compliance.
8.	Talking to another student during the examination.	Deduction of 5 marks on the spot by the chief invigilator after report from the invigilator.
9.	Writing on question paper.	Deduction of 5 marks on the spot by the chief invigilator after report from the invigilator.
10.	Anyone caught using foreign materials that are relevant to the examination/course inside the examination hall.	Expulsion.
11.	Violating the sitting arrangement of the examination e.g. changing position without permission etc.	Expulsion.
12.	Anyone who brings into the examination hall already written answer script or continuation sheet.	Expulsion.
13.	Aiding abetting examination misconduct e.g. transfer of materials, deliberate exposure of answer booklet for others to copy.	Suspension for two semesters.
14.	Giving false examination during the examination and or investigation.	Suspension for two semesters.
15.	Found guilty of examination misconduct for the second time(after a previous conviction).	Expulsion.
16.	Assaulting/fighting an invigilator or any official of the university.	Expulsion.
17.	Impersonation, (both the impersonator and the collaborator	Expulsion.

	e.g. sitting in an examination for someone with the latter's knowledge.	
18.	Failure to submit answer script at the end of the examination.	Suspension for two semesters and cancellation of the paper
19.	Failure to sign out at the end of the examination.	Cancellation of the paper.
20.	Refusal to surrender incriminating evidence or chewing and destruction of materials.	Expulsion.
21.	Refusal to write statement in respect to alleged examination misconduct.	Expulsion.
22.	Anyone caught transferring or receiving any materials to or from another student during the conduct of the examination without permission.	Expulsion.
23.	Anyone who takes GSM handset, IPAD or iPhone e.t.c. into the examination hall.	Expulsion.
24.	Those who exchange calculators in the examination hall without permission.	Expulsion.
25.	Exchange of answer booklet in the examination hall.	Expulsion.
26.	Being in possession of dangerous weapon in and around the examination hall.	Expulsion.
27.	Writing on any part of the body or clothes whether relevant or not.	Expulsion.
28.	Being caught with relevant writing or material at the back of calculator including placing material inside the mathematical set.	Expulsion.
29.	Refusal to appear before the examination misconduct committee having been invited 3	Expulsion.

	times and were confirmed to have been delivered to the student through authentic channel.	
<b>Offences after the Examination</b>		
30.	Refusal to give evidence before the examination misconduct committee as a confirmed witness.	Expulsion.

## 2.5 Conduct of Students' Research

Students' research consists of the following phases:

- 1) Preparation and validation of the research proposal and budget
- 2) Field work
- 3) Data analysis
- 4) Final editing of the dissertation

WASCAL CC&HH students are expected to prepare a pre-proposal of their research intention (in the absence of any research focus requested by WASCAL Accra/Competence Centre) for the purpose of assigning Supervisors. Together with the Supervisors, the students are expected to develop a full proposal with a budget and work plan for submission to the DRP Director. The DRP Director shall organize a meeting of the International Advisory Board to approve the proposals for funding, which should normally be within the first (six) 6 months of the lecture phase.

WASCAL pays students' research grant in tranches. The first payment includes the cost of travel of the students to their respective research site. Students **WILL** have to account for funds received with all relevant documents (receipts, justifications e.t.c.) to WASCAL. The sub second tranches are paid only when 75% of the advance has been spent and properly accounted for. All requests for funds should be in conformity with approved budget. Exceptional cases need to be approved by the student's supervisor, the DRP Director and WASCAL management.

Students manage and are accountable for all funds released to them for research. **Funds that have not been used as well as unauthorized expenses will be reimbursed to WASCAL.**

Twenty four (24) months after the commencement of field work, students are expected to present progress report on their research. A second progress report



will be presented by students before dates are fixed for exit seminar and external defence.

**During the research phase of the programme, Supervisors shall assess the participation and performance of the students; while students shall assess the quality of supervision.**

### **2.5.1 Students' Travel**

#### **A) Travel to Research Sites**

Students travel to their research sites shall be covered by student's research budget. Travel by air will be done in economy class and by the most direct and least expensive route. Travel of students to their home country (unless their dissertation research is conducted there) will be at their own expense. WASCAL DRP CC&HH will purchase ticket for students to travel to their research sites and the cost of travel shall be paid from the student's research budget.

#### **B) Travel for Scientific Visit**

The travel for scientific visit to advanced universities and research institutions is offered once during the course of students' studies. While in the country of visit, students will receive a special monthly stipend to cover accommodation and living expenses. The budget for scientific visits will include a monthly stipend of 800 Euro (350 monthly stipends plus additional stipend of 450) for 6 months, travel insurance, visa fees and round-trip air fare for visits to **Germany only**. Students who wish to undertake scientific visits to other countries will pay the travel cost and receive their usual monthly stipend of 350 Euro a month.

As soon as students reach agreement with a supervisor from a partner university or research institution, students are required to send the following documents and information to WASCAL Capacity Building Department in Accra (copies should be submitted to the DRP Director):

- a) A copy of official letter of invitation from the supervisor from a partner university or research institution
- b) Scanned copy of passport details
- c) Place of application for visa to the country of visit
- d) Proposed dates of departure and return

The following documents are usually requested for visa application:

- a) A copy of official letter of invitation from supervisor from the partner university or research institution (to be provided by inviting supervisor)

- b) WASCAL letter/certificate of support (to be provided by WASCAL HQ)
- c) Health insurance certificate (to be arranged by WASCAL HQ)
- d) Flight booking (to be arranged by WASCAL, on demand)

The travel ticket will be provided by WASCAL. In case of second travel to an advanced university or research institution, the ticket will be arranged and purchased by the student. The ticket will be issued only after the entry visa has been granted.

### **2.5.2 Conduct of Internal and External Examination of Students' Research**

The Internal Examination/Defence of thesis shall normally be two months after the presentation of the preliminary results of students' research (Progress Report). **However, to qualify for internal defense, the students must produce a clearance slip from the Finance Officer of CC&HH indicating that he/she has successfully accounted for the first tranche of the research grant given to him/her.**

The student is expected to work with his/her mentor to ensure that postgraduate school standard for thesis reports is strictly adhered to. **Students must acknowledge BMBF and WASCAL for the scholarship given to them for their studies in their thesis.** The student will normally be requested to submit the corrected thesis within a week, in order to allow the Internal Examiner check through and confirm that corrections have been made as recommended/requested. After this, the student is expected to return to his/her Supervisor to endorse the thesis by signing the certification page. This endorsed copy is formally submitted to the Postgraduate School.

The procedure for commencing external examination will follow the postgraduate school guideline, which is outlined below:

- (a) An evidence that the student has published his/her research in a reputable journal.
- (b) Submission of results (with the exception of thesis result) and evidence of payment of fees as well as names and contact details of a qualified expert, who shall normally be an Associate or Full Professor to the postgraduate school.
- (c) After due consideration, if found appointable, the main and alternate external examiners are presented by the postgraduate school to the University Senate for approval.

- (d) Submission of corrected thesis and fixing of date for the examination (minimum of 6 weeks after approval of external examiner) by the postgraduate school.
- (e) External examination commences and shall be one student per examiner. The External Examiner is given a score sheet to independently score the student. The student shall normally be given three weeks to effect corrections after external examination.
- (f) Submission of corrected thesis and anti-plagiarism report to postgraduate school for consideration, and the subsequent recommendation to University Senate for approval' if the thesis is found acceptable.
- (g) Final approval of results (including thesis scores) by the University Senate.

After Senate approval of results, the students are then expected to obtain clearance from the University and the DRP. The Student is expected to collect a clearance form from both the Postgraduate School and WASCAL CC&HH. It is worthy of mention that the student should be cleared from the University Health Centre, University Library and Student Affairs Division, among others.

Students are required to submit to WASCAL CC&HH;

- 2 hardcopies of the thesis
- a CD containing the electronic copy of thesis and data
- policy brief on thesis (prepared with the guidance of the student's supervisor)

At this stage, the Director shall request formal confirmation from WASCAL, Accra that each student has successfully retired the research grant given to him/her and sent his/her bank statement to Accra for verification purpose; and that all data and equipment purchased using WASCAL research grant have been verified to be in good condition and submitted to the DRP. After this clearance process has been concluded, the fresh graduate may wish to apply for his/her Statement of Result, which expires after one year **OR** collects his/her certificate after satisfying the requirement to do so.

Additionally, the student shall sign an undertaken that he/she will continue to work with the DRP to ensure that the results of his/her research are published within a period of 24 months, as indicated in the MoU between WASCAL Accra

and the Federal University of Technology, Minna. Otherwise, he/she forfeits the right to publish from the thesis after graduation.

### **2.5.3 Processing of Academic Transcripts Requests by Students**

After University Senate’s approval of results, the students are at liberty to apply for their academic transcript. Other pertinent details include the following:

- (a) Payment of the following charges should be made to the University’s Micro Finance Bank, Minna
  - (i) Destinations within Nigeria ₦5,000.00
  - (ii) All African Countries ₦15,000.00
  - (iii) Other countries of the world ₦20,000.00
- (b) Obtain a request from the Academic Office and fill your personal data properly
- (c) A proxy of an applicant should attach a photocopy of the Statement of Result/Certificate to the request form for processing
- (d) Note that the University only recognizes the following official recipients of academic transcripts:
  - (i) Higher Educational Institutions
  - (ii) Research Institutes
  - (iii) Professional Bodies
  - (iv) Embassies (for admission requirements and sponsorships)
- (e) Every applicant is entitled to collect student’s copy of academic transcript by hand but cannot collect the original copy. The original copy is to be mailed directly to the official address(es) of the recipient(s) by the University’s courier service provider.

### **2.5.4 Application for Academic Certificates by Students**

The new academic certificate of FUT Minna has ten security features and is personalised. Each student’s passport photograph is embedded in the certificate. Academic certificates can only be collected after the convocation ceremony of the graduates, which does not coincide with the completion of academic programme of the students. The students are expected to make payment of **₦41,000.00** covering the following, including the academic gown used during convocation:

- (i) Certificate (₦5,000.00)
- (ii) Order of Proceedings of the convocation (₦2,000.00)
- (iii) Scroll (₦2000.00)
- (iv) Alumni Fee (₦2,000.00)
- (v) Academic gown (₦30,000.00)

Others include the submission of the ID card of the student and original Statement of Results earlier issued. In the event, that the student wants the certificate to be mailed to a particular address, he/she must first and foremost, apply for the release of the certificates through the Dean of Postgraduate school to the Registrar with evidence of the above payment and transmission of the document via a reliable means (e.g. courier service) and also sign an undertaking that the document is being sent at owners risk. More details can be obtained from the Academic Office of the University.

### **3.0 Student Conduct Offences**

- (a) Disruptive behaviour or behaviour that interferes with the basic rights of others and the educational functions of the University (e.g. peaceful protests/assembly).
- (b) Actions that may result in physical harm, damage to property, assault, vandalism, throwing or firing projectiles etc.
- (c) Sexual misconduct that involves non-consensual physical contact of a sexual nature; or involves penetration, violent physical force, or injury including acts using force, threat, intimidation, or advantage gained by the offended student's mental or physical incapacity or impairment. The latter will attract very severe sanctions from the University. Harassment, without physical contact, will not be deemed sexual misconduct under these provisions.
- (d) Subjecting an individual or group to abusive, threatening, intimidating, or harassing actions, including but not limited to those based on race, religion, gender, disability, age, economic status, ethnicity and national origin.
- (e) Drugs and/or alcohol illegal possession or use of drugs and/or alcohol and/or drug paraphernalia (includes but is not limited to all items used for the purpose of preparing, injecting, ingesting, inhaling, or otherwise using illegal drugs, or in the illicit use of legal drugs). The use of any drug, including alcohol, related to any offense will be considered an aggravating circumstance independently of whether the drug was used legally or illegally by the offending party.
- (f) Theft or attempted theft of property and/or possession of stolen property.
- (g) Failing to comply with the proper directive(s) of a University official, including refusing to identify oneself or refusing to present University identification to a University staff member, including members of University Security Services.

- (h) Possession, use, or distribution of firearms, ammunition, explosives, or other weapons. These include all types of air rifles; guns using BBs, pellets, or darts; or any slingshot device. All fireworks are prohibited. Knives are prohibited, except those that are designed and used for food preparation. These will attract severe sanctions from the University.
- (i) Violation of the operational rules governing various offices, departments and facilities of the University e.g., computing and information Services, the Libraries etc.
- (j) Lying or materially misrepresenting information to an official University body or officer, lying during a disciplinary committee investigations hearing; and the fraudulent use of University identification cards.
- (k) Violation of the terms of any Student Conduct sanction.
- (l) Failing to appear as a witness during a Student Conduct hearing.

#### **4.0 Academic and Student Conduct Procedures**

WASCAL students charged with offenses against the Code of Conduct are afforded the following rights:

- (a) To be informed in writing of the charge(s) and alleged misconduct, with a copy of the letter sent to WASCAL, Accra.
- (b) To be assumed not responsible of any alleged violations, unless he/she is found guilty through the appropriate Student Conduct hearing.
- (c) The option of having a guarantor during a formal investigation, an administrative hearing, or a student organization hearing. The guarantor may be tenured faculty or staff member and not an attorney.
- (d) To have a reasonable length of time to prepare a response to any charges.
- (e) To be informed of the evidence upon which a charge is based and accorded an opportunity to offer a relevant response.
- (f) To be given every opportunity to articulate relevant concerns and issues, express salient opinions, and offer evidence before the hearing body or officer.
- (g) To be afforded confidentiality, in accordance with University practices and legal requirements.
- (h) To request that an officer or member of disciplinary committee be disqualified on the grounds of personal bias.
- (i) To have a timely determination of the charges.
- (j) To appeal a decision.
- (k) To refrain from providing information that is self-incriminating bearing in mind the consequences of such refusal.

## **5.0 Off-Campus Housing Information**

FUT Minna is a residential campus, but students have the choice of living off campus within the community hosting the University. Resident students are expected to take their neighbours seriously and treat them with respect, this attitude is usually returned in kind. WASCAL students are in-charge of their off-campus accommodation on arrival at the University. However, the DRP can liaise with the Dean of Student Affairs, should the students formally request for on-campus accommodation, which is subject to availability at the commencement of every new academic session. Additionally, the DRP may assist in providing names of credible Estate Agents upon request by the students. The students should be aware that their off-campus lives must abide by the standards of community behaviour. Failure to do so may result in the withdrawal of the privilege of enrolment by the University, or other suitable sanctions deemed fit by the University Management.

## **6.0 Application for Resident Permit**

The students, after their language course, will be issued their admission letter (from the Postgraduate School) and invitation letter (from the Registrar) to facilitate entry into the country. While in the country, non-resident students will require resident permit. Applications for resident permits (regularization of stay) are usually made through the Registrar's office. It is in the best interest of the student to use the facilities of this Office as this process is treated with the official dispatch that it deserves. Interested students may wish to apply through the Office of the Director of the DRP.

## **7.0 Health Insurance**

All students of the Federal University of Technology, Minna are registered with the National Health Insurance Policy after payment of fees during the registration process. The DRP, upon notification, shall refund the money paid by students for purchasing drugs that are unavailable in the University Health Centre. Approval shall be sought from WASCAL, Accra for drugs and health issues that cost more than 50 Euros. However, the students must notify the DRP and produce health reports or prescription sheets from the Medical Director of the University. Alternatively, students may be insured using Insurance Companies such as Axa Mansard especially during field work. The procedure for usage will be clearly spelt out to the students, when this occurs.