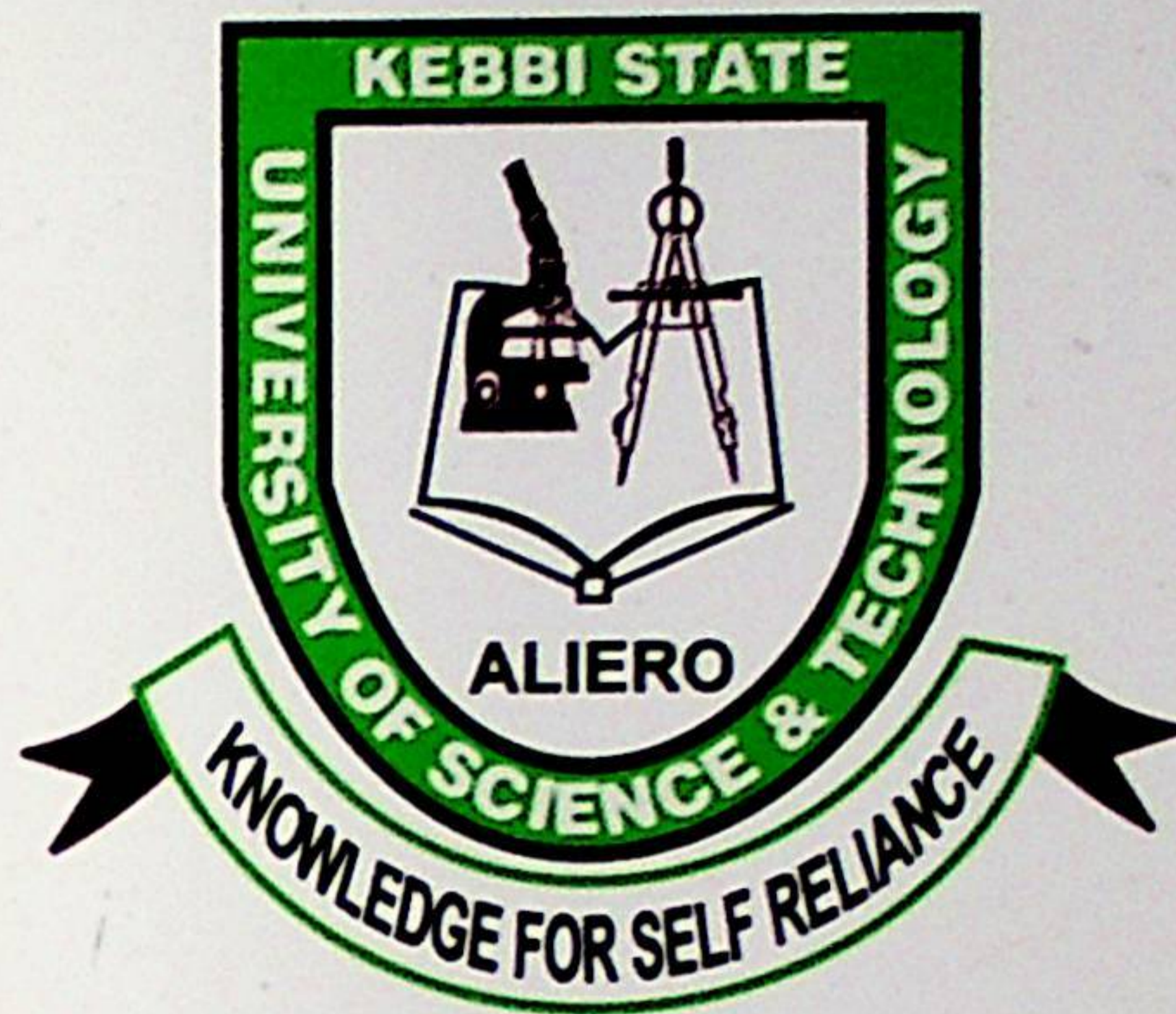


**KEBBI STATE UNIVERSITY OF
SCIENCE AND TECHNOLOGY, ALIERO,
KEBBI STATE, NIGERIA**

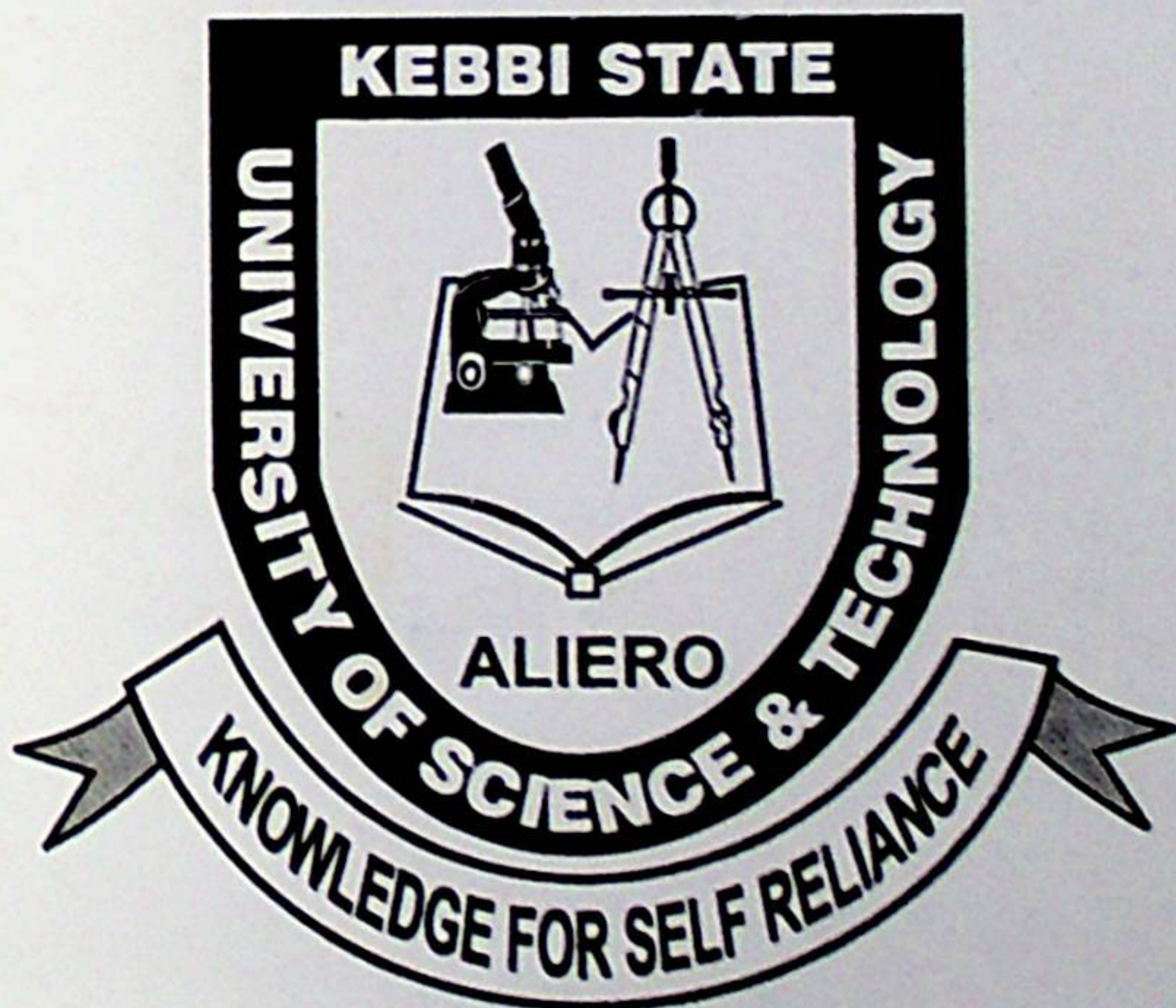


REVISED STUDENT'S HANDBOOK

Approved by the Vice-Chancellor
With effect from January 2010

**KEBBI STATE UNIVERSITY OF SCIENCE
AND TECHNOLOGY, ALIERO,
KEBBI STATE, NIGERIA**

**REVISED STUDENT
HANDBOOK**



Approved by the Vice-Chancellor
With effect from January 2010

The University reserves the right to change the rules and regulations contained in this Handbook without prior notification. However, students shall be informed about changes made through the notice boards available on campus. Furthermore, the changes made shall be included in subsequent editions of the Handbook.

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UNIVERSITY ADDRESSES

Postal Address: Kebbi State University of Science and
Technology,
Aliero, PMB 1144, Birnin Kebbi,
Kebbi State, Nigeria

Telephone (GSM): 08069663950
07085222192

Website: www.ksusta.com

Email: kebbistateuni.aliero@yahoo.com

VISITOR AND PRINCIPAL OFFICERS OF THE UNIVERSITY

VISITOR

His Excellency, Alhaji Saidu Usman Nasamu Dakingari
(Sardaunan Dakingari)
Executive Governor, Kebbi State

CHANCELLOR

(To be Appointed)

PRO-CHANCELLOR AND CHAIRMAN OF COUNCIL

Hon. Justice Umaru Atu Kalgo (Rtd.)

VICE-CHANCELLOR

Professor Muhammad Kaoje Abubakar
B.Sc. (Hons.), M.Sc. (ABU), Ph.D. (Essex), MEUSASC, PMNYAS

DEPUTY VICE-CHANCELLOR (ADMINISTRATION)

Dr. (Mrs.) Amina Abubakar
B.Sc., M.Sc., Ph.D. (UDUS)

DEPUTY VICE-CHANCELLOR (ACADEMIC)

(To be Appointed)

REGISTRAR

Ibrahim Abubakar Mungadi
B.Sc. Ed., M.Sc. (UDUS), SWCA, IAC

ACTING BURSAR

Usman Alhaji Abubakar
CNA, HND, DGD, ANAN

ACTING UNIVERSITY LIBRARIAN

Salisu Adamu Aliero
B.A. (LS), MLS (BUK)

COUNCIL MEMBERS

1. Justice U.A. Kalgo (CON),
JSC (Rtd.) Pro-Chancellor and Chairman
2. Professor M.K. Abubakar Vice-Chancellor and Member
3. Dr. (Mrs.) Amina Abubakar Deputy Vice-Chancellor
(Administration) and Member
4. Senator Muhammad
Adamu Aliero Member
5. Alhaji Abdullahi Ahman
(Walin Zuru) Member
6. Engr. Murtala Zauro
(Dikkon Gwandu) Member
7. Alhaji Musa Salihu Abarshi
(Magajin Garin Yauri) Member
8. Professor A.A. Zuru
(Danmasanin Zuru) Member
9. Hajiya Fati Umar Kamba Member
10. Alhaji Suleiman Aliyu Member
11. Hajiya Maimuna M. Bala Member
12. Dr. A.I. Yakubu Member
13. Dr. Bello Umar Farouk Member
14. Alhaji Salisu A. Aliero Member
15. Alhaji Abubakar M. Ngaski Member
16. Alhaji Ibrahim A. Mungadi University Registrar &
Secretary

LIST OF PROFESSORS

1. Prof. M.K. Abubakar - Biochemistry
2. Prof. N.M. Beg - Chemistry
3. Prof. M.L. Jangebe - Biochemistry - Visiting
4. Prof. Musa Momoh - Physics - Visiting
5. Prof. A.M.A. Elsamghy - Computer Science
6. Prof. H.S.A. Tantawy - Computer Science Visiting
7. Prof. Qamar Majeed - Zoology Visiting
8. Prof. M.O. Ibrahim - Mathematics - Visiting
9. Prof. A.E.S.A. Bayoumi - Mathematics - Visiting

DEANS, DIRECTORS AND COORDINATORS

1. Dean, Faculty of Science
Prof. M.N. Beg
2. Acting Dean, Faculty of Agriculture
Dr. Aliyu Ibrahim Yakubu
3. Acting Dean, Student Affairs
Dr. Ismaila Alhaji Umar
4. Director, Division of General Studies
(To be Appointed)
5. Acting Director, Physical Planning and Maintenance
Eng. Nura Abdul-Azeez
6. Director, Academic Planning
Dr. Bello Umar Farouk
7. Director, Health Services Department
(To be Appointed)
8. Coordinator, Matriculation Unit
Dr. Jitendra Kumar Rai
9. Coordinator, Student Industrial Work Experience
(SIWES) Unit
Dr. Bello Umar Farouk

HEADS OF DEPARTMENT AND PROGRAMME

Faculty of Science

1. Acting Head, Department of Chemistry
Dr. Umar Abubakar Birnin Yauri
2. Acting Head, Department of Physics
Dr. Jitendra Kumar Rai
3. Acting Head, Department of Biological Sciences
Dr. M. Saquib
4. Acting Head, Department of Computer and Information
Technology
Mr. Satyakham Rahul
5. Acting Head, Department of Mathematics
Dr. Vijay Singh
6. Acting Head, Department of Biochemistry
Ms. Angela Nnenna Ukwuani
7. Acting Head, Zoology Programme
Dr. Abdullahi Adil Ansari
8. Acting Head, Microbiology Programme
Dr. (Mrs.) Kalpana Sultan
9. Acting Head, Botany Programme
Dr. Dharmendra Singh

Faculty of Agriculture

1. Acting Head, Department of Agricultural Economics and
Extension
Dr. Bello Umar Farouk
2. Head, Department of Animal Science
(To be Appointed)

3. Acting Head, Department of Crop Science
Dr. A. I. Yakubu
4. Head, Department of Forestry and Fisheries
(To be Appointed)
5. Head, Department of Soil Science
(To be Appointed)

MOTTO OF THE UNIVERSITY

The motto of the Kebbi State University of Science and Technology, Aliero is "Knowledge for Self-Reliance". It is an indication of the resolve of the University to provide adequate knowledge and skills that would enhance the social, economic, scientific and technological development leading to self-reliance of the individual, Kebbi State and the country as a whole.

UNIVERSITY LOGO

The Logo of the University is almost rectangular in shape with a white background. It consists of three items, namely, a book, a microscope and a divider. The book connotes knowledge and encapsulates the general idea that knowledge is acquired through reading of written materials. The microscope and the divider seek to capture the very essence of the University, which is the advancement of science and technology in Kebbi State.

UNIVERSITY COLOURS

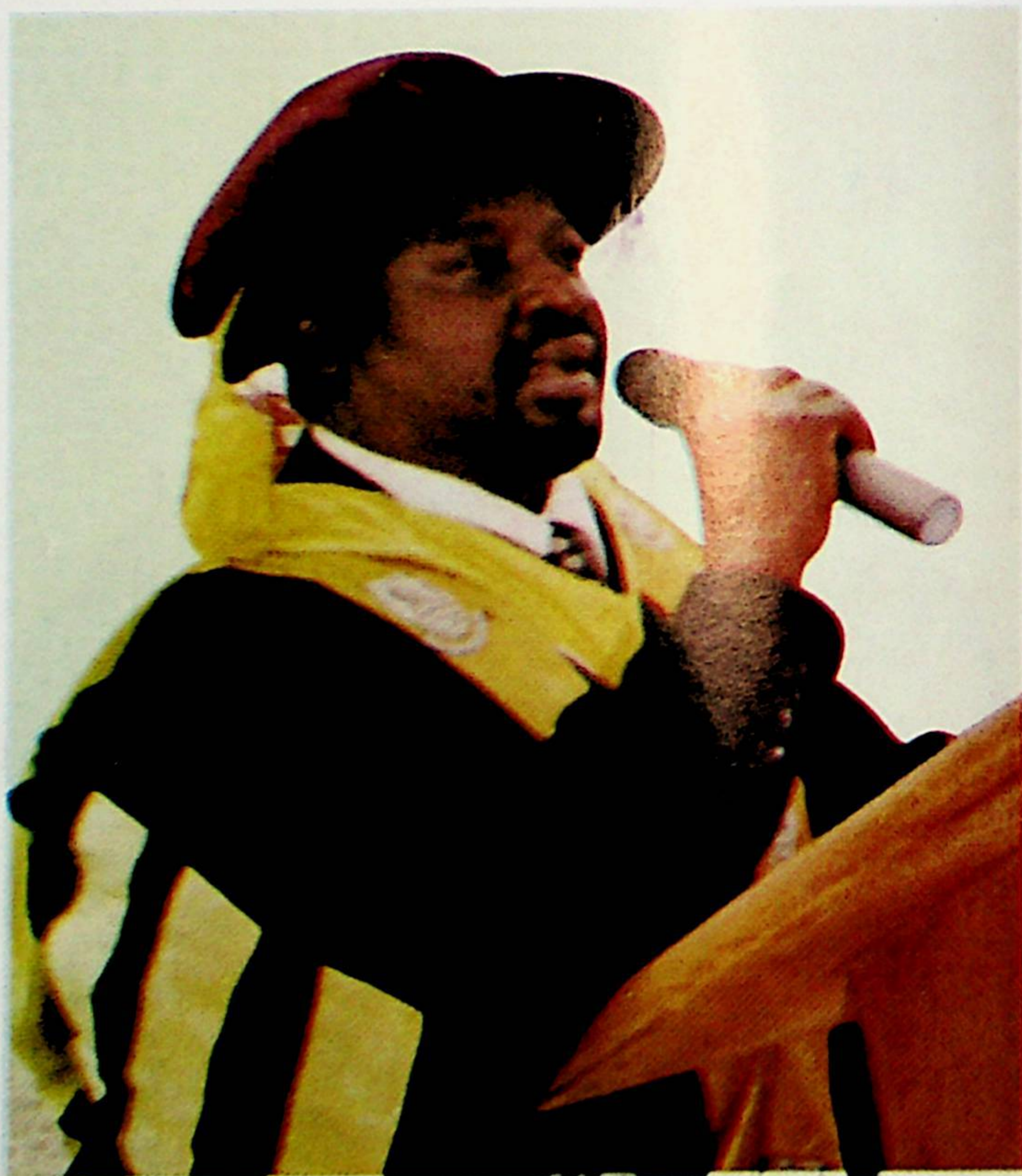
The green colour indicates agriculture which is the major occupation of the teeming population of Kebbi State. The dark brown colour, on the other hand, indicates the vast fertile soil obtainable in the state. All these colours are situated on a white background which signifies that science, technology and agricultural development are to be sought and attained in the peaceful environment which is the hallmark of the State.



His Excellency
Alhaji Saidu Usman Nasamu Dakingari
Executive Governor, Kebbi State
Visitor



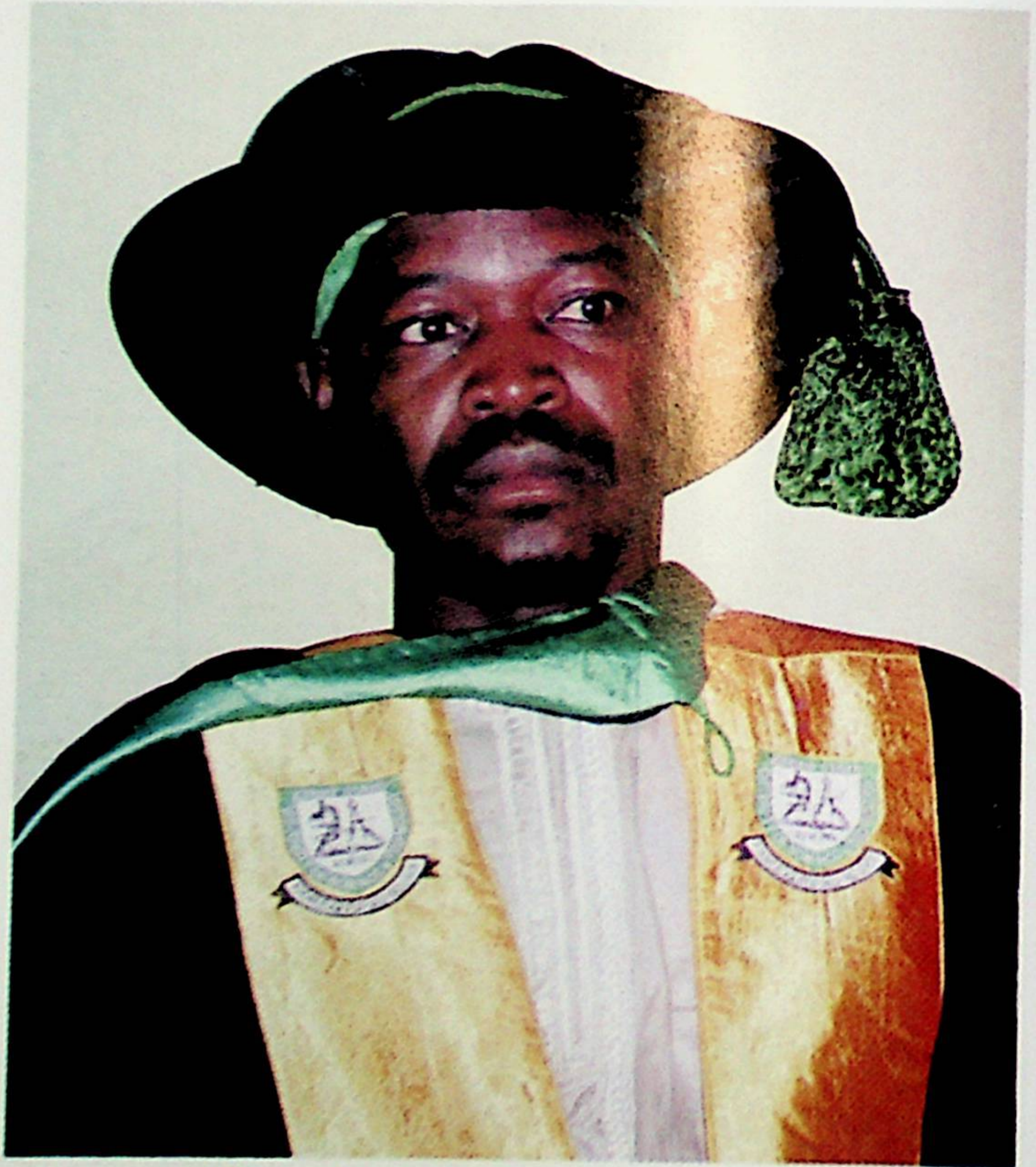
Hon. Justice Umaru Atu Kalgo (Rtd.)
Pro-chancellor and Chairman of Council



Professor Muhammad Kaoje Abubakar
B.Sc. (Hons.), M.Sc. (ABU), Ph.D. (Essex), MEUSASC, PMNYAS
Vice-Chancellor



Dr. (Mrs.) Amina Abubakar
B.Sc., M.Sc., Ph.D. (UDUS)
Deputy Vice-Chancellor (Administration)



Alhaji Ibrahim Abubakar Mungadi
B.Sc. Ed., M.Sc. (UDUS), SWCA, IAC
Registrar



Dr. Ismaila Alhaji Umar
B.Sc. (UniMaid), M.Sc. (UniLag), Ph.D. (ABU)
Acting Dean, Student Affairs

FOREWORD

I am pleased to write this foreword for the second edition of the Student Handbook of our young University.

Two years ago, when lectures commenced in the University, there were, as could be expected, numerous teething problems. At that time, most of the physical structures on the campus were at various stages of completion while furniture and equipment for laboratories, classrooms and hostels as well library books were still being supplied. Make-shift arrangements had to be made here and there to make commencement of lectures possible.

I am glad to note, however, that these problems have gradually been overcome and the entire University community has now settled down to face the challenges of realizing our mandate of making this University a world-class institution. I am, of course, grateful to the Visitor, the Executive Governor of Kebbi State, His Excellency, Alhaji Saidu Usman Nasamu Dakingari, without whose full cooperation and support, we would not have achieved this height within this short period of time.

Nevertheless, I would like to remind all students that the only key to success in this University is hard work, diligence and respect for constituted authority. Thus, on no account should any student or group of students take the law into his/her/their own hands. Proper channels of communication must be followed especially while seeking redress. I assure you that the University authority will continue to ensure the security of students and their property at all times while also providing the best services possible on campus.

On sports and leisure activities, the University is making concerted efforts to provide sporting and recreational facilities for students. Intra sporting competitions will be encouraged and arrangements to engage other universities in sporting competitions will also be initiated.

The University is working in collaboration with the state government and other organizations to provide campus-wide

Internet facilities this session. This will make it possible for students to register, pay fees, access their results, etc. on-line. Arrangements are also being made to place all students under the National Health Insurance Scheme (NHIS) to provide a wide range of quality preventive and curative medical services at highly subsidized charges wherever the students find themselves in the country and irrespective of whether they live on or off campus.

Finally, I want to note that this Student Handbook has addressed most of the issues of concern to you during your stay in this University. You will graduate successfully only if you abide by the rules and regulations contained therein.

(Signed)

Professor M.K. Abubakar
Vice-Chancellor

MESSAGE FROM THE DEAN OF STUDENT AFFAIRS

I begin by welcoming all students to the Kebbi State University of Science and Technology, Aliero (KSUSTA); and congratulating the new students that have been fortunate to gain admission into this new but promising Institution. Being new, the University has the unique opportunity to right the wrongs in our Nation's tertiary education; a task the authorities at KSUSTA are doggedly pursuing with visible and remarkable result. It is my hope that all students would take advantage of the excellent learning environment provided to make the best of their stay here.

This Student Handbook contains information on the philosophy and vision, administrative and academic structures of the University as well as the rules and regulations governing your stay in this institution. I urge all students to carefully study and assimilate the contents of this Handbook and do their best to live by its code.

In a bid to maintain the highest academic and moral standards, the University administration has zero tolerance for certain anti-social behaviours, namely; examination malpractices, cultism, use of illicit drugs or related substances and indecent dressing. Each student is well advised to very closely guard against these and similar vices.

All students should be well assured, however, that their rights and privileges are of utmost concern to, and, at all times, protected by, the University Administration. All law-biding and hardworking students will undoubtedly enjoy their stay in this University and graduate with honours within the stipulated periods for the degree programmes. These are my fervent wishes for you all. Good luck and may Allah's blessings abide by you throughout your stay at this University.

(Signed)

Isma'ila A. Umar (PhD)
Dean, Student Affairs

I INTRODUCTION

The Kebbi State University of Science and Technology, Aliero was established under the Kebbi State law No. 6 in December 2006. The case for establishment of the University was made as a result of the ever increasing number of qualified indigenes of the State yearning for University education and who, more often than not, find it difficult to secure admissions into Nigerian Universities due mainly to their limited carrying capacities. Since assuming power, especially during his second term in office, the former Governor of Kebbi state, His Excellency, Alhaji (Dr.) Muhammad Adamu Aliero (Garkuwan Gwandu) initiated action on the establishment of a State University. The climax for establishing this University was eventually reached when the Kebbi State Executive Council, at its 79th meeting of 28th September 2005, formally resolved to establish a University in the State. Similarly, the enabling bill for the establishment of the University was passed by the State House of Assembly.

Following these developments, the Kebbi State Government immediately proceeded to put all the necessary structures and facilities in place. After fulfilling the necessary requirements, the National Universities Commission, Abuja granted license to the University to operate as Nigeria's 79th University. By the special grace of Allah, the most High, Academic programmes commenced in January 2008 with 404 students in the Faculties of Science and Agriculture. Similarly, the Pre-Degree (Matriculation) Unit also offered admission to 651 students for a one-year intensive remedial programme in the Sciences. Currently, the University, which is in its third academic session, has an undergraduate student population of 1,673 and 608 matriculation students; bringing the total to 2,281 students.

OBJECTIVES OF THE UNIVERSITY

The objectives of the University shall be:

- a. To provide courses of instruction and other facilities for the pursuit of learning in all its branches and to make those facilities available on proper terms to such persons as are equipped to benefit from them;

- b. To encourage the advancement of learning and to hold out to all persons without distinction of race, religion, creed, sex or political persuasion, the opportunity of acquiring a higher and liberal education;
- c. To encourage and promote scholarship and conduct research in all fields of learning and human endeavour;
- d. To relate its activities to the cultural, social, and economic needs of the people of Kebbi State in particular, and Nigeria in general;
- e. To develop a top quality academic staff that is committed to true scholarship and is of world standard;
- f. To attract and retain well qualified undergraduate and graduate students and prepare them for successful learning and career in programmes of distinction that combine academic excellence with sound morals;
- g. To integrate entrepreneurial skills education in all programmes offered in the University in such a way that graduates will be resourceful, self-reliant and job creators;
- h. To put in place Information and Communication Technology (ICT) necessary for building the best computer systems and internal network to enhance course delivery, learning, worldwide communication and exchange of ideas in the academic community;
- i. To develop academic partnerships and collaborations in teaching and research with Universities within and outside the shores of Nigeria so that the products of the University will be relevant in a globalized world;
- j. To ensure effective implementation of the provisions of the approved master plan and academic brief to guarantee quality education delivery; and
- k. To carry out other activities appropriate to a University of the highest standard.

VISION STATEMENT

The vision of the Kebbi State University of Science and Technology, Aliero is to be a world class University that will provide qualitative education with particular focus on Science and Technology with a view to producing top quality graduates for the development of the State in particular, Nigeria and other countries in general. The vision is therefore predicated on the development of the individual in the first instance and then reaping the multiplier effects of acquired knowledge and skills for the benefit of society.

MISSION STATEMENT

The mission of Kebbi State University of Science and Technology, Aliero is to rigorously pursue productive scientific and technological research leading to social, economic and political developments as well as the transformation of Kebbi State from a purely agricultural to an industrialized state. The University will also provide a conducive environment where teaching, learning and research can take place. The University will, through its programmes, provide opportunities for students to acquire knowledge and practical experience which will enable them to be more of job creators than job seekers.

PHILOSOPHY

The philosophy of Kebbi State University of Science and Technology, Aliero is anchored on the State Policy on Education which is also in line with the National Policy on Education. The philosophy has the following cardinal principles:

- a) The development of the individual into a sound and effective citizen;
- b) The provision of equal access to educational opportunities for all citizens of the state at primary, secondary and tertiary levels both in and out of the formal school system;
- c) The production of self reliant, scientific and technical manpower at all levels; and
- d) The full integration of the individual into the community.

II ADMINISTRATIVE STRUCTURE & DUTIES OF PRINCIPAL OFFICERS OF THE UNIVERSITY

The Kebbi State University of Science and Technology, Aliero has the Visitor at the highest level of administrative hierarchy. The Visitor is the Executive Governor of Kebbi State.

THE GOVERNING COUNCIL

By law, the Governing Council is the highest policy making body in the University. The Council is chaired by the Pro-Chancellor who is appointed by the Visitor.

SENATE

The Senate, subject to the provision of the law and the statutes, and control of the Council, is the governing body of the University on academic matters. Members of the Senate are drawn from academic staff of the University as provided for in the statutes.

CONGREGATION

The Congregation provides a platform for all graduates to meet, discuss and declare views on the affairs of the University in general for the attention of the Administration or for onward transmission to Senate or Council.

CONVOCATION

The Convocation, which comprises the principal officers, academic staff and alumni of the University, provides a forum for interaction between the University and its alumni.

THE CHANCELLOR

The Chancellor will be a reputable traditional ruler who can command the respect of the generality of Nigerians. He is to be appointed by the Visitor on the recommendation of the Governing Council and presides over convocation ceremonies for the purpose of the conferment of degrees and other academic honours.

The Chancellor is yet to be appointed for the University.

PRO-CHANCELLOR

The Pro-Chancellor is the Chairman of the Governing Council of the University and Committee of the Council as provided for by the law and the statutes.

THE VICE-CHANCELLOR

The Vice-Chancellor is the Chief Executive Officer and Academic Head of the University. He exercises general supervision over the University and is responsible to the Council for maintaining and promoting efficiency of the University.

DEPUTY VICE-CHANCELLOR

The Deputy Vice-Chancellor assists the Vice-Chancellor in the discharge of his duties. His appointment and other functions are as provided by the law and statutes.

REGISTRAR

The Registrar is the Chief Administrative Officer and Secretary to all statutory organs of the University, i.e. the Council, Senate, Congregation and Convocation. He is responsible to the Vice-Chancellor for the day-to-day administration of the University.

UNIVERSITY LIBRARIAN

The University Librarian is the academic head of the University Library. He is responsible to the Vice-Chancellor for the development and management of the University Library and the delivery of library services to all units of the University.

BURSAR

The Bursar is the head of the Bursary Department and Chief Finance Officer of the University. He is responsible to the Vice-Chancellor for the management and control of the university finances.

THE COMMITTEE SYSTEM

University administration is traditionally run on committee system. The University law and statutes provide for statutory committees under the Council and the Senate and empower same, including the Vice-Chancellor, to establish such other committees which may assist in the discharge of their

responsibilities.

CENTRAL ADMINISTRATION

This essentially refers to the trio of the Vice-Chancellor, Registrar and Bursar together.

Office of the Vice-Chancellor

This comprises the units that fall directly under the supervision of the Vice-Chancellor. They include Security, Information and Protocol, University Linkages, Academic Planning, Internal Audit and Student Industrial Work Experience Scheme (SIWES).

Information and Protocol Unit

This unit is responsible to the Vice-Chancellor for the dissemination of official information and publications. It strives to ensure cordiality between the University community and the larger society and maintains a good corporate image of the University.



Administrative Building of the University

Student Affairs Division

This division, which is under the Vice-Chancellor's office, is responsible for the general welfare of students and other non-academic matters of students. The division handles the accommodation, career guidance and counselling as well as recreational and sporting activities of students. Issues related to the student union, clubs, societies and associations are also handled by the division. The division is also responsible for the discipline of students. It also takes care of other needs of students such as scholarships, bursaries and non-academic counselling.

Office of the Registrar

This comprises, among others, the units that coordinate the activities of Council, Senate, Congregation and Convocation. It also coordinates establishments matters, student and academic services.

Office of the Bursar

This office houses the units that implement the University Budget and oversees all other financial matters.

III ACADEMIC STRUCTURE

At present, there are two Faculties and eleven Academic Departments in the University. There is also the Division of General Studies that services the Departments and a Matriculation Unit that prepares students for admission into undergraduate programmes of the University.



Faculty of Science

Faculties

- i Faculty of Agriculture
- ii Faculty of Science

Departments in the Faculty of Agriculture

- i Agricultural Economics and Extension
- ii Animal Science
- iii Crop Science
- iv Forestry and Fisheries
- v Soil Science

Departments in the Faculty of Science

- i Biology
- ii Chemistry

iii	Mathematics
iv	Computer Science and Information Technology
v	Physics
vi	Biochemistry

ACADEMIC PROGRAMMES

The University commenced its undergraduate academic programmes for the award of the under listed Bachelor's degrees in January 2008.

Department	Programme
Faculty of Science	
Biological Sciences	B.Sc. Botany B.Sc. Zoology B.Sc. Microbiology
Biochemistry	B.Sc. Biochemistry
Chemistry	B.Sc. Chemistry B.Sc. Applied Chemistry
Mathematics	B.Sc. Mathematics B.Sc. Statistics
Computer Science and Information Technology	B.Sc. Computer Science B.Sc. Information Technology
Physics	B.Sc. Physics
Faculty of Agriculture	
All Departments	B. Agriculture
Forestry and Fisheries	B. Forestry B. Fisheries

IV GENERAL REGULATIONS GOVERNING ADMISSION OF STUDENTS

First Degree

Minimum Entry Requirements

Candidates offered admission should fulfill the minimum entry requirements specified against the Faculties into which they are admitted. All candidates should submit originals and 2 photocopies of their certificates or result slips. Similarly, birth certificates and letters confirming Local Governments of origin are to be submitted.

General Entry Requirements

A UME (100 LEVEL)

Five relevant credits in SSCE (WAEC/NECO), NABTEB, TC II, GCE O/L and other recognized examinations obtained at not more than two sittings.

B DIRECT ENTRY (200 LEVEL)

- i Two A/L passes in relevant subjects plus three O/L credits in three other subjects at not more than two sittings.
- ii Three A/L passes in relevant subjects plus two O/L credits in two other subjects at not more than two sittings.
- iii National Diploma or Diploma from a recognized University at lower credit grade, including at least four O/L credits in SSCE/GCE or equivalent.

English Language Requirement

Candidates are required to obtain any of the following:

- a) Credit in English Language at SSCE, GCE O/level or equivalent.
- b) A pass in HSC A/L General Paper English Language or NCE General English
- c) Credit in IJMB English Language.

Please note that candidates who do not have the English Language requirement i.e. (a) - (c) above must register for a one-year Qualifying English (QE) programme with the Division of General Studies of the University. Under no circumstances shall students be allowed to proceed to 300 level unless they meet the English Language requirement outlined above.

Mathematics Requirement

Candidates are required to obtain any of the following:

- a) O level Credit in Mathematics is required for all Science and Science-based courses.
- b) Credit grade in IJMB Basic Mathematics.

Universities Matriculation Examination

- a) Applicants must write the Universities Matriculation Examination (UME) and attain an acceptable standard in the use of English (compulsory) and three other subjects relevant to the proposed course of study as set out in the JAMB Brochure.
- b) Prior to sitting the UME, applicants should have attained the age of sixteen (16) years or will have done so on the first day of October of the year of entry into the University.
- c) For a candidate who has obtained the required UME score to be eligible to register in the proposed course of study, he or she must have a minimum of five O level Credits in relevant subjects, obtained at not more than two sittings.
- d) Note that a matriculated student of any University is not eligible to sit for the UME. Those who are transferring from foreign universities could however, write the examination.

Post-UME Screening Examination

UME candidates are required to sit for the Post-UME screening examination of the Kebbi State University of Science and Technology, Aliero and obtain a minimum score of 40% before they are admitted into the University.

Special Note

- a) All subjects passed above must be selected from the approved list of subjects;
- b) No subject may be counted at both the Ordinary and Advanced levels;
- c) Credit in Mathematics is required for all science-based courses, except where otherwise stated;
- d) Credit in English Language is required for all courses. In science-based courses where a pass in English Language may be accepted, it must be remedied within two academic sessions.

V STUDENTS REGISTRATION, ORIENTATION AND MATRICULATION

Central Registration

Registration of students who have been offered provisional admission into the University is conducted in a central location to be determined by the University and normally lasts for three weeks except where extensions are given. The registration process commences with confirmation of admission by the Academic Office. The originals of the following documents are also checked:

- i) Admission letter,
- ii) Academic certificates (SSCE/GCE 'O' level, GCE, A level) to confirm that the student has met all the minimum requirements of the University, Faculty and the Department,
- iii) Declaration of Local Government Area of origin, and
- iv) Birth certificate or statutory declaration of age.

Note: Any alterations detected on any of these documents will lead to disqualification of the student.

Registration of Courses

Undergraduate students are expected to register a minimum of 30 units and a maximum of 48 units at each level of their degree programmes. Students who register courses beyond the approved maximum of 48 units per session shall have the excess units cancelled and the units shall not be considered in computing their GPA. Fresh students are strongly advised to study the course brochure of their relevant departments or consult the Heads of Department to ensure proper registration of courses. Students should also give attention to compulsory core courses of study as well as the elective courses needed to complement the required units for a particular level. All students should however, note that students who fail to register for one academic session shall be deemed to have withdrawn from the University.

“Add” or “Drop” of Registered Courses

“Add” means registering a new course(s) in addition to courses registered earlier. “Drop” means removing a course(s) from a student's record of registered courses. The “adding” and “dropping” of registered course(s) may be done during normal registration or within first two weeks of the Second Semester. However, students wishing to “Add” and/or “Drop” courses are advised to contact their Heads of Department for proper guidance. The Add or Drop form can be obtained by students from the Academic Division of the University. Students must ensure they submit their completed Add or Drop forms to their Heads of Department or the Dean, as the case may be, for proper documentation.

ORIENTATION

A week-long orientation programme is organized to familiarize new students with their new environment and general life in the University. All interested new students, upon arrival at the campus, should report to the Students Affairs Division for clearance and room allocation.

During the week of orientation, the students are arranged into groups and introduced to the various units of the University. These include the University Library where they are introduced to the use of the library, University Clinic where medical staff give lectures on University Health Services and Faculty buildings where they are conducted round by the Deans who give them lectures on how best they can approach their studies.

MATRICULATION

All students entering the University for the first time (either at 100 or 200 levels) of their degree programmes will be required to matriculate at a formal ceremony to be presided over by the Vice-Chancellor. The Dean of each faculty will present students from his/her faculty for matriculation while the Registrar reads out the Matriculation Oath. Thereafter, the matriculants will proceed to their respective faculties to sign the Matriculation Register.

Non-matriculated students are not bona fide students of the University. To matriculate, each student must sign the

matriculation register in accordance with the directives of the Registrar.

MATRICULATION OATH

“I solemnly undertake and swear to observe and respect the provisions of the Kebbi State University of Science and Technology, Aliero law and statutes, schedules and regulations lawfully made hereunder which are now in force and which shall from time to time be brought into force”.

LEAVE OF ABSENCE

If the need arises, students can apply to the Dean of Faculty for not more than one-year leave of absence. Students may also apply for special leave such as maternity, to perform pilgrimage, etc. through appropriate University authority. However, pilgrimage leaves are given without any academic concession. Students who have genuine reasons to be away from the University can also apply for the deferment of their study for a specified period.

VI UNIVERSITY EXAMINATIONS

Examinations are conducted at the end of each semester. Before the commencement of the first semester examinations, students will collect their examination cards from the Dean's Office. The card shall show the candidate's name, passport photograph, examination number, instructions and procedures in the examination hall. The conditions for re-sit of any examinations failed are as provided for in the University Examination Regulations.

EXAMINATION REGULATIONS

Examination Regulations are enacted by the Senate. The Regulations shall be applicable to all programmes of study for first degree and remedial courses.

Examinations are normally held at the end of each semester, and the results released in the second or third week after the examination.

PART I GENERAL

1. In these Regulations, unless the context otherwise admits:
 - (i) "Examination" means any examination required by the Senate in programmes of study to which these Regulations apply.
 - (ii) "Session" means an academic year of two to three semesters as determined by the Senate.
 - (iii) "Semester" means the sub-division of the session/year of study into two/three semesters. A semester should normally last about 18 weeks (including registration, teaching and examination period) provided that not less than 15 weeks are actually devoted to teaching in a semester.
 - (iv) "Year of study" means the total aggregate of course units undertaken by a student within a session.
 - (v) "Programmes of study" means the total aggregate of course units undertaken by a student which together form a first degree course.

- (vi) "Course units" mean those units of teaching whose examination results are aggregated to determine a student's overall assessment for a year of study. It is a quantitative organization of the curriculum in which subjects are broken down into course units which are examinable and for which students earn credit(s) if passed. Each examination course unit usually shall span only for one semester.
- (vii) "Credit unit" means (a) a measure of work load which describes the student-teacher contact hours per week per semester e.g. one credit unit is equivalent to one hour of lecture or tutorial, etc. per week per semester; (b) a measure of course weighting; the number of contact hours per semester determines the weighting.
- (viii) "Grade point" (GP) means the actual percentage of raw score for a given course converted into a letter grade point.
- (ix) "Grade Point Average" (GPA) means the average of weighted grade points earned in the course taken during a semester. The GPA is obtained by multiplying the GP attained in each course by the number of credit units assigned to that course, summing these up and dividing by the total number of credit units taken in the semester.
- (x) "Cumulative Grade Point Average" (CGPA) means the up-to-date mean of grade points earned by the student in a programme of study. It is an indication of the student's overall performance at any point in the programme of study. This is obtained by adding the grade points and multiplying by the respective credit units for all semesters to date and dividing by the number of credit units completed.
- (xi) "Probation" means a status granted to a student whose academic performance as measured by the CGPA falls below 1.0 in case of classified degree or below 2.4 in the case of unclassified degree at the end of two consecutive semesters.
- (xii) "Supplementary Examination" means an examination given to students in failed course units.

2. Examination may take the form of written papers, oral examination, practical, clinical, the submission of projects, any combinations of these, or another form approved by the Senate. The continuous assessment of course work is normally included in determining examination results.

3. Notwithstanding any provision to the contrary in these regulations; the Senate reserves to itself the power to decide any case on the basis of what appears to be fair and just in the circumstance of the case; and to approve examination results in spite of any breach of these regulations, if the Senate is satisfied that the said breach has not substantially affected the examination results.

PART II FACULTY EXAMINATIONS OFFICERS

- i) In each faculty, a Faculty Examinations Officer, and where necessary, the Assistant Faculty Examinations Officer(s) shall be elected by, and be responsible for, the Faculty Board through the Dean.
- ii) Each Faculty Examinations Officer shall, in consultations with the Dean and Heads of appropriate Department appoint:
 - a) Invigilators for each examination hall. If the number of students in one hall exceeds 50, then two Invigilators shall be appointed for that hall.
 - b) Assistant Invigilators, as necessary, so that at least one of the Invigilators or Assistant Invigilators is male in any hall where there are male students.
- iii) A Faculty Examinations Officer shall perform all necessary functions concerning the ordering and control of examination materials, arrangement of rooms for the Examiners, collection of sealed packets of Examination papers and their distribution to invigilators, and any other matters, in accordance with the laid down rules and regulations governing examinations approved by the Senate. He shall oversee and be available throughout each examination and he shall report to the Dean on any case of

serious illness, disturbance or irregularity in the examinations. Where appropriate, the Dean shall report to the Registrar and to the Faculty Board.

- iv) The Faculty Examinations Officer shall publish within the faculty or faculties concerned the dates, time and venue of the examinations normally at least two weeks in advance.
- v) After the examinations have been held, the Faculty Examinations Officer shall send one copy of each paper to the Registrar and three copies to the University Librarian.

PART III REGISTRATION OF STUDENTS FOR EXAMINATIONS

- i) Before a student can be admitted to any examination, he/she must have been registered for the course to be examined, and must have fulfilled all University requirements concerning residence, fees or other matters. At least 75% attendance is required in lectures, tutorials, laboratories, clinical, field/studio practical/theatre, etc., for a student to qualify to sit for semester examinations. He must also have fulfilled all faculty requirements regarding attendance at or satisfactory completion of any course work, practical, assignments, projects or any other tasks. The standards necessary to satisfy these faculty requirements shall be determined from time to time by a Faculty Board on the recommendation of the appropriate departments, and any changes shall be made known to the students by the start of the relevant semester.
- ii) The Registrar shall prepare examination cards with appropriate examination numbers for students at least two weeks before the semester examinations begin. These cards will be issued on the basis of the lists of students submitted by each Faculty Examinations Officer, who shall certify that the students have been registered for the programmes of study shown for them and have not infringed on any faculty or University requirements for admission to examinations.
- iii) Before issuing an examination card to any student, the Registrar shall confirm that the student has been registered in the Academic Office for the programme of study, and has not infringed on any University requirement for admission to

examinations.

- iv) It shall be the responsibility of each student to make sure that he is registered for the appropriate examinations and that he knows the date, time and venue of the examinations for which he is registered.

PART IV CONDUCT OF EXAMINATIONS IN THE UNIVERSITY

- i) A student shall be at the examination room at least fifteen minutes before the scheduled time of the examination. A student is required to supply his own pens, pencils, rulers, etc.
- ii) A student may be admitted into the examination hall up to 45 minutes after the start of the examination but he shall not be allowed extra time. If a student arrives later than that, an Invigilator may, at his/her discretion, admit him/her if he/she is satisfied that the student had good reasons for coming late. The Invigilator shall then report the circumstances to the Faculty Examinations Officer who shall advise the Board of Examiners for a decision on whether to accept the student's paper or not.
- iii) A student may be permitted by an Invigilator to leave the examination room during the course of an examination provided that:
 - a) It is not during the first hour, or last 15 minutes, of the examination;
 - b) The student hands over his scripts to the Invigilator before leaving if he does not intend to return;
 - c) The student shall not be admitted back unless throughout the period of his absence he has been continually under the supervision of an Invigilator or Assistant Invigilator.
- iv) A student shall bring his examination card and identity card to each examination and display them in a prominent position on his desk.
- v) Each student shall complete an attendance form with his number, name and signature which shall be collected by the

Invigilator of each examination.

- vi) During an examination, no student shall speak to any other student or make noise, or disturb anyone. Where necessary, a student may be allowed to speak to the Invigilator.
- vii) No book, printed paper or written document or other unauthorized aid may be taken into an examination room by any student except as may be stated or allowed on the question paper.
- viii) A student is required to deposit any handbag, briefcase, handset, etc. at the Invigilator's desk or a desk provided for the purpose before the start of an examination.
- ix) A student must not during an examination, directly or indirectly give assistance to any other student or permit any other student to copy from or use his script. Similarly, a student must not directly accept assistance from any other student or use script of any other student.
- x) A student should write his examination number distinctly at the top of the cover of every answer booklet and/or separate sheets of paper used in the examination. A student should not write his name.
- xi) The use of scrap paper is not permitted. All rough work must be done in answer booklets and crossed neatly, or in supplementary answer booklets, which must be submitted to the invigilator. Except for the printed question papers, a student may not mutilate or remove from the examination room any paper or other materials supplied.
- xii) At the end of the time allotted to the examination, each student shall stop writing when instructed to do so and shall gather his scripts together in preparation for collection by the Invigilator.
- xiii) If any student is suspected or found to be infringing on any of the provisions above or in any way cheating or disturbing the conduct of the examination, the Invigilator(s) should as soon as possible report the case to the Faculty Examinations Officer and the Dean. The Dean will cause the circumstances to be investigated and reported to the Board of Examiners or

the Chairman of Examinations Monitoring and Malpractice Committee while he/she also takes such steps as may be necessary for the smooth conduct of the examination. The student concerned shall be allowed to continue with the examination provided he causes no further disturbances. The Board of Examiners or the Chairman of Examinations Monitoring and Malpractice Committee may subsequently recommend to the Faculty Board and the Senate whether the student's paper should be accepted as well as any other action that should be taken on the case.

VII THE UNIVERSITY LIBRARY

The University Library, which opened in January 2008, consists of a collection of books and journals provided for use by staff and students. Presently, the University Main Library provides services to all Faculties and Departments. However, faculty libraries have also been established in order to provide more effective services to the University community.

COLLECTIONS

The book collections currently stand at 46,000 volumes. The Library also subscribes to foreign and local journals. The purpose of this is to facilitate teaching and research efforts.

A number of Nigerian daily newspapers and magazines are also being received regularly to meet the current affairs needs of staff and students.

LIBRARY DIVISIONS

- ❖ **Collection Development Division:** This division is responsible for the selection and acquisition of materials for use in the Library. It is completely out of bounds to non-library staff.
- ❖ **Processing/Technical Division:** The division is responsible for cataloguing and classification of all books acquired by the library. This division is also completely out of bounds to non-library staff.
- ❖ **Readers' Services Division:** This division registers and clears students at the beginning and completion of their courses respectively. It also loans books to readers and receives same on return. Similarly, it maintains a collection of "reserved books" for use on request for two hours only. All text books on all subjects are made available on the open shelves.
- ❖ **Serials Division:** The division is responsible for the selection and acquisition of both foreign and local journals. It also acquires newspapers and magazines for use by both staff and students. The division is also out of bounds to non-

library staff while its materials are made available to readers on request only.

- ❖ **Information and Communication Technology (ICT) Division:** This division has different bibliographic, database, internet services and ICT facilities for use by both staff and students.
- ❖ **Research Division:** The division contains the students' projects, dissertations and theses as well as seminar and conference papers, it also contains back sets of newspapers and magazines for research purposes.
- ❖ **Reference Division:** This division contains collections of general and special reference sources such as encyclopaedias, dictionaries, bibliographies, handbooks, yearbooks, indexes, abstracts, biographies, atlases, maps, and directories.



University Main Library

LIBRARY OPENING HOURS

The Library opening hours are as follows:

DURING SEMESTER:

Monday Thursday: 8:00am - 10:00pm
Fridays: 8:00am - 1:00pm
4:00pm - 10:00pm
Saturdays 8:00am - 6:00pm
Closed on Sundays and Public Holidays.

DURING VACATIONS/BREAKS

Monday Thursday: 8:00am - 6:00pm
Fridays: 8:00am - 1:00pm
Saturdays: 8:00am - 1:00pm
Closed on Sundays and Public Holidays.

LIBRARY MEMBERSHIP

The following are bona fide members of the University Library and are privileged to borrow books subject to the existing Library regulations:

- Members of the University Governing Council
- Academic Staff
- Senior Administrative and Technical Staff
- Special users (Researchers)
- Full-time students of the University

REGISTRATION PROCEDURES

All newly admitted students seeking registration with the Library are required to submit the following:

- (i) Registration "Form 02" duly signed by those concerned,
- (ii) University identity card, and
- (iii) Letter of confirmation of admission duly signed by the Registrar or his representative. However, returning students are to submit

- (a) Registration "Form 02",
- (b) University identity card and
- (c) four borrowing tickets as evidence of registration in the previous session. The number of cards issued depends on the category of the members of the Library. Senior members of staff are registered upon presentation of letters of introduction from their Heads of Department and letters of appointment.

ISSUANCE OF LIBRARY TICKETS

Library tickets are issued as follows:

- a) Undergraduate students: four (4) tickets
- b) Postgraduate students: six (6) tickets
- c) Senior staff: ten (10) tickets

REQUIREMENTS

- a) No person is allowed to use the Library until he/she is registered.
- b) All students are registered annually at the beginning of every session.
- c) Users are registered by completing the appropriate registration form.

HOW TO LOCATE A BOOK IN THE LIBRARY

The Library collection of books is shelved in accordance with the Classification Scheme of the Library of Congress. Each work is given a class mark which indicates not only its subject division but also its place on the shelves. Class mark normally consists of one or two capital letters (the main subject division) followed by the number, the subdivision of the main subject. The following are the main divisions for some subjects in the University curricula.

A	Reference books and Generals
B - BF	Philosophy and Religion
BJ	Ethics and Religion
BL - BX	Religion and Theology
C-F-	History
CB-	Civilization
DA-DR-	Europe
DS-	Asia
DT-	Africa
EF-	America
G	Geography and Anthropology
G	Social science and Economics
J-	Political science
K-	Law
L-	Education
M-	Music

N-	Fine Arts
P-	Language and Literature
PA-	Classics
PE-	English Language
RJ-	Oriental Language
PQ-	French Literature
PR-	English Literature
PS-	America
Q	Sciences
QA-	Mathematics
QS-QB	Astronomy
QC-	Physics
QD-	Chemistry
QE-	Geology
QH-	Biological sciences
QK-	Botany
QL-	Zoology
QP-	Biochemistry and Physiology
QR-	Microbiology (Bacteriology)
R	Medicine
S	Agriculture
T	Technology
X	Arabic Literature (if separated from BJP)
Z	Bibliography, Library Science

CARD CATALOGUE

The first thing to do when looking for a book is to consult the catalogue cabinet. The catalogue serves as a key to all materials in the Library. It helps a user to discover what books the Library has by author, title, subject or class mark. That is why the library has:

- a- Author catalogue
- b- Title catalogue
- c- Subject catalogue

Arrangement of all the cards throughout the catalogue is alphabetical, word by word, e.g.

- 1- Congo before Democratic Republic of Congo
- 2- Nagwamatse before Negro

LOCATIONS

The class mark showing location of books is found on the left-hand side of the catalogue card. Useful information found on the card catalogue includes Author, Title, Class mark, Edition of the book, price and date of publication, publisher and number of pages

QR 871

CLARKSON, DAVID T.

Ion Transport and Cell Structure in Plant/by David T.

Clarkson- London: MC Graw-Hill 1974

XII 360p. iii 24cm (European Plant Biology Series).

1726 Bibliography and Index

ISBN 0-07-084026-1.

1. Plant Transportation 2. Plant Cell and Tissues

as well as the illustrations and size of the book.

HOW TO BORROW BOOKS

- a All borrowings are conducted at the loan desk/counter.
- b Books to be borrowed are presented to the Library staff behind the counter and users are to present the borrowers tickets and Library identity cards for any book they wish to borrow.
- c A borrower should make sure that his/her name is crossed out on the book card by the Library staff any time a book is returned.
- d Borrowers must ensure that their correct borrowing tickets are withdrawn from books they are returning and given back to them.
- e The Library does not accept responsibility for the loss of tickets left in the Library.
- f Staff may be required to show their Library identity and lending cards when they wish to borrow.
- g The book to be borrowed will be stamped with the date on or

before which it must be returned.

- h A fine is paid if a book is not returned on time. Reminders/overdue notices may be sent to the defaulters, but this is only a courtesy which the Library system extends to readers. Failure to receive reminders does not exempt defaulters from the Library fines.
- i Borrowers greatly help other users of the Library and the Library staff if they return books as soon as they finished with them, and not later than the last date stamped inside each book.
- j If a book is requested by another reader, it will be recalled after the first borrower has had it for one week.

BORROWING DURING VACATION

Students, under special requests from their Heads of department, can be permitted to borrow up to two (2) books when the University is on vacation. But the approval of the University Librarian must be obtained if the books are to be used outside the University campus. Books borrowed under this condition must however, be returned to the Library within the first week of resumption from vacation.

SECURITY CHECKING POINT

Readers are required to always stop at the security checking point/exit and submit all books and bags or files for inspection. The checkings are carried out to protect the Library property. The porter on duty may from time to time request readers to surrender themselves for thorough checking at the security point.

RETURN OF BOOKS & PENALTIES FOR OVERDUE/ DAMAGE/LOSS

Books should be returned on or before the day the loan expires. Fines are charged for overdue, damage or loss of books as follows:

- a) Overdue books: N10:00 per book per day for staff and N5:00 for postgraduate and undergraduate students.
- b) Book Damage: estimated cost of repair not exceeding the value of the book.
- c) Book Loss:

- i. Replacement of the book (if possible) or
- ii. Cost of replacement or the estimated value of the book lost will be tripled and billed to the reader together with the administrative service charge of N100:00 for the replacement.

Please note that these fines are subject to review from time to time.

BOOK RECALL

Before the expiration of the loan, the Library may recall books on loan to any reader. Such books should be returned at once. Failure to do so may attract a fine of N5:00 per book for undergraduate and postgraduate students and N10:00 for staff respectively after three days of recall notice. This fine is also subject to review.

PHOTOCOPYING SERVICES

Photocopying services are available in the Library at affordable rates so as to facilitate photocopying of journals, articles and other reference materials by readers.

INTER-LIBRARY LOAN SERVICES

This service exists among all Nigerian University Libraries so that materials not available in this Library may be obtained from other University Libraries either in their original or photocopy forms.

LIBRARY RULES AND REGULATIONS

All readers/users of the Library are strongly advised to take note of the following rules and regulations of the University Library for strict compliance as any violation attracts appropriate disciplinary action.

- a) Noise making is prohibited in the Library. Enquiries should be made quietly.
- b) Orderly conduct must be maintained at all times in all sections of the Library.
- c) Eating, drinking and smoking are forbidden in the Library.
- d) Congregation in and around the Library is strictly prohibited.

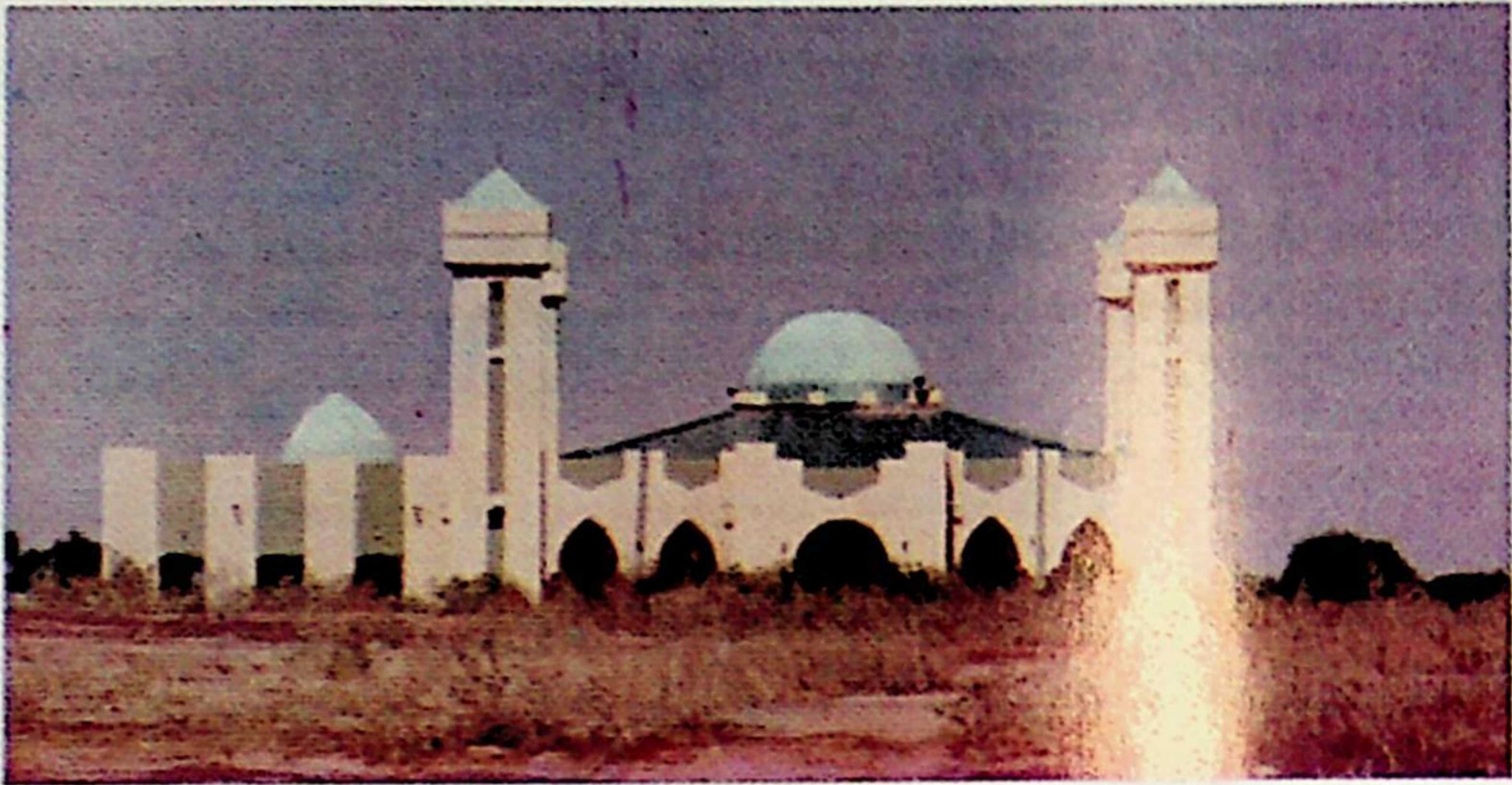
- e) All Library materials and equipment must be handled with care. Any damage occurring must be reported at once. The University Librarian may require any reader to pay the cost of repair to any damaged property.
- f) Any book or Library material which is lost or destroyed beyond repair, shall be paid for by the person responsible at the cost of replacement estimated by the University Librarian.
- g) The University Librarian is empowered to suspend any person who contravenes the Library rules and regulations in the use of any or all of the Library facilities/services.
- h) All Library materials taken out on loan must be returned at the end of every session. Offenders shall forfeit their right to use or borrow Library materials.
- i) Access to rooms marked "staff only" or "out of bounds" is restricted.
- j) Members must show their Library identity cards on entering the Library, when borrowing books and at any time if asked to do so by any member of the Library staff.
- k) Library tickets are not transferable. Readers are advised to keep their tickets securely as lost cards will not be replaced. The cards are valuable documents and a reader is held responsible for the book(s) issued against his/her ticket(s).
- l) Books must be returned immediately on demand by the Library. They are issued out with this strict understanding.
- m) Before leaving the University finally, each member must return all books loaned to him/her by the Library and also surrender his/her tickets and membership card. Failure to do so may delay his/her clearance by the University.
- n) Mutilation of Library books, marking or tracing of any kind on Library materials attract appropriate penalty.
- o) Briefcases, umbrellas, handbags, etc., must be left in the place provided at the Library entrance. It is advisable not to leave any valuables in bags. Deposit of such items is at owner's risk.
- p) Readers must show all books in their possession to porters at the exit when leaving the Library to ensure that all Library

- books have been properly issued.
- q) Matches, fire or naked light, knife, razor blade, scissors, rechargeable lanterns, mobile phones, flash cameras, etc. are not allowed into the Library. Such items shall be confiscated followed by necessary disciplinary action.
 - r) All members must switch off their handsets before going into the Library. Violators will have their handsets confiscated for two (2) weeks.
 - s) All Library books and journals (except those reserved) must be left on the reading desks; and readers should not shelve them after use.
 - t) Readers shall not reserve seats either for themselves or for others. The Library may remove books and other materials from a seat left unoccupied and allocate space to another reader or member of the Library.
 - u) Readers are advised to please, help preserve all Library books, as books are not indestructible; they should be handled with care.
 - v) Readers should remove books from the shelves by grasping their spines, pulling from the top with the rip spines.
 - w) Readers should not rip or cut pages or articles out of books. They should please photocopy them instead.
 - x) Readers should keep books dry and away from food and liquid. They should not bring such things like pure water, peanuts, biscuits, sweets and other snacks into the Library as their residues and smells attract insects, rodents and other destructive creatures into the Library, which damage library materials greatly.
 - y) Readers should not temper with any switches or electrical items/equipment installed in the Library. In the event of sudden electrical fault or power outage, readers may be requested to move out and the Library be closed.
 - z) Readers are reminded that violation of any of the rules and regulations of the Library attracts appropriate disciplinary action, which may include rustication or expulsion. **Readers are thus, strongly warned to think of their future.**

VIII GENERAL STUDENTS' REGULATIONS

GENERAL CONDUCT

- i) A high standard of personal integrity is expected of every student of the University. Thus, the University regards as serious all acts of unethical, immoral, dishonest, or destructive behaviour, as well as any violation of the University regulations. The penalty for violation will range from rustication for one session to dismissal from the University.
- ii) Consumption, sale or possession of alcoholic beverages, drugs or substances of abuse, such as Indian hemp, are prohibited in the University premises. Attention is particularly drawn to the penalty contained in Decree 2 of 1984 of the Federal Republic of Nigeria to this effect. Student(s) caught in possession of the above listed drugs and substances shall cease to be registered with the University and may be handed over to the Nigeria Police or any other relevant agency for prosecution.
- iii) Any form of firearms or explosive devices are prohibited within the University premises. Students caught in possession of these devices shall be dismissed from the University and handed over to the relevant agency for prosecution.
- iv) Cultism and cult-related activities are prohibited and student(s) caught in these activities will be dismissed from the University and handed over to the relevant agency for prosecution.
- v) Student(s) shall not indulge in any form of physical combat in the University. Students who violate this provision shall be rusticated for one session or dismissed from the University. In addition, students may face prosecution by the police.
- vi) Students should not take the law into their own hands. Any student who takes the law into his/her own hands shall face severe disciplinary action ranging from rustication to dismissal.



University Central Mosque

IDENTITY CARDS/IDENTIFICATION

To ensure security within the University premises, it is compulsory for students to:

- a) Possess valid University identity cards issued by the Security Division and duly signed by the University Chief Security Officer.
- b) Identify themselves by showing their identity cards when required to do so.

Students who do not possess the University identity card shall be denied access to University facilities and other benefits and may even be physically denied access to the campus or subjected to prosecution.

COLLECTION OF DONATIONS IN THE UNIVERSITY

The University will not tolerate the unwholesome attitude of individual student(s) or student organizations soliciting for any type of donations in respect of any functions held by them within the University, except with the express permission of the Dean, Students Affairs, through the recommendation of their staff Advisers and Patrons.

USE OF GSM PHONES

Students are not allowed to use their GSM handsets during lectures or other official functions. Accordingly, they must ensure that their handsets are switched off during such times. Any student who violates this regulation will have his handset seized permanently.

RELATIONSHIP WITH UNIVERSITY EMPLOYEES

- i. Cleaners, stewards, security men, etc. are not personal servants of students and are therefore not to be given directives by students.
- ii. Under no circumstances should any student insult and humiliate any member of the University staff.
- iii. Misunderstanding(s) or misgiving(s) regarding the performance of duties of any University employee should be reported to appropriate authorities.
- iv. Any student who fights or humiliates a member of staff of the University shall be expelled from the University.

SPORTS AND SPORT EQUIPMENT

- i. Students are encouraged to participate in sporting activities.
- ii. Sports equipment may be issued to students whenever the need arises whether on individual or club basis or through associations/societies.
- iii. Any student who fails to return sports equipment issued to him/her at the stipulated time will be made to pay a prescribed fine.
- iv. Any sports equipment which is lost or destroyed beyond repair shall be paid for by the student it was issued to or by his/her club.

STUDENT PUBLICATIONS

The University maintains and encourages the tradition of publication of professional and academic-based journals and magazines by student associations, clubs, etc. However, such student publications on the campus must abide by the University regulations governing student publications.

REGULATIONS GOVERNING STUDENT PUBLICATIONS

- i) Only registered student organizations may produce publications or printed materials bearing the name of the University or purporting to emanate from it.
- ii) Printed matters published by students of the University may be sold on the campus only if they are produced by registered student associations
- iii) All student publications must carry the names of the organizations and members of the editorial boards.
- iv) Any student organization, which publishes, sells or otherwise reproduces materials on the campus shall be responsible for those materials, including their contents and any matters therein.
- v) All student publications must state explicitly on the editorial page that the opinions expressed there are NOT those of the University or its student's body as a whole.

PROHIBITIONS

ALL LIBELOUS AND/OR SLANDEROUS PUBLICATIONS, IN WHATEVER FORM, ARE PROHIBITED ON THE CAMPUS AND THEIR PUBLISHERS/PROMOTERS SHALL FACE SEVERE DISCIPLINARY ACTION RANGING FROM RUSTICATION TO DISMISSAL.

IX STUDENT SERVICES AND ACCOMMODATION

Eligibility for University Accommodation

The University currently has 1,440 bed spaces in six blocks of student hostel (four for male students and two for female students) where students are accommodated. Only bona fide registered students of the University are eligible to live in the hostels after paying the prescribed fees and accommodation is a privilege and not a right.

Conditions for Room Occupancy

- i. It is obligatory for all students who occupy rooms allocated to them to be responsible for the care of the University property in the rooms.
- ii. Once allocated a bed space for a session, a student is required to maintain the bed space for the session. However, in exceptional situations, transfer from one room to another may be allowed on the approval of the Hall Administrator.
- iii. A student who decides to withdraw on his/her own from the hostel or is either ejected from the hostel or expelled from the University during the semester shall not be entitled to any rent refund and cannot transfer his/her allocation to another person.
- iv. The right to occupy a space or a room is not transferable.
- v. Subletting of bed space allocation is prohibited.
- vi. Pets are not allowed in hostels. Contravention attracts ejection from the hostel.
- vii. The University reserves the right to eject any student found trying to cause breach of peace in the hostel at any given time.

University Property

- i. Students are required to be extra careful while using University property within the hostels and elsewhere.
- ii. Students found to cause willful damage to University property must pay in full before any replacement could be effected.



Side view of student hostel blocks

- iii. Resident students are required to return all University property including keys to the Hall Administrator at the end of each semester.

Use of Appliances

- i. All electrical appliances and other personal belongings such as beddings to be used in the hostels must be registered with the Hall Administrator and the Security Division.
- ii. Use of private radio, musical set, etc. is allowed between 6:00 a.m. to 11:00 p.m. However, such appliances must be played at such a level of sound that does not inconvenience other members of the hall. Students who violate this regulation will lose their right to occupancy of hostel rooms without refund.
- iii. Playing of musical instruments, unless permission is granted, is not allowed in the academic core (lecture theaters, laboratories, etc.).
- iv. Cooking should only be done in designated areas and not in students' rooms, toilets, stores, laundries, etc.
- v. Contravention of any of the regulations listed above shall attract ejection from the hostel and replacement of any damaged property of the University.

Sanitation

The University attaches great value to cleanliness of its premises. Accordingly:

- i. Students should always keep their rooms clean and tidy. All students must maintain high standard of sanitation and neatness in the hostels.
- ii. Spitting on walls, floor, etc. is prohibited.
- iii. Urinating on walls of hostels and other University buildings is not allowed. Students must always ensure that they use the toilets that are provided for them on campus.
- iv. Taps should not be left running and hard substances should not be used or thrown into the toilet. Only tissue paper and water should be used.
- v. Indiscriminate dumping of refuse (pieces of paper, plastic bags, etc.) is prohibited. All students must make maximum use of the dustbins provided on campus.
- vi. Contravention of any of regulations listed above shall attract ejection from the hostel and replacement of any damaged property of the University.

Catering Services

There is a cafeteria around student hostels that is operated by a private caterer on a pay-as-you-eat basis. Students are strongly advised to come with enough money to last them for a semester. The University does not have funds to give loans to students.

Career Guidance and Counselling

This Unit, which is under the Student Affairs Division, offers counselling services to students in the following areas:

- i. Assisting students to resolve educational and vocational problems;
- ii. Helping students to remove barriers that might inhibit learning and, at the same time, assist them to develop better problem-solving techniques;
- iii. Assisting the students to vent their anxieties and seek enriching information and, in the process, live normal lives, and



Privately operated cafeteria located close to student hostels

- iv. Assisting the students to understand themselves and to be able to resolve personal social problems so that the best possible self could be realised.

Security

- i. The University Security Division is responsible for the protection of life and property within the campus. Any breach or attempt to breach the peace from any quarters should be promptly reported to the Security Division.
- ii. Students should report cases of dispute among them to the Security Officers on campus or to the Dean of Student Affairs for settlement.
- iii. The Security Division monitors the general security of the campus around the clock and reports daily to the Vice-Chancellor for appropriate action.
- iv. Incidents of fire outbreak should be reported to the Security Officers for necessary action.
- v. The Security Division can be reached on the following GSM numbers:

Main Gate	-	08060865621
Office	-	07086314376

Student Health Services

- i. The University has a well equipped Clinic located near the student hostels. It offers medical care services, medical examinations, eye and dental care, immunisation, laboratory services and drug dispensation.
- ii. Serious cases are referred to General Hospital, Aliero, Sir Yahaya Memorial Hospital, Birnin Kebbi or Federal Medical Centre, Birnin Kebbi. When such cases occur, parents/guardians are normally informed.
- iii. The University Clinic is open as follows:
Monday to Friday: 8.00 am - 6.00 pm
Saturday: 8.00 am - 12.00 noon
Emergency cases are, however, attended to at all times.

Sports and Recreation

The University offers a wide range of outdoor and indoor sporting facilities for male and female students on campus. Students may also join registered clubs, associations and societies. Other forms of entertainment which do not conflict with the University regulations can also be introduced on demand by the students. There is a Sports Complex and a large Multipurpose Hall on campus for various activities.



University clinic situated a few metres away from student hostels

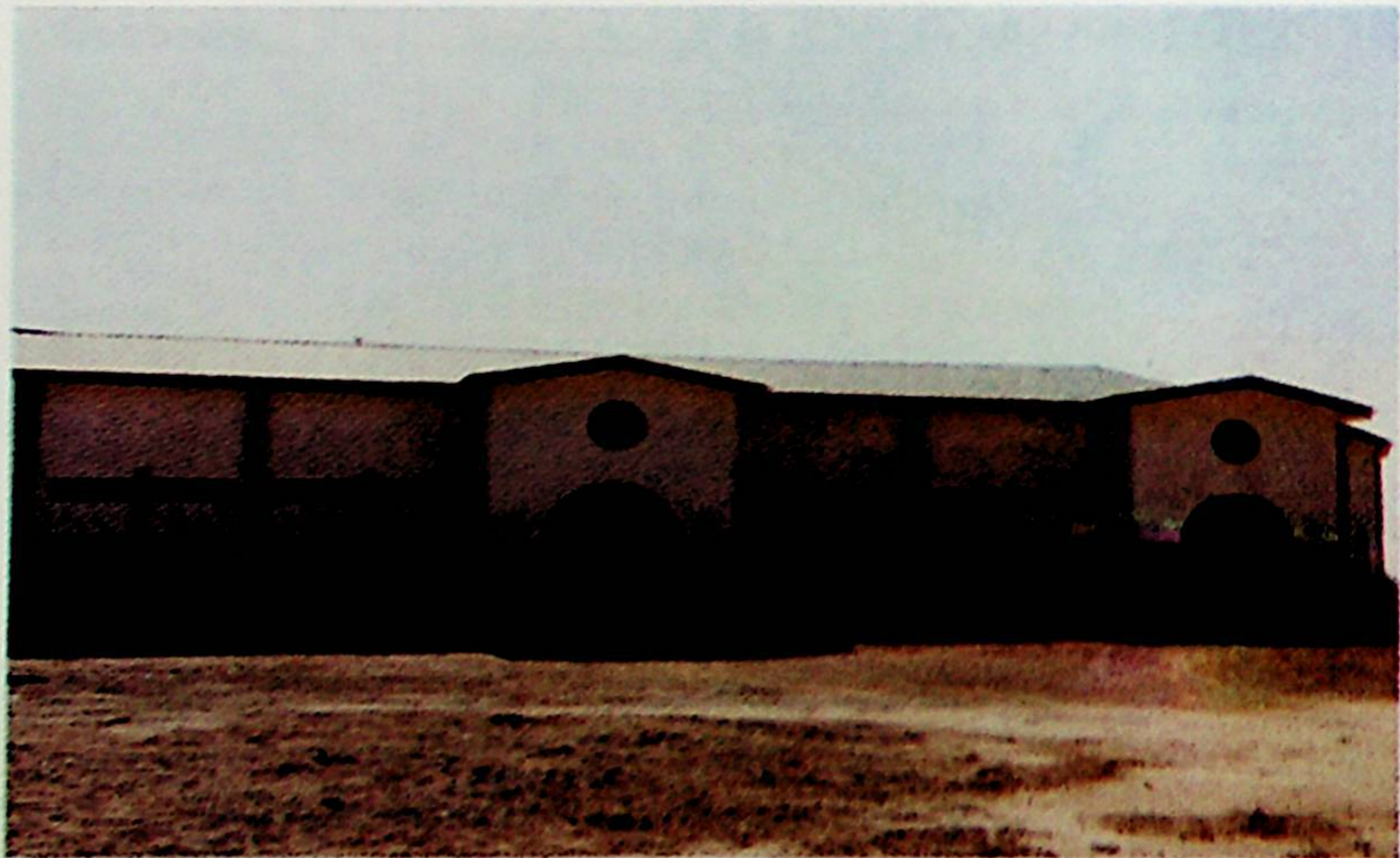
XII STUDENT ORGANISATION

STUDENT UNION

The Student Union is the representative body of students in the University. Membership is voluntary by Law, and all registered students may be members of the Union by payment of an annual subscription. The Student Union serves as effective channel for coordinating students' (advisory) involvement in the management of the University and, a platform for nurturing and inculcating responsive and selfless leadership in the students. The general functions of the Union is to foster intellectual, social, ethical and cultural interests of students and provide a forum for evolving policies that enhance the students' academic activities and welfare. Activities of the union are guided by a constitution which is made available to all new members on their arrival. The Union must be registered and its constitution approved by the University before functioning.

The composition of Student Union is as follows:

- (a) Congress: This is the general body of the Union. Every member of the Student Union is a member of the Congress.



University Multipurpose Hall

The Congress rarely meets.

- (b) Parliament: This is the supreme body of the Union and is made up of the students' representation from various halls of residence. It is generally referred to as the Students' Representative Assembly (SRA). All major decisions taken by the Students' Executive Council must be ratified by this body. The Parliament is chaired by a Speaker and assisted by a Deputy Speaker. The scribe is the Parliament's Secretary.
- (c) Executive Council: The Council consists of the following elected officers:
- President
 - Vice President
 - Secretary General
 - Assistant Secretary General
 - Treasurer
 - Financial Secretary
 - Public Relations Officer
 - Welfare Officer
 - Food Chairman
 - Director of Sales
 - Director of Social
 - Director of Sports

GUIDELINES FOR STUDENTS CONDUCT DURING ELECTIONEERING CAMPAIGNS AND ELECTIONS

- A. For any student to contest election into any of the posts specified above, he/she is required to satisfy the following conditions:
1. He/she must have had at least one successful academic year of University life and must not be in his/her final year
 2. He/she must have a GPA of at least 2.80 or second class (lower division)
 3. His/her head of department must certify that he/she has no disciplinary case(s) of misconduct and misdemeanor with any of the University organs
- B. Fixing of date of the election should be done in consultation with the Dean of Student Affairs.

1. No campaign around the academic areas such as lecture rooms, lecture theatre, laboratories, workshops and the Library. All campaigns should be restricted to halls of residence and sporting areas.
 2. The use of posters for electioneering campaigns is not allowed.
 3. Stunt driving and the use of motorcades in processions during rallies are prohibited.
 4. No vehicle is allowed on the rally ground.
- C. Students are encouraged to organize debates during electioneering campaigns
- D. After the elections, students are also encouraged to organize orientation and leadership training to enable elected officials learn more about:
1. Their responsibilities as students' leaders and representatives
 2. Constitutional processes of student union
 3. Limits of their roles as regulated by University rules and regulations

The conduct of campaigns and elections of the students union and other student association should be in conformity with these guidelines including:

- a) The council is responsible for making proposals, effecting decisions and drawing up the union budget for the approval of the parliament.
- b) Finance: The union's finance is derived from union fees paid by students. Other sources of income include social and fund-raising activities.

STUDENT UNION GOVERNMENT (SUG)

The student union is represented in the following University Committees:

1. Student Welfare Committee
2. Student Disciplinary Committee
3. Committee on Sexual Harassment
4. Social Ethics Committee

5. University Health Services Management Committee
6. University Sports Committee

OTHER STUDENT BODIES

1. Various clubs, associations and societies are organized in the University. These student bodies organize social, academic and religious activities that help to promote social interaction among students and make University life more interesting.
2. All students' association must be registered by the Student Affairs Division at inception and at the beginning of each academic year.
3. Any club, society or association that fails to register with the Student Affairs Division shall not be allowed to operate.
4. Each organization must have its own constitution approved by the Dean of Student Affairs.
5. Patrons for student professional associations must be Heads of Department within the University.
6. Patrons should be involved in the election of executive members.

DEMONSTRATIONS

Students are free to register and express their grievances through valid channels as provided by the office of the Dean, Student Affairs. Organized picketing and demonstrations are prohibited within the premises of the University. Contravention of this provision shall lead to the rustication of the ringleaders for at least two semesters and indefinite suspension of the organizing body. Where damages are caused to the University property, the student body shall be required to pay fully for all the damages and injuries sustained.

Peaceful rallies may, however, be allowed provided such intentions are communicated in writing at least forty eight hours before the scheduled date of the rally and expressed approval is received from the University Authority.

Students are not allowed to demonstrate in staff residential areas nor are they allowed to carry any weapon(s) with them on the

campus.

CLUBS, ASSOCIATIONS AND SOCIETIES

- i. The Student Affairs Division is responsible for registration and monitoring of the activities of clubs, associations and societies formed by students.
- ii. Students seeking registration of clubs, associations and societies are required to apply to the Dean of Student Affairs. They should attach a copy of the constitution and list of executive members of the proposed club.
- iii. Only clubs, associations and societies registered by the Student Affairs Division are recognized by the University authorities. Any student or group of students found to be operating an unregistered club/association shall be liable to rustication for one session.

