**CHAPTER 1**

**1.0 INTRODUCTION**

1.1 **Brief History of Bingham University**

Bingham University, established by the Evangelical Church of West Africa (ECWA) in 2005, was conceived on the ruins of public universities in Nigeria. Its founding father visionaries within the various Executive Councils, as well academics of ECWA extraction, looked back to the golden age of mission education, with its focus, purposefulness, and high quality. It was the desire to meet the soaring need for not only quality, secular education, but education that recognizes and integrates the moral and spiritual values on which the Christian faith is founded, which fueled its establishment. Recognizing the importance of the technological revolution of the 19th and 20th centuries, Bingham University is determined to build a technology-driven institution of the 21st century.

Bingham University is located in Karu, Nasarawa State, in north central region of Nigeria, with a campus for Clinical training, College of Medicine and Health Sciences, and the University Teaching Hospital in Jos, Plateau State, also in north central Nigeria. The current population of students in the University is about seven thousand, five hundred (7000). – 6,811

The university has had five Vice-Chancellors since inception. The Pioneer Vice-Chancellor was Professor Aaron T. Gana, of blessed memory, from 2005 to 2006. He was succeeded by Professor. Felix I. Anjorin, also of blessed memory, from 2007 to 2013. The third Vice-Chancellor was Professor. Leonard Kursim Fwa, from 2013 to 2017, the fourth and immediate pass Vice- Chancellor was Professor William Barnabas Qurix, OFR from 2018 to 2024 and the firth Vice-Chancellor is Professor Haruna Kuje Ayuba from 2024 onward.

1.2 **Logo**

1.2.1 **Interpretation of the Logo**

The Dove stands for good tidings to all mankind

The Microscope stands for the Sciences.

The Open Book stands for (Knowledge)

The Satellite stands for technology.

1.2.2 **University Colours**

The University Colour shall be White, Blue and Gold.

1. The White Colour stands for Peace.
2. The Blue Colour stands for Love
3. The Gold Colour stands for Excellence.

1.3  **Motto**

 The Motto of Bingham University is **Mission for Service** (Mark 10:45).

The motto emphasizes the type of knowledge and skills, which the university impacts on its students. The ultimate goal is to produce graduates who would see themselves as a task force, out to serve the society.

1.4  **Vision Statement**

**KJV Proverbs 29:18 “Where there is no vision, the people perish;”**

The founding fathers of Bingham University envisage a distinctly Christian academic community in which people are transformed and equipped with secular education and yet think christianly. Graduates should be able to serve faithfully in ways that are consistent with the core values of being Christ-centered, people-oriented and purpose driven, self-reliant and adaptable to a changing world.

1.5 **Mission**

To this end, students will be required not only to be computer literate but to treat the computer as their companion in learning. At the end of their studies each student will graduate with a degree and a diploma in some functional entrepreneurial skills.

 Computer Literacy, Fashion Design, Agricultural Management, Hair Dressing, Driving, etc. This is informed by the university’s philosophy of producing graduates

who are equipped both intellectually and vocationally, capable of employing themselves should the labor market in their respective academic specializations be unfavorable. This is the mission of a University with a difference!!!

1.6 **Aims and Objectives of the University:**

* 1. To provide a decent education that puts service above material acquisition.
	2. To encourage the advancement of learning and hold out to all persons without distinction of race, creed, sex or political conviction, the opportunity of acquiring quality university education.
	3. To anchor Nigeria’s development and character formation on biblical principles, as well as its economic and technological growth. This is the philosophy and objective of Bingham University.
	4. To relate the activities of Bingham University to contemporary spiritual, socio-economic and political needs of Nigeria.

1.7 **Our Core Values and Principles**

**Philippians 4:8** (**KJV)** “Finally brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.”

Bingham University’s mission is based on biblical values and principles. Thus the following are interpreted in the light of biblical Christian standards and ethics.

* + 1. **Core Values**
1. **Christ Centeredness**

The university is committed to inculcating the principles and person of Jesus Christ in every staff and student so that they can be worthy ambassadors of Jesus Christ.

1. **Academic Freedom**

The university is committed to freedom of intellectual thought and enquiry, and to the open exchange of ideas and evidence that does not negate the basic tenets of Christianity. It will strive to protect and preserve this freedom for staff and students.

1. **Excellence**

The university will strive for excellence in all of its activities, judged against the highest international standards.

1. **Intellectual Integrity**

At Bingham University the scholarly values of curiosity, critical appraisal, experimentation and creativity in both theoretical and practical areas of activities are encouraged.

1. **Ethical Standards**

In social, moral, academic and business matters, the university fosters and demands openness, honesty, fairness, responsibility and tolerance.

1. **Adaptability and Innovation**

The university provides the opportunity for exploring and appraising new possibilities and appropriate constant responsiveness to a changing environment.

1. **Evaluation**

Regular self-evaluation and review of activities and processes are seriously conducted as means of quality assurance.

1. **People-Orientation**

The university sees people as its greatest asset and sets to ensure that each individual member of its community attains his/her full potentials to the glory of God.

1.8 **Academic Principles at Bingham University**

Students are encouraged and facilitated to develop the abilities and desire to:

1. Master the subject matter, concepts and techniques in their chosen discipline

at internationally recognized levels and standards.

1. Think logically and creatively.
2. Undertake problem identification, analysis and solutions.
3. Question accepted wisdom and be open to new ideas and possibilities.
4. Acquire a mature Christian outlook, judgment and responsibility in ethical, moral, social, business, practical and academic matters.
5. Acquire the skills required to continue learning throughout life.
6. Learn from a variety of sources and experiences.
7. Adapt acquired knowledge to new situations, including developing the skills for self-employment and self-reliance.
8. Acquire the skills needed to embrace new and or rapidly changing technologies in a global environment.
9. Communicate clearly, concisely and logically.
10. Work independently and as a team.
11. Acquire cross-cultural and other competences for citizenship and leadership role in the local, national and international community.

1.9 **Plans for Academic Development**

Bingham University is conventional in nature, but it places more emphasis on programmes and courses needed for the economic and technological development of the country. All areas of Humanities and Sciences will be geared towards the development of the total person, in the context of Christianity.

**CHAPTER 2**

**2.0 THE COLLEGE AND FACULTIES IN BINGHAM UNIVERSITY**

2.1. **The College/Faculties:** Bingham University is ran as a Collegiate and Faculty system, with Provosts and Deans as the academic and administrative heads. Within each College or Faculty are academic departments, each with its own head. There are **fifteen (15)** Faculties namely:

i. Basic Medical Sciences

ii. Basic Clinical Sciences

iii. Clinical Sciences

iv. Health Sciences

v. Pharmaceutical Sciences

vi. Social Sciences

vii. Arts

viii. Education

ix. Administration

x. Law

xi. Environmental Sciences

xii. Science & Technology

2.2. **Halls of Residence:** The Halls of Residence provided by Bingham University in the main and Jos campuses are:

 **Old Boys Hostel Karu:**

Abel, Abraham, Daniel, Enoch, Moses, Noah, Samson, Barak, Emmanuel and Gideon

 **New Boys Hostel Karu:**

Chief Seth Oshatoba hostel and Portfolio hostel.

 **Old Boys Hostel Jos:**

 Multi-purpose hostel in Jos

 **Old Girls Hostel Karu:**

 Shera-Agwai, Abigail, Dorcas, Deborah, Esther, Hannah, Keturah, Lois, Naomi, Rehab Ruth and G.R.A.

 **New Girls Hostel Karu:**

 Mama Tuman Nkut hostel, Margaret Gowans hostel and Stephen Panya Baba hostel.

 **Old Girls Hostel Jos:**

 Multi-purpose hostel in Jos.

2.3. **Cafeteria:** Catering services are provided by independent caterers to be

Supervised by the University Marketing Committee (UMC). They include but are not limited to the under listed:

1. The Student Central Cafeteria
2. Echo-Fresh
3. Ngozika
4. Omega
5. Nabiss
6. S.S Mawafo
7. Munch Box

Viii. Ultimate

2.4. **Bingham University Chapel:** All Chapel activities are compulsory for students. All Students must attend Chapel activities; every student must come with the Holy Bible and conduct themselves in harmony and holiness during the service. Bingham University also encourages students to have morning devotions on their own. Time for religious services and daily worship, including weekly activities are specified, i.e. Monday, Wednesday and Sunday activities. All fellowships must be under the Chaplaincy and controlled by the University Chaplain.

2.5. **Bingham University Health Centre:** The University runs and operates a Health Center. All students, upon admission into the University and during the orientation week, are required to register at the University Health Center. The purpose of this registration is to offer immediate help and service to students whose medical record suggests this. Consultation is free, but students are expected to pay for drugs, except with a prior arrangement through NIHS or other health programmes. However, Tertiary Institution Social Health Insurance Programme (TISHIP) is open to all students.

2.6. **Bingham University Sporting Facilities:** The University has sporting facilities and students are encouraged to engage in any of the sporting activities that suit their interests. Available sports include: Football, Volleyball, Basketball, Badminton, Lawn Tennis and many other Indoor games.

2.7. **Bingham University Library:** Bingham University operates a Library and Information Services, which are at the Centre of the university’s educational programme. The library exploits physical and virtual resources. Students are required to maintain an atmosphere that is conducive for serious study.

 The Departmental Libraries are located in each department which also run concurrently with the University Library and managed by the Central Library.

Below are the general rules for the library. For matters of Collection and other services, please consult the Guide to Bingham University Library.

2.7.1 **General Rules for the Library**

* + 1. Students must have valid library ID cards when checking out books from the

Library.

* + 1. Students should refrain from eating in the Library
		2. Bags are not allowed in the library. They should be deposited with the

Library Porters at the entrance of the Library.

* + 1. When going out, present all your books to the Library Porters or Library

Assistants on duty for checking.

v. Walkman Radios, Portable CD players, phones, iPods, etc are not allowed in the library; anyone found with any of these items will be requested to leave immediately or have them confiscated in which case a fine will be paid on collection.

vi. Chairs should not be moved up and down the tables. Sitting on the tables or putting of legs on the tables is not allowed.

vii. Reservation of seats is not allowed.

viii. Personal books which are left in the library overnight may be redeemed upon payment of a fine.

ix. The library is designed to provide students with a quiet place to study; therefore, discussions of any kind in the library are prohibited.

x. All books and other materials will be checked out only up to 9:45 pm.

xi. The first bell will ring at 9.30pm to signify the beginning of checkout time for the overnight materials. The second bell will ring at 9.45pm to signify the end of check-out and all library users should begin to leave the library.

2.8 **Guidance and Counseling Unit**

The unit renders services that enable students to experience self-development and self-understanding through counseling services, as they pursue excellence in their various endeavours.

Guidance services, which are open to all students, provide them with a greater knowledge of educational, vocational and socio-personal opportunities, so that they can make informed and realistic decisions and choices. Therefore, students are advised at the beginning of every semester to go to the unit for counseling, to enable them face the rigors of their studies, and challenges of life. All cases are treated with utmost confidentiality.

**CHAPTER 3**

**3.0 RULES AND REGULATIONS ON STUDENT DISCIPLINE**

This section contains all the necessary information about the rules and regulations governing the welfare of students in the Halls of Residence.

1. A very high standard of personal discipline and integrity is expected of every student of Bingham University. Each student is expected to conduct himself or herself peacefully in espousing any charges he/ she may consider necessary. Bingham University regards all acts of unethical, immoral, dishonest or destructive behaviour, as well as violations of university regulations as serious offences. **It is the responsibility of each student to know these regulations.**
2. All members of Bingham University community are to obey the laws of the nation and to embrace the demands of mutual co-existence with their neighbours. Each member should recognize that, he/she values the rights and freedom for himself/herself, so also is he/she expected to respect the rights and freedom of others.
3. **The Disciplinary System:** Under the University Act, the power to discipline students is in the Students Disciplinary Committee (SDC) of which the Dean of Student Affairs is the Chairman. It has the general function of dealing with individual cases of indiscipline.
	1. **Students Disciplinary Committee**

**a. Composition:**

1. Dean of Students Affairs (DSA) - Chairman of the Committee and a member of Staff of Students Affairs Division.
2. Three Academic staff and Heads of Department of affected students
3. The Chaplain or his representative
4. A Representative of the University Legal Office
5. Two representatives of the Students Council
6. Hall officers of the affected student
7. Chief Security Officer
8. Director, Career and Counseling Unit.
	1. **The Terms of Reference of the Committee:**
	2. To deal with disciplinary cases involving students in all matters of rules and regulations presented in the Student Handbook and in respect of other policies, instructions and directives of the Senate.
	3. To recommend appropriate disciplinary measures for offences as provided by this Student Handbook and other statute books of the University.
	4. To make recommendations to the Senate on any matter that could be in the interest of the proper discipline of the students of the university.
	5. **Quorum:**

For any sitting of the SDC, 4 members shall form a quorum, provided any two of the following Chairman, Legal Representative and the University Chaplain shall be among them.

* 1. **Filing Complaints**

Complaints may be filed by any student, Faculty or a staff member of the University or visitor to the campus, against any student or recognized student organization. One can file a complaint with a staff member in the Students Affairs office or directly to the office of the Dean of Students Affairs.

* 1. **What Happens When I file a Complaint or a Complaint is filed Against Me?**

The office of the Dean of Students Affairs will send a request to the culprit student(s) or student organization, indicating the complaint, charges and offence that have been filed. These correspondences request an investigative meeting or hearing with the culprit student(s), to review the allegations and evidence.

* 1. **Failure to Appear Before SDC**

Failure to appear before the Students Disciplinary Committee to respond to allegations or to appear as a witness when reasonably notified to do so will not hinder the process of justice. This policy extends to all disciplinary hearing on every investigation and appeals hearing. The hearing will be held anyway, in the absence of the culprit/witness and the SDC will review/ hear the available evidence witnesses and make recommendations to Senate on the matter. The decision of Senate shall be binding and not open to appeal except in cases where the culprit has any genuine and tenable reason for failure to honor the summons, which should have been communicated to the DSA ahead of the sitting. Any student who fails to appear before the SDC to answer to allegations shall be expelled.

3.7 **Procedures**

 **Short Explanatory Notes on Procedures**

In deciding a case, the SDC shall consider the following:

1. Nature of the offence
2. Gravity of the offence in or outside the university
3. Frequency of the offence in or outside the university
4. Character of the offender (whether there have been similar or other offences).
5. Position of offender among his/her co-offenders.
	1. **Handling Cases of Examination Malpractice:** For uniformity and clarity, cases of

Examination Malpractice shall also be considered by the University Senate Committee on examination malpractice.

* 1. **Handling Cases of Misconduct** e.g. unruly behaviour, etc. Such cases emanating from

Academic Departments and Halls of Residence, or the Library, etc., shall be reported directly to the Dean, Students Affairs who will refer them to the Students Disciplinary Committee for necessary action.

* 1. **Handling Criminal Cases:** Criminal cases shall be reported to the police for necessary

action by the Vice-Chancellor through the Chief Security Officer.

3.11 **Sanctions on Violations of Regulations:** The following are some of the disciplinary sanctions that may be imposed for violations of university regulations.

i. **Letter of Warning:** This is issued to offenders by the Students Affairs Division. It must be collected promptly or further stringent actions shall be imposed. Copies of such letters shall be put in the offending student’s personal file and a copy forwarded to the parents/ guardian. The issuance of a second letter of warning shall lead to the invitation of parent/guardian of offending students to the Students Affairs Division.

A third letter of warning will attract suspension for one session.

ii. **Disciplinary Probation:** Disciplinary probation is a period of observation, during which a student must behave in a manner acceptable to the university. The Student Disciplinary Committee may impose terms that will restrict the student’s participation in extra-curricular and / or other activities for a semester.

iii. **Suspension:** Suspension is an action that excludes the student from registration, class attendance, residence in an official University Hall of Residence, and the use of university facilities, for a specified period of time. This action means that the student must immediately leave the campus and shall not return to the university until the suspension period is over. All divisions/units of the university shall be duly informed of the suspension.

iv. **Community Service Programme/Counseling:** Any suspension of less than a semester shall be accompanied with a term of community service programme and counseling.

The community service shall include the following:

a. An assignment of the said student to an area of community service decided by the SDC.

b. The student is expected to wear a shirt indicating that he is on community service.

c. A weekly report on the conduct of the student shall be given by a supervising officer appointed by the Dean of Students Affairs.

d. Counseling sessions and issued clearance signed by the Counselor and endorsed by the Dean of Student Affairs shall indicate a successful completion of the exercise and serves as a perquisite to resumption.

v. **Indefinite Suspension:** This is an action that shall exclude a student from all university activities and programmes for an undefined period of time within which further investigation shall be carried out to ascertain the level of culpability or innocence.

This action will necessitate the student leaving the campus immediately and he/she shall not return until his/her case is brought up for review or he/she is recalled to the campus. Indefinite suspension shall remain in force as long as the case necessitating the suspension has not been cleared.

vi. **Expulsion:** Expulsion is the permanent withdrawal by the Senate the privileges of registration, class attendance or residence in an official university hall of residence. The privileges of the use of university facilities are also withdrawn by this sanction. This action means that the student must leave the campus immediately, as he/she is no longer a student. All cases of expulsion shall be duly communicated to the various divisions, departments and units of the university.

vii. **Temporary Suspension:** This is an order that is obligatory for a student to vacate the Hall of Residence and handover any university property in his or her possession to the Security Office pending when a case is decided by the SDC.

viii. **Rehabilitation:** Any student placed on rehabilitation must report to the Head of Medical Committee and the Head of Department of Psychiatry at Bingham University Teaching Hospital, Jos, for a psychiatric pre and post rehabilitation evaluation. During the period of rehabilitation, the student is required to defer all academic activities.

ix. **Loss of Privilege:** Loss of privilege is the withdrawal of a privilege or use of a service or facility (such as the University Information Centre, Cyber Café or Sports Center) for a specific period of time.

**x. Restitution:** Restitution requires that a student must pay for damages to, or misappropriation of, university property, or the property of a member of the university community. Such reimbursement is charged to any student, who alone, or through group concerted actions, organizes or knowingly participates in events that cause the damages or costs, which had been or had to be incurred by another party.

3.12. **Students’ Right of Appeal:** Bingham University has provided these rules and regulations to guide and reform students’ behaviour. They are not intended to frustrate, reject or condemn any student. Any student who has been placed on corrective measures, but feels he/she has not been given a fair hearing, or has additional information to guide the university’s decision, has the right to send a letter of appeal to the Senate, through the Vice-Chancellor.

3.13. **Procedure for Dispensing/Discharging Disciplinary Cases**

A student who is caught violating any university rule or regulation shall first be made to:

i. Complete an offence form

ii. Complete a form of plea of culpability or innocence

iii. If a plea of culpability is entered, the case is forwarded for accelerated consideration to the office of the Dean Student Affairs, who, acting in council as Chairman of SDC, shall invoke the relevant section of the Handbook to mete out appropriate punishment to the erring student, under the clause of Informal Resolution.

iv. If a plea of innocence is made by a student, he/she shall be subject to further interrogation/cross examination by an in-house investigation panel within the Student Affairs’ Directorate

v. When a considerable level of culpability is established from procedure (iv) above, the culprit is referred to the SDC for a formal hearing of the matter.

3.14. **Informal Resolution.** An informal resolution may occur when the culprit or student

organization formally ‘’waive’’ an administrative hearing and accepts the proposed sanctions(s).This resolution is confirmed via correspondence to the culprit(s) and is not appealable.

If the culprit(s) denies the allegation or does not accept the proposed sanction, and therefore wishes to contest the allegations, the matter is forwarded to SDC for formal hearing and resolution.

A student who chooses to leave the University rather than appear at the hearing is deemed to have voluntarily withdrawn from the university. Consequently, such a student shall face the appropriate sanctions even in his/her absence.

3.15 **Categories of Offences**

 The offences fall into three broad categories:

1. All cases of misconduct, which the Student Disciplinary Committee (SDC) can hear and resolve.
2. All cases of gross misconduct, which the Student Disciplinary Committee (SDC) can hear and resolve.
3. Criminal offences, which should be referred to the police by the CSO for necessary action in which case the SDC’s opinion on the matter should be given cognizance. In this regard, the final decision of the Students Disciplinary Committee would depend on the outcome of police investigations.

**CHAPTER 4**

**4.0 DRESS CODE VIOLATION AND PENALTIES**

4.1 **Student Dress Code:**

***I Peter 3: vs. 3-4 “Whose adorning let it not be outward adorning of plaiting the hair, and of wearing of gold or of putting on of apparel; but let it be the hidden man of the heart, in which is not corruptible, even the ornament of a meek and quiet spirit, which is in the sight of God of great price’’***

A person’s character is judged by his or her own style of dressing. A refined taste, a cultivated mind, will be revealed in the choice of simple and appropriate attire. It is right to love beauty and desire it, but God desires us to love and seek the highest beauty that is imperishable.

It is with this knowledge that the Management of Bingham University has put together a guiding philosophy that includes balance, appropriateness, modesty, beauty, preservation of roles and self-confidence, because no education is complete without teaching the right principles with regard to dressing.

4.2 **Dress Code For Female Students:**

***Deuteronomy 22:5a “The woman shall not wear that which pertaineth unto a man’’***

***I Timothy 2: 9-10 “In like manner also, the women adorn themselves in modest apparel, with shamefacedness and sobriety; not with braided hair, or gold, or pearls, or costly array; but which becometh women professing godliness with good works’’***

i. During normal lectures, and official functions, students must be corporately dressed. (Corporate dress here means a skirt suit, skirt and blouse, native dresses, which must not be tight on the body or transparent to reveal under wears or body parts). ***Students must hang their identity card at all times.***

ii. There is no wearing of bodycom skirts and gowns, students must dress corporately during weekdays. However, they may choose to wear native on Wednesday and Friday.

iii**.** All dresses and skirt hems must fall at least 6 inches below the knees.

iv. The wearing of sleeveless dresses or dresses with very tiny singlet-like straps (spaghetti strap) is strictly prohibited in and outside the university environment, including the hostel.

v. The wearing of strapless blouse is strictly prohibited in and outside the university environment, including the hostel.

vi. The wearing of revealing blouses, especially low-cut blouses and the type of blouses that do not cover the navel (crop top), is strictly prohibited in and outside the university environment including the hostel.

vii. The wearing of ordinary transparent dresses is strictly prohibited in and outside the university environment including the hostel.

viii. Wearing of slippers and open shoes is not allowed at lectures or official functions. Also, wearing of crocs is not allowed; except for medical and nursing students on uniform. However, students can wear low sandals with buckle or covered corporate shoes.

ix. Wearing of trousers of any kind is strictly prohibited in and outside the university environment including the hostel. However, there is an exception for sporting activities in designated arena from 4:30pm to 7:00pm, and 6:30am to 9:00am, on Saturdays.

1. Female students may use earrings and necklaces, provided they are not large/big types. The wearing of more than one earring in each ear is strictly prohibited.
2. Piercing of any part of the body, other than the ear (for earrings) is strictly prohibited. The art of body piercing, heavy make-up or tattooing is also not allowed.
3. ***Tattooing on any part of the body is prohibited. Tattoos gotten prior to admission into the university should be declared to officers of the Student Affairs Directorate during registration****.*
4. Female students are advised to wear hairstyles that are neat and ***of not more than shoulder length,*** which must be decent.
5. Female students are encouraged to wear decent Nigerian attire.
6. ***Indecent/immodest long nails (natural or artificial) are strongly prohibited. Female students should trim their nails to modest lengths.***
7. ***Coloured hair and coloured hair extensions (wigs) are strictly prohibited in the university.***
8. Wearing of cowries/beads on the hair is strictly prohibited.
9. Tennis shoes or sneakers may only be worn outside lecture and examination halls but not to official functions of the university.
10. The wearing of shirts with ‘jargons’ or printed emblems on them such as human skull and the likes are strictly prohibited.
11. The wearing of excessive arm bangles is prohibited.
12. Wearing of ***jeans clothing*** of any kind is strictly prohibited in and outside the university environment.
13. The wearing of skirts of any kind pleated in such a way as to reveal any part of the body above the knee and tight skirts, body hug and see-through materials are strictly prohibited. Also, wearing slit skirt of any kind is highly prohibited.

**4.3 Dress Code for Male Students:**

 ***Deuteronomy 22:5b “neither shall a man put on a woman’s garment: for all that do so are abominations unto the LORD thy God’’.***

1. All male students are expected to dress corporately. (Suit/shirts and trousers and cover shoes). ***Students must hang their identity card at all times.***
2. Students must dress corporately on weekdays, however, they may choose to wear native on Wednesday and Friday.
3. Male students may wear French suits. All students are to wear covered shoes or sandals to the University Chapel, all lectures, examinations and any University assembly. Sleepers or palms are not allowed. Also, wearing of crocs is not allowed; except for medical or nursing students on uniform.
4. Tattoos gotten prior to admission into the university should be declared to officers of the Student Affairs Division during registration.
5. ***No male student is allowed to braid his hair, perm or apply sporting waves, colour hair, pierce ear or body parts and print tattoo on any part of his body.***
6. Shirts should always be tucked into trouser during classes and all official functions.
7. Trousers with belt should not fall below the waistline. ***NO SAGGING OF ANY SORT IS ALLOWED. Jean clothing of any kind (trousers) are prohibited.***
8. Wearing of slippers is not allowed at lectures or official functions.
9. Male Students are advised to be clean and maintain low-cut hair and clean shaven at all times. No indecent hair style and unkempt beard are allowed.
10. The wearing of tee shirts with “jargons” or emblems printed on them, such as human skull and the likes or the practice of pulling down trousers to the hipline is strictly prohibited.
11. Wearing of jean trousers, jewelry, especially chains, rings and earring is strictly prohibited.
12. Male students are encouraged to wear Nigerian attire provided it is decently sewn.

xiii. Tennis shoes or sneakers may only be worn outside lecture hours (8am to 4pm).

* 1. **Penalties for Improper Dressing:**
1. Erring students shall be sent out of any official functions of the university, which include Lectures, Chapel hour, Library, Laboratories, offices, etc., and anywhere around the campus.
2. Any staff who apprehends a badly dressed student shall send such a student to the Dean of Student Affairs for appropriate action.
3. A warning letter shall be issued to the erring student and a copy of the letter shall be filed in his/her student file. Another copy shall be sent to the student’s Parent/Guardian.
4. A repeat act shall attract suspension for two (2) weeks subject to (1) and (2) above, and a community service term.

A second repeat act shall attract suspension for one (1) Semester. And yet another repeat of such shall attract suspension for one academic session. A fourth repeat shall be regarded as persistent and shall result to outright expulsion of the student from the university.

1. Wearing of ear piece in and around the campus including hostels is an offence punishable with suspension for one semester.

**CHAPTER 5**

**5.0 OFFENCES AND PENALTIES**

5.1 ***MISCONDUCTS***

These refer to offences that attract punishment ranging from warning letter to one academic year suspension.

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

1. Unruly Behaviour
2. Indecent Behaviour
3. Vandalism/damage to University property
4. Disorderly Assembly
5. Unauthorized displacement of university property
6. Pilfering
7. Insubordination
8. Giving false identity
9. Streaking
10. Failure to attend Chapel
11. Lateness to Chapel
12. Aiding and Abetting the Commission of a Misconduct
13. Gossip and backbiting
14. Any misconduct not specified above but which is within the purview of the Disciplinary Committee to investigate.

**5.1** 5.1(i) **Unruly Behaviour**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No.** | **Offences** | **Minimum Punishment** | **Maximum Punishment** |
| 1 | Public Disturbance of Peace on Campus | Reprimand | One Semester Suspension |
| 2 | Jumping of Queue | Warning Letter | 2 Weeks Suspension |
| 3 | Crossing of Lawn | Warning Letter | 2 Weeks Suspension |
| 4 | Defacing University Building in any way  | Warning Letter | Warning letter/Surcharge for repair of damage done |
| 5 | Throwing of dangerous items capable of causing harm to others | Warning Letter | Expulsion depending on the gravity of the offence |

5.1(ii) **Indecent Behaviour**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No.** | **Offences** | **Minimum Punishment** | **Maximum Punishment** |
| 1 | Defecating and urinating outside toilet facilities | Warning letter/ Suspension for a semester or session | Expulsion for habitual offenders (3 times) |
| 2 | Brushing of teeth outside designated areas | Warning letter/Suspension for a semester or session | Expulsion for habitual offenders (3 times) |
| 3 | Spitting in public place and littering of university premises | Warning letter/Suspension for a semester | Expulsion for habitual offenders (3 times) |
| 4 | Overt sexual gesture e.g kissing, caressing, romancing e.t.c. | Suspension for a semester | Suspension for a session |
| 5 | Violating interaction time with students of opposite sex | Warning letter/Suspension for a semester or session | Expulsion for habitual offenders (3 times) |
| 6 | Any other behaviour that may be classified as indecent behavior by Senate | Warning letter/Suspension for a semester or session | Expulsion depending on the gravity of the offence |

5.1(iii) **Vandalism/damage to University property**:

Willful or malicious damage or destruction of university property.

 Suspension for a semester and payment for the repair of damaged or destroyed property or expulsion for damage or destruction of university property depending on gravity of the offence.

5.1(iv) **Disorderly assembly**:

Students are forbidden from gathering in a manner that disturbs the public peace, incites public alarm, results in violence to a person or property, disrupts the function of the university, interferes with faculty or staff in the performance of their duties, or otherwise brings disgrace or disrepute to the university.

Any student who encourages or participates in the formation or prolongation of such a gathering is subject to immediate suspension from the university for one academic session or expulsion from the university and restitution, depending on his/her involvement in the event.

5.1(v). **Unauthorized displacement:** Displacement of university property,and use or damage of university or private property

 Three possible offences are listed below:

1. Unauthorized use of such property
2. Unauthorized transfer of such property
3. Unauthorized damage of such property.

These offences shall attract a strong letter of warning and replacement of the property removed, together with the repair of any damage(s).

5.1(vi) **Pilfering (petty theft)**:

A return of the pilfered item and strong letter of warning.

A repeat act shall attract suspension of one semester.

5.1(vii)**Insubordination:**

This is defined as unwillingness to submit to, or willful disrespect for the constituted authority. This shall attract punishment, ranging from 2 weeks suspension to expulsion, depending on the frequency and severity of the offence.

5.1(viii)**Giving false identity/Impersonation:**

 Any student that gives false identity or impersonates another by any means or for whatever purpose is culpable of an offence punishable. The Punishment shall range from one semester for first offender and one session in the case of examination malpractice and expulsion for a repeated offence.

5.1(ix) **Streaking:**

Appearing half naked outside and within the halls of residence is unacceptable. Punishment for this misconduct ranges from suspension for a semester for first time offender, to suspension for a session for a repeated offence.

5.1(x) **Failure to attend Chapel:**

Attendance at chapel is mandatory for all students of the institution. Whosoever fails to attend chapel shall be sanctioned appropriately. Punishment shall range from two weeks suspension to expulsion for perpetual violators. The University is particular about this.

5.1(xi) **Lateness to Chapel:**

Students are expected to be seated before the commencement of chapel activities. Anyone who arrives later than fifteen minutes into any programme or service shall be considered late, and as such shall be liable to punishment ranging from letter of warning and suspension for perpetual violators.

5.1(xii) **Aiding and abetting the commission of misconduct:**

When a student aids another student to commit misconduct, such a student is liable to punishment ranging from a letter of warning to expulsion, depending on the gravity of the offence.

5.1(xiii)**Gossip and Backbiting**

Acts of gossip or backbiting are forbidden in Bingham University. Any student found culpable of this offence shall be issued a letter of warning and where the offence has a damaging effect; such a student will be expelled from the university.

5.1(xiv)**Any misconduct not specified:**

 Any other offence and the appropriate penalties which have not been specified in the present set of guidelines from time to time shall be determined by the SDC and added to the guidelines. Such additions shall carry the same force of authorities as those contained in the present guidelines.

5.2 ***GROSS MISCONDUCTS***

These refer to offences that attract penalties ranging from one semester suspension to expulsion. These offences include, but are not limited to the under listed:

i. Invitation of Students from other Institutions

ii. Breach of University Peace and Tranquility

iii. Nocturnal Activities

iv. Cultism/ Membership of cult

v. Sale/distribution of hard drugs/peddling hard drugs, alcohol or any kind of intoxicant

vi. Smoking of cigarettes, marijuana, shisha and any type of hard drugs

* 1. Consumption of Alcohol

viii. Cooking in the hostel or around the hostel.

ix. Use of fireworks and Possession of Fire Arms and Other Dangerous Weapons

x. Nudity/sexual immorality

xi. Harassment of any kind

1. Assault
2. Bullying
3. Pregnancy out of wedlock
4. Non-attendance of General Assemblies approved by the University
5. Theft/stealing
6. Double matriculation
7. Inappropriate/improper use of phones and computers
8. Prohibition of smart phones

5.2(i) **Invitation of Students from other Institutions**

No student is allowed to invite student(s) of other tertiary institution(s) to the university or his/her living room to hold parties or meetings or any other interaction, either in the Hall or any other venue of the university, without written permission from the Dean, Students Affairs and Registrar, through the Hall Officer. Any violation of this regulation shall attract punishment ranging from suspension from the university for one Semester, to expulsion depending on gravity.

5.2(ii) **Breach of University Peace and Tranquility**

Every student is expected to maintain peace and tranquility in the entire University. Any student involved in fighting, rioting or inciting others will be subjected to disciplinary action, and if found culpable he/she shall be expelled from the university.

5.2(iii) **Nocturnal Activities**

Students must understand that Bingham University is a Christian university fore-mostly. ***Therefore no nocturnal activities of whatever nature and appearance are allowed in the university***. Any student found culpable of this offence, punishment ranges from one semester suspension to expulsion.

5.2(iv) **Membership of Secret Cult**

Since all secret cults have been proscribed, it is an offence to belong to a secret cult; it is also a contravention of Decree 47 of 1989 to belong to any cult. Proven case of membership of any cult shall attract outright expulsion from the university and handing over for prosecution by the appropriate organs under the Decree.

5.2(v) **Sale/distribution of Hard Drugs/peddling Hard Drugs, Alcohol or any kind of Intoxicant**

The sale/dealing/trafficking/distribution of prohibited drugs, alcohol and any kind of intoxicant is strictly prohibited. ***Any student found culpable of this crime shall be EXPELLED from the university irrespective of whether they are users or not.***

5.2(vi) **Smoking of cigarettes, marijuana, shisha and any type of prohibited hard drugs**

Any student found smoking or is proven to have smoked or in possession of cigarette of any type or consumption of prohibited drugs/hard drugs, which include indian hemp, cocaine, heroin and ampheremine etc. within or outside the university, ***and fail to admit the offence committed shall proceed for a drug test (at his/her own cost)***, and if found culpable shall be suspended for one academic session with rehabilitation for first time offender. Any subsequent offence on the same case or gross misconduct of any kind committed will lead to expulsion from the university.

Once a student is on suspension, he or she has lost all privileges as a student and cannot be allowed to enter the campus again either as a visitor or as a resident until the expiration of punishment period.

5.2(vii) **Consumption of Alcohol**

Any student who consumes/drinks alcohol or is in possession of it either in or outside the university shall be suspended for one semester with rehabilitation (for the first time offender). Any subsequent offence of the same gross misconduct shall attract expulsion from the university.

5.2(viii) **Cooking in the hostel or around the hostel**

Cooking in the hostel or around the hostel is prohibited. Any student found culpable of this offence shall be suspended for one academic year (first time offender) and expulsion for (second time offender).

5.2(ix) **Use of Fireworks and Possession of Fire Arms and other Dangerous Weapons**

The possession and use of firearms and fireworks, such as knockouts, etc by students are strictly prohibited on the university campus. Any student found violating this rule will be expelled from the university and handed over to the police for prosecution.

5.2(x) **Nudity/Sexual Immorality**

i. No student is permitted to walk naked in the halls of residence or in the University environment. This indecent behaviour will attract suspension for one academic session and for a 2nd offender expulsion from the University.

ii. Public display or possession of pornographic films or photographs is a grievous offence in Bingham University. Any student that involves him/herself in such unholy acts shall be expelled from the university. Similarly, any student found exploring or viewing pornographic websites on the internet shall be equally liable to expulsion.

iii. Any indecent act of lesbianism or homosexuality with or against any student or group of students shall attract outright expulsion from the university.

iv. No student shall indulge in any act of sexual immorality on or off campus. Any student found indulging in such act shall be out-rightly expelled from the university.

5.2(xi) **Harassment of any kind**

These ranges from harassment by staff or student; it could be sexual, extortion of money, or threat to lives and properties. Victims of such harassment should report to the Dean of Student Affairs or the Guidance & Counseling Unit. Punishment ranges from one academic session suspension to expulsion depending on the gravity of the offence. Culpable staff shall be referred to Senior Staff Disciplinary Committee (SSDC).

5.2(xii) **Assault**

Assault is a violent attack with physical means, e.g blows or the use of weapons for attack etc. Any student found culpable of this offence shall face outright expulsion from the University.

5.2(xiii) **Bullying**

This is an act of intimidating a person to forcefully do something against his/her will especially repeated cohesion. Any student found culpable of this offence shall be suspended for one academic year (first time offender) or expelled (repeated offender).

5.2(vix) **Pregnancy out of wedlock**

i. Any unmarried student found pregnant in the course of her stay in the university shall be expelled.

ii. Any female reported to have aborted a pregnancy shall be expelled from the university, after verification by the University Medical Centre.

iii. Similarly, any male student reported to have impregnated a fellow student or any other woman outside the university shall be expelled from the university after confirmation by the Students Disciplinary Committee (SDC).

5.2(xv) **Non-attendance at General Assemblies/loss of property**

i. ***No student is allowed to remain in the room whenever there is a University General Assembly (e.g. Sunday/Chapel Service) except on permission by the Hall Officer/potter on grounds of illness****.*

In case of lost items in the hall/rooms, any student found illegally staying back shall be charged to pay for such lost items and such students shall be penalized accordingly.

ii. In the case of students’ week, detail of events of students’ week must be scrutinized by the Dean Student Affairs and approved by the Vice-Chancellor. Such events should include seminars that can enrich our students to broaden their horizon on leadership and entrepreneurial capacities. All events, which must be in line with Student Handbook, must be attended by all students. Defaulters shall be punished according to (a) above.

5.2(xvi) **Theft/stealing**

i. Every student must be a worthy ambassador of the university and must exhibit the highest and finest level of morality and character in and outside the university at all times.

ii. Any student caught stealing shall be liable for suspension for one academic session in the first instance, and may be handed over to the police depending on the gravity of the offence. Any student who repeats the same offence shall be expelled from the University and be handed over to the police.

iii. Also any student involved in theft outside the university and this comes to the attention of the university authorities, formally or informally and the student is found culpable after a thorough investigation, such an offender shall be expelled from the University for bringing the good name of the university into disrepute.

5.2(xvii) **Double matriculation**

Double matriculation is a very serious offence in which a matriculated student retakes a JAMB examination in order to be readmitted freshly to another course of study in Bingham University thereby matriculating into the university for a second time while still a student under a subsisting matriculation. This shall attract outright expulsion.

5.2(xviii) **Inappropriate/improper use of cell phones:**

***Inappropriate use of social media to tarnish, dent, destroy, create hatred and needless anxiety or bring the university, its organs, staff or students into disrepute shall attract outright expulsion.***

5.2(ixx) **Prohibition of smartphones:**

Smartphones are prohibited to be used by students on campus. Any smartphone found with a student shall be confiscated. Every student is advised to get a small phone and a ***customized SIM-less tablet/laptop.*** Punishment for the defaulters shall range from;

(a.) One semester suspension for first time offender

(b.) Suspension for one session for a repeated offence

(c.) Expulsion for yet another offence of a similar nature.

5.3 **CRIMINAL OFFENCES**

These refer to offences that should be referred to the police or appropriate security agencies by the CSO for necessary action, in which case the SDC’s opinion on the matter should be given cognizance. In this instance, the decision of the SDC would be dependent on the outcome of police investigations.These are acts that are in contravention of Federal laws and could warrant expulsion. Culprits shall be handed over to the police or the appropriate security agencies by the CSO for necessary action. These acts include, but not limited to the following:

* 1. Fraud/Forgery
	2. Burglary
	3. Murder
	4. Arson
	5. Rape
	6. Any other criminal offence that may be identified, listed but not herein.

5.4 **ADDITIONAL GUIDE TO APPLICATION OF PENALTIES**

i. Where an offender commits two or more minor offences at separate times or at the same time, he/she shall be suspended for a semester.

ii. Where an offender who had earlier been suspended for a semester goes ahead to commit another minor offence, he/she shall be suspended for an academic session.

1. Where an offender who had been suspended for an academic session commits another misconduct, he/she shall be expelled from the University.
2. Any misconduct that is of a criminal nature that cannot be handled by the Student’s Disciplinary Committee shall be referred to the appropriate authorities by the University.

**CHAPTER 6**

**6.0 POLICY ON RESIDENCY**

Residence life of a university student is a community life; it is an ideal place where a student’s moral character and conduct can be molded. This chapter of the manual contains necessary information on rules and regulations concerning the general welfare of all boarding students in halls of residence. The main purpose is to enhance peaceful co-existence amongst the students and facilitate, decency in education and morals, thereby creating a happy, relaxed atmosphere for a student’s successful stay on campus.

* 1. **Conditions for Taking up Residence in the Halls of Residence**

No student shall be granted accommodation unless he or she has fully completed the

stipulated tuition fees on resumption. Students who cannot make their payment in full must complete it on second installment which shall be at the commencement of the second semester.

1. No student shall be granted accommodation unless he or she has signed the student

code of conduct form, and has been properly registered as a full-time student of the university.

1. Authorization for Allocation

It is the Dean, students Affairs, or his representative, who assigns accommodation to students.

1. Keeping to stipulated Exit Hours. A student who is duly assigned to a hall may go into

residence any time from 12:00 noon on the designated day before semester lectures begin, and leave, latest, 12:00 noon on the day following when the University is officially declared closed for the semester or session.

1. Unauthorized Hall Allocation

Outside the time stipulated in (iv) above, no student shall reside in the hall without the authorization of the Dean, Students Affairs.

1. Non-transferable Residence.

The permit to reside in the Hall of Residence is non-transferable. A student shall not harbor another student of the university or person in the Hall, nor shall he/she sublet his/her residence.

6.2 **Rules for Peaceful Residence**

i. A student who accepts residence in the Hall also accepts to abide by all the rules of the residence.

ii. A student, who in the judgment of the Dean, Students Affairs, cannot co-exist peacefully with his colleagues, after sufficient caution and warning, shall be expelled from the Hall of Residence and the University.

iii. From 10pm to 5:00a.m (After Hours) each night, there shall be the great silence (Magna Silence in the Halls of Residence. No student shall make a noise that is likely to disturb the sleep or study of another student. A student of noisy character, if he/she does not comply after enough warning or caution, shall be expelled from the Hall of residence and from the University.

iv. Pet animals and birds are prohibited in the University.

v. Fighting is absolutely forbidden in halls, as in any part of the University and any student who contravenes this rule shall be expelled out rightly.

vi. Stealing is viewed as a serious offence in this University and any student who is involved shall be tried by the SDC and, if found culpable, shall be suspended for one academic session or expelled from the University, depending on the gravity of the offence and in relevant cases, be handed over to the police.

6.3 **Change of Hall/Room**

i. A student may not, without the prior authorization of the Dean, Students Affairs, transfer from one room or hall to another. Any infraction of the rule shall attract a penalty.

ii. The Dean, Students Affairs can, however, at any time transfer a student from one room or hall to another, and/or change his/her bed.

iii. Any student who desires a change of room, hall or bed shall apply in writing to the Dean, Students Affairs, whose decision shall be final.

6.4 **Transfer or Sale of Rooms to other Students**

The right of a student to occupy a hall/room is non-transferable or sellable. When and if done without a written authorization of the Dean, Students Affairs, or his representative, it is considered a serious offence, punishable by the expulsion of both students involved in the deal from the Hall of Residence.

i. “Squatting”, this is the act of harbouring another student in a room that has not been officially allocated to him/her. This attracts the same punishment as above. This is not allowed in the University.

6.5 **Bed Space Trafficking**

This is defined as unauthorized transfer and receipt of bed-space gratis or by direct sale. It is an offence to squat or permit squatting within the hall or across the halls. It is also an offence to squat non-students. The penalties for this category of offences are listed below:

1. **Unauthorized Transfer of Bed Space**

 Strong letter of warning for both offenders and a return to the status quo.

1. **Direct Sale**: Suspension for a maximum of one academic session for both offenders.
2. **Squatting within Hall**: Ejection of both offenders from the hall of residence and suspension for an academic session.
3. **Squatting across Halls:** Ejection of both offenders from the hall of residence and suspension for an academic session. If resident student on a second note commits the offence, the offender shall be expelled from the University.
4. **Use of double mattresses by students:** letter of warning for first time offender. A second offence will attract suspension for one academic session.

6.6 **Inventory of University properties in halls of residence**

At the end of each Academic Session, all students living in the university halls of residence are expected to hand over the keys and other properties in their living rooms, belonging to the university, for their safe custody, not later than 12 noon on the day of verification, after assets verification through the hall officer.

6.7 **Halls of residence during vacation**

i. A student who wishes to stay in the hall during vacation shall apply in writing to the Dean Students Affairs at least two weeks before the vacation begins.

ii. The decision of the Dean Students Affairs on such application is final.

iii. A student whose application to stay in a hall during vacation is approved, shall pay the stipulated fee before being granted access into the hall.

iv. A student permitted to stay in a hall during vacation must move to the hall assigned to him/her for the period irrespective of his normal hall during the semester.

v. Students permitted to stay in the halls should vacate the halls latest by 12 noon on the day before official resumption for the semester.

vi. All students permitted to stay in Halls of Residence during break or vacations must abide by the rules of the halls of residence.

6.8 **Special accommodation**

 The University does not provide any special accommodation for any student presently.

6.9 **Spiritual harmony**

With the purpose of fulfilling the founding philosophy of the university, all students are expected to comply with all regulations designed to ensure spiritual harmony in the University. For this reason no instrument, document, property or substance of any form, connoting or purporting to be used for any religious practice or activity, is allowed in the University.

Any student found violating this rule shall be issued a letter of warning and where there is recurrence of such violation, the student shall be expelled from the University. All fellowships must be under the Chaplaincy and controlled by the Chaplaincy.

6.10 **After-hours activities**

i. All students of Bingham University are expected to respect other students’ right to privacy and rest both in Halls of Residence and their respective rooms.

ii. Students who, for special reasons enter or leave a hall room other than their own between the hours of 11.00 pm and 5:00 am should endeavour to respect the rights of their roommates and other hall residents.

iii. If any student is found violating the After –hours activity rules the person(s) responsible shall be issued a letter of warning and will be given 2 weeks suspension and where such act is repeated, such student shall subsequently face expulsion from Hall of Residence.

6.11 **Hall of residence functions**

i. Although the university places a high premium on the pursuit of academic excellence, it also appreciates students’ need for social functions and interaction. However, everything must be done within the acceptable boundaries of decency and purity.

ii. Before such social functions other than the normal worship, founders day, matriculation day, convocation or any other University events is held, a prior permission, in writing (for any hall function to be organized by students in their halls of residence), should be obtained by the organizers from the Dean, Student Affairs and Registrar of the university through the Hall Officer, at least 48 hours before the function.

iii. While applying for permission to the university authorities, the nature, purpose, place/venue, time of commencement and closure and supervising staff of the functions should be specifically mentioned in the application.

iv. Where such application is successful, the university authorities shall not permit any hall function after 7:00p.m

v. On no account should the venue be found dirty after use. Those involved in organizing the function should ensure that the place is thoroughly cleaned up immediately after use.

vi. Such functions shall normally request the chief security officer of the university to make available the necessary security arrangements for peaceful conduct of permitted functions. All such functions must be supervised by a staff member approved by Dean Students Affairs.

vii. However, any student found violating these regulations shall be suspended for one session or expelled depending on the gravity of the offence.

6.12 **Weekend/Impromptu Travel**

As the university is concerned with the discipline and safety of its students, especially with respect to movements outside the university premises, students are to note that:

1. Normally, no student shall be absent from the Hall of Resident over-night without written permission from the Dean, Student Affairs, and for permissible purpose only.

ii. Similarly, no student is allowed to travel out of the University on weekends or undertake an impromptu journey outside the university, no matter how urgent or important the issue at stake, without written permission from the Dean, Student Affairs.

iii. Such a student must disclose, honestly, the information regarding his whereabouts, destination address, telephone number and purpose for such journey with the Dean of Student Affairs.

vi. Any student who fails to comply with (a) & (b) above or caught while attempting to illegally leave the campus, thereby breaking the rules and regulations of the university or stay beyond the approved day(s) shall be liable to four weeks suspension. A repeat of similar act shall attract suspension for one semester and subsequent violations for 3 times shall attract expulsion.

iv. Any absence from the university must be cleared with the students’ Parent/Guardian.

v. A student leaving the hall, except for activities within the campus, must sign off at the Hall officer’s office. **Upon return, he/she must also sign in after submitting the exeat/pass permit, Failure to sign in will attract a strong letter of warning and when repeated, a one semester suspension.**

6.13 **Cleaning of Rooms and Toilets**

i. Every student occupant shall take the responsibility of cleaning his/her room and toilet on a daily basis. This responsibility shall be shared among all occupants in the room(s) according to a prepared roster.

ii. Unwashed plates, cutleries, overnight soaked pants and dresses, etc should not be found in any room, bathrooms, toilets or kitchenettes.

iii. All dirt, waste papers, etc should be emptied in the waste paper basket/dust bins provided by the university. This is to ensure easy evacuation by the Hall cleaners.

iv. All beds should be neatly dressed before students go for lectures.

v. All electrical appliances/lights should be switched off when leaving the room.

vi. Every student shall participate in the general cleaning of the hall environment every Saturday.

vii. Any student who fails to participate in the general cleaning exercise will be reported to DSA who will take an appropriate action..

viii. Any student who fails to participate in the cleaning shall be punished each occasion of default and be compulsorily made to do the cleaning under the supervision by hall officer/representative.

6.14 **Defacing of Walls with Posters, Bills or Papers, Writings, Drawing, etc**

i. **No, student shall deface the walls of the university**, or hall/rooms with any posters, bills, writings, drawings, graffiti, etc. Any student found culpable of the offence shall be punished and shall erase and paint such surfaces as appropriate.

ii **Minimum Sound:** On no account shall a gadget be so loud as to be heard outside the closed door of a particular room, earphone use is always preferable when operating electronic gadgets, in the room and any offender shall be reported to the DSA for an appropriate action and if found culpable shall be punished.

6.15 **Electrical Appliances/Candles**

i. In order to prevent domestic hazards and accidents, the use of electrical appliances, such as irons, electric boiling rings, shavers, driers, cookers, toasters, and griller, electric beds, mattresses, blankets, etc is absolutely forbidden in the halls. Any student found violating these regulations, with respect to use of equipment, and naked light shall have his/her equipment seized, in addition to paying for the damages arising from such use.

 ii. Use of candles, kerosene lamps or naked light, etc.

The use of lighted candles, kerosene lamps or any fire is strictly prohibited. Student who use candles or other open flames in the halls of residence, do so at their risk and if found, shall be suspended from the university for one session. Students are, however, allowed to use bedside lamps with rechargeable batteries.

iii. The university provides electric sockets for student use in the laundry or ironing rooms. It is the responsibility of students using these appliances to use them with utmost care, clean them after use and remove them from the sockets for safe keeping.

6.16 **Automobile: Owning and Driving**

Students are not permitted to bring or drive vehicles on the campus or the neighboring communities. Any infraction of this rule will attract suspension for two weeks for first offenders, one semester for second offender and expulsion thereafter.

6.17 **Feeding**

Bingham University has put in place feeding arrangements that have taken into cognizance the various tastes of all students. The University Cafeteria provides a broad variety of food on ``a la carte’’ basis. The fee paid for accommodation in the hall of residence does not include feeding. Each student is responsible for his/her feeding. Those on special diet should discuss with the canteen management for the provision of special meals. No student is allowed to cook in the Hall of Residence. Students are to purchase their meals in the Cafeteria.

**Serving Times for Meals are as Follows.**

i. Breakfast - 7.00am - 10.00am

ii. Lunch - 12.00noon - 5.00pm

iii. Dinner - 6.00pm - 9.00pm

6.18 **Visits/Visitors**

A visitor is any person who is not an authorized resident of the particular hall. All students should, therefore take note of the following details.

i. No visitor is permitted to enter into the Halls of Residence. All visitors shall report at the Hall Attendant’s desk (at the reception). The Hall Attendant shall then send for the student being visited who shall meet with the visitor outside the Hall of Residence. Visitors are expected to sign the visitor’s register with the Hall Attendant before departing. If these actions do not occur, the student being visited shall be duly held accountable.

ii. The visiting hours are from 3.00pm to 6.00pm., Saturdays, Sundays and public holidays.

iii. No visitors in (i) and (ii) of this section shall be allowed in any hall after 6.00pm each day. Failure to comply with the above rules leads to an outright expulsion of the violator(s) from the Hall of Residence.

iv. All visitors must wear the university Visitor’s Cards for easy identification.

6.19 **Visitors of Opposite Sex**

 Visitors of the opposite sex MUST NOT enter the Halls of Residence

1. A male student visiting female hall(s) is regarded as a visitor and vice versa
2. However, a male student visiting a Male Hall or a female student visiting a Female hall is not a visitor, but a colleague.
3. Female students are not allowed into the Male Halls of Residence and vice versa. They are however allowed to host such visitors in the common rooms only but not during After Hours.
4. Any violation of these regulations by students will attract strong disciplinary measures, ranging from 2 weeks suspension to expulsion.

6.20 **Overnight Visitor/Guest Arrangement**

No student is allowed to accommodate any male or female visitor/guest, or any student of opposite sex in his/her room overnight. Similarly, any student found entertaining a visitor/guest or any student of the opposite sex in his/her room overnight will be expelled from the university and the student so invited will also be expelled from the university.

6.21 **Hall of Residence Attendance Register**

i. Students who want to continue to study can do so, but must observe the Great Silence rule.

ii. The Register of Attendance in each Hall/Unit of Floor must be submitted to the Hall Attendant(s) on duty that night for action.

6.22 **Hall Management**

i. **Hall Student Leader (Hall Representatives)**

Every hall unit shall have a Hall Leader who shall be a student, lawfully resident in the Hall unit.

ii. **The Functions of a Hall Leader Include:**

a) Keeping the Hall Officer regularly informed of developments in his /her units relating to issues such as light or water supply, etc.

b) Enforcing all hall rules in his/her unit

c) Maintaining discipline in his/her unit

d) Preparing his/her Hall for Inter-Hall Sports Competition, Dinner, Quiz, Drama, etc.

e) Any other duties that the Dean, Student Affairs may assign to him/her.

iii. **Hall Officer**

 Every Hall shall have a Hall Officer. The Officer is charged with the following duties:

1. Work hand-in-hand with the students’ representative in the hall.
2. Take custody of keys to the rooms in the hall.
3. Get students out of the Hall for services and other University general assembly.
4. Enforce observance of the great silence and other hall rules.
5. Identify and report to the Students Affairs Officer, and Dean, Students Affairs, students who damage hall facilities.
6. Ensure students sign for their keys
7. Write daily reports of activities in the Hall.

**iv. Sanctions**

1. Hall Representatives or hall leaders can report cases of infringements to the Hall Officer. The Hall Officer may refer major cases above their jurisdiction to the Dean, Students Affairs.
2. The Dean, Student Affairs may impose punishment, ranging from immediate sack from the Hall to recommending the total expulsion of the culpable offender from the University.

6.23 **Vigilante Squad**

A vigilante squad consisting of Dean, Student Affairs, Provost of College, Deans of faculties, Hall Officers, Chief Security Officer, a few selected security staff and other appointed staff will periodically visit the rooms in the halls of residence at any time to enforce the above hall rules and regulations and to report exceptional matters to the university authorities.

6.24 **Care for the Sick**

i. A student who becomes sick should report to the University Medical Centre without delay.

ii. A student who is too sick to report personally to the Medical Centre shall get his/her nearest neighbour/students to report to the hall officer/hall attendants, who shall assist in getting him/her to the Medical Centre immediately.

iii. Students are prohibited from engaging in self-medication, students who observe any such act should report immediately to the University Medical Centre.

iv. Student suffering from infectious or contagious diseases shall be isolated and treated at their expense.

6.25 **Loss of Personal Property**

i. It is the duty and responsibility of each student in the Hall or Classroom, etc to take care of his/her personal property, as the university Administration will not accept any responsibility for any loss of property in the halls of residence, classroom, etc

ii. Students are, therefore, advised, in their own interest to take good care of valuable items brought into the Halls of Residence, etc.

iii. The wardrobes and door keys should be used with care.

iv. Students are advised to deposit their money at the nearest bank.

6.26 **Pastoral/Professional Counseling and Monitoring Support**

Any student who experiences any emotional or social discomfort while within the university should feel free to speak, in confidence, with the Chaplain, the Director of the Counseling Centre, Dean, Student Affairs, Hall Officers, or any other officer designated to provide spiritual and emotional counseling to students. Every student of Bingham University is expected to relate with other students and staff and the entire university community, as a member of the Household of faith and as a happy Christian family. Bingham University’s authority will perform its role as ‘in-loco-parentis’ to students and will assist students to develop spiritually, academically, emotionally, socially and physically during their period of study in the university.

6.27 **Closing of Door/Gates**

The main gates of the university shall remain closed from 10:00pm to 5:00 am the following morning.Any student who arrives after the gates have been shut must give satisfactory explanation to the security men on duty before he/she will be allowed on the campus. Such must be reported to Dean Student Affairs and appropriately investigated etc. On no condition however, should a student who returns late to the Hall break the “Great Silence”

**CHAPTER 7**

**7.0 EXAMINATION PROCEDURE(S)**

This chapter presents the regulations for conducting all examinations in the university. The objective is to inculcate sound moral discipline and practice and to promote integrity. This is to avoid those pitfalls that have tended to erode public confidence in university degrees. Students must not lose their identity. They should depend on themselves, study well, attend lectures and cultivate the habit of reading and studying. All students should scrupulously observe the regulations, as ignorance will not be excused by the university.

7.1. **Admission to Examinations**

Only those students, who have been duly admitted, who have registered, matriculated, paid their schools fees in full, and undergone a regular course of study in the university in line with the rules and regulations of the university, shall be allowed to take their examinations, subject to section 7.2 below.

7.2. **Minimum Class Attendance**

All Medical students who have been matriculated in the university are required, in addition to paying all prescribed fees, to have a minimum of 90 percent physical attendance in all the classes, while all other students in the various departments are expected to have attained 75% class attendance, before being allowed to take their examinations.

7.3. **Assignment of Seats**

The invigilators shall assign seats to candidates. A candidate shall neither choose a seat for himself, nor refuse a seat assigned to him by the invigilator.

7.4. **Student Identity Card**

All students are expected to display their current ID Cards during examination. Any student who fails to show his/her valid ID Card during an examination shall be allowed to continue his examination if he/she presents his passport photograph to the Chief Invigilator for authentication and shall, within three (3) working days, submit a duly authorized ID Card. Until then, his/her script shall be marked “**Queried**” by the Chief invigilator.

7.5. **Punctuality during Examination**

Students must be punctual at every examination. In this respect, all students are expected to report at the examination hall at least 30 minutes before the commencement of each examination. Students who come late to the examination hall may be admitted at the discretion of the Chief Invigilator, but no student shall be admitted into the examination hall. 30 minutes after the commencement of the Examination.

7.6. **Entry to Examination Hall**

All students shall submit to physical body search before they are allowed into the examination hall. Male students shall subject themselves to search by a male staff, while the female students will subject themselves to search by a female staff.

7.7. **Leaving Examination Hall**

No student is allowed to leave the examination hall with the intention of leaving the examination altogether until after the first one hour of the commencement of an examination.

7.8. **Visiting the Toilet during Examinations**

No student will be allowed to leave the examination hall with the intention of returning, except to go to the toilet, and an examination invigilator must accompany the student. Permission for such exercise shall not be earlier than one hour after the commencement of the examination.

7.9. **Personal Requirement**

Students must bring their own ink, pens, biros, erasers, rulers, pencils, calculators and any other instruments that are specifically permitted to be brought into the examination hall for a particular examination. No borrowing of any of these items is allowed while the examination is in progress.

7.10. **Items Not Allowed Into the Examination Hall**

Student are not allowed to bring any papers, books or bags, mp3 players, mobile phones or electronic diaries with them into the Examination hall. However, where a particular course requires the use of tables, graphs or any other materials, the university shall supply these during the examination and they must be returned along with the examination scripts.

No candidates shall have any other material or paper in his possession, even a private letter, while inside the examination hall.

7.11. **Unauthorized Communication**

No student is allowed to communicate with any other student when the examination is in progress. Any student who needs clarification, is advised to raise his/her hand to draw the attention of the invigilator. They may not rise from their seats or make a sound of any sort. Students are advised to maintain utmost silence in the examination hall throughout the examination.

7.12. **Alteration or Cancellation of Matriculation Number**

No alteration or cancellation of a student’s Matriculation number is allowed in the answer booklet without due authorization. If any mistake is made in respect of a student’s registration of matriculation number, the Chief Invigilator shall witness and initial the correction immediately it is made.

7.13. **Eating, Drinking, etc**

Eating, chewing, and drinking (except water), is prohibited in the examination hall.

7.14. **Use of Scrap Paper**

The use of scrap paper is not permitted in the examination hall. Students are advised to do rough examination work in the answer book itself, and it should be neatly crossed out before submission. Similarly, no rough work is permitted on the question paper, on the desk, the student’s palm, handkerchief, or anywhere else.

7.15. **Legible and Neat Writing**

Students are advised to write neatly and legibly.

7.16. **Filling Examination Answer Booklets**

Students are advised to ensure that, within the first 5 (five) minutes of the examination, they have inserted, the title of the examination and their matriculation number at the appropriate place. The student’s names is not to be written on the answer booklet. Students shall also insert the number of the attempted questions on the front cover of the answer script before submitting them to the invigilator.

7.17. **Used or Unused Answer Booklets.**

Students are not allowed to take away any used or unused answer scripts from the examination hall.

7.18. **Dressing to Examination Halls**

Students’ dressing to the examination halls should comply with the regulations on the Dress Code.

7.19. **Procedure for Handling a Case of Misconduct in Examination Hall**

1. The student(s) shall be allowed to finish his examination as soon as the documentation of his/her alleged offence is completed.

2. The answer script(s) containing the infringement and all other material evidence shall be collected, acknowledged and initialed by the student(s) as materials recovered from him/she.

3. He/She shall be made to fill and sign the appropriate portion or section of the Examination Misconduct Report Form.

4. One or two invigilators, examination attendant(s) and or security staff should sign as witness(es).

5. A fresh answer booklet and or question paper shall be given to the student to continue writing his or her examination.

6. The completed Examination Misconduct Report Form shall be sent to the Chairman, Senate Student Disciplinary Committee through the Dean/Provost of Faculty or College. Faculty/Provost will first study the report, possibly through a faculty/college committee and make recommendations to the Senate.

**CHAPTER 8**

**8.0 EXAMINATION MISCONDUCT AND PENALTIES**

This chapter summarizes what constitutes examination misconduct and the various penalties, ranging from warning to expulsion, for violating examination rules. Bingham University stands out to promote integrity, both in and outside the classroom. Thus, every student is advised to study these rules and their penalties. These and other examination malpractices not covered in this manual shall be addressed by the Senate Student Disciplinary Committee and if found culpable, the violator shall be brought under the prescribed provisions.

**Penalties**

Depending on severity of the offence, the committee may impose sanctions ranging from cancellation of the score, to suspension for one or two semesters or expulsion.

Cheating in examinations, assignments, term papers (e.g. plagiarism), reports, projects or any other test that is to be used in judging the student’s performance in a course, programme of study or on a special test, which the university may offer. Cheating includes copying from another student’s work or allowing other students to copy from one’s own work, consultation with any unauthorized person during an examination or test and use of unauthorized aids.

The list is by no means exhaustive. Students are to note that:

1. Any action by a student, which compromises the integrity and sanctity of the university examination, shall be considered to be academic misconduct and shall be punishable by appropriate disciplinary actions;

2. Without limiting the generality of the foregoing, academic misconduct shall be deemed to include, but shall not be limited to the following;

8.1 **Impersonation/False Identity**

Impersonating another student or entering into an agreement with another person to be impersonated for any purposes and by any means is an offence and any student who commit the offence shall be liable to suspension for one academic session and expulsion in case of repeated action. However, if a student of Bingham University impersonates anyone outside the university, he/she shall be expelled.

8.2 **Plagiarism**

Plagiarism is the act of presenting the ideas or words of another as one’s own. The use of other people’s ideas or words must be properly acknowledged and referenced. This applies to all written materials, such as essays, laboratory reports, term papers, designs and other projects, statistical data, computer programmes and research results. Properly acknowledged use of sources is an accepted form of academic behaviour. The penalty for this offence shall be cancellation of the student’s paper or work and forfeiture of the mark obtained or obtainable. Where a Certificate /Degree/Diploma has been awarded on the basis of such paper or work, the committee may recommend that the Senate withdraw it.

8.3 **Unorthodox Means**

Obtaining, by theft, or other improper means, examination papers, tests, or any other materials, or using such materials, or distributing such materials to other students, the penalty for this offence shall be suspension for one academic session.

8.4 **Falsifying Academic Records for Admission, etc.**

Falsifying academic records or submitting false credentials for purposes of gaining admission to the university examination or for any other academic purpose is unacceptable. The penalty for this offence shall be expulsion.

8.5 **False Medical Certificate**

Submitting a false medical or other certificate, or obtaining such certificate under false pretense for examinations or any other academic purpose whatsoever; attracts the penalty of expulsion from the university.

8.6 **Re-Submission of Used Materials**

Submitting an essay, report or assignment to satisfy some, or all of the requirements of a course, when that essay, report or assignment has been previously submitted or is concurrently being submitted for another course, without the express permission of the lecturer(s) involved, shall attract the penalty of disqualification in the relevant examination paper and the student is deemed to have failed that paper. Such a student may be allowed to register for the course at the next available opportunity.

8.7 **Disruption, Harassment, etc.**

Behaving in a manner which infringes in an unreasonable way the orderly conduct of an examination, would disqualify the student from writing that examination and he/she shall be deemed to have failed the paper. Such a student may be allowed to register for the course at the next available opportunity.

8.8 **Anti-Safety Behaviour**

Behaving in a workshop, studio room or laboratory, in a manner which is in serious or repeated violation of safety regulations and, thereby, creating a situation that constitutes a threat to the individual or other occupants of the workshop, studio room or laboratory, is an offence that attracts penalties, ranging from warning to expulsion, depending on the gravity of the offense.

8.9 **Unauthorized Communication**

If a student is found engaging in any unauthorized communication (oral, written, or sign) while an examination is in progress, the student involved shall be disqualified and deemed to have failed that paper. Such a student may be allowed to register for the course during the following year.

8.10 **Influencing Examination Officials**

If a student is found attempting to influence any examination official with a view to gaining an advantage (e.g., writing of unauthorized numbers, names, marks, notes, etc. on the answer booklet), the student involved shall be disqualified and deemed to have failed that paper. Such a student may be allowed to register for the course during the following session.

8.11 **Writing on Unauthorized Materials**

If a student is found writing on any unauthorized paper or material(s) during an examination, either the question set or solution thereof, the student involved shall be disqualified and deemed to have failed that paper. Such a student shall be allowed to register for the course during the next session.

8.12 **Unauthorized Change of Seating Location**

If a student is found changing assigned seating position in the examination hall without the permission of the invigilator, the student involved shall be disqualified and deemed to have failed that paper. Such a student shall be allowed to register for the course during the next session.

8.13a **Possession of Written Materials**

If a student is found having in his/her possession, any written or photocopies of notes or any printed materials, or notes written on any part of the body clothing, instruments, such as set square, slide rules, calculator etc, or having notes written on chairs, tables, desks or drawing boards during the examination, the student involved shall have his/her scores cancelled and he/she will be suspended for one academic session, and shall be required to register at the beginning of the corresponding semester of the following year, subject to a written undertaking to be of good behaviour, signed by the student and his/her parents/sponsor(s).

8.13bA repeat of the act will earn expulsion from the university.

8.14 **Copying From Unauthorized Materials**

If a student is found, while the examination is in progress, copying, or having copied any paper, book or note on to any part of clothing, body, table, desk or instruments, like set square, slide rule, protractors, calculators, the student involved shall have his/her scores cancelled and he/she will be suspended for one academic session and shall be required to register at the beginning of the corresponding semester of the following year subject to a written undertaking signed by both the students and his/her parents or sponsors to be of good behaviour.

8.15 **Consulting Relevant Textbooks, Lecture Notes or other Materials**

If a student is found, while the examination is in progress, consulting lecture notes or relevant textbooks, or other relevant materials inside or outside the examination hall, the student involved shall have his/her scores cancelled and he/she will be suspended for one academic session and shall be required to register at the beginning of the corresponding semester of the following year, subject to a written undertaking to be of good behaviour, signed by the student and his/her parents/sponsor(s).

8.16 **Passing Unauthorized Materials to Others**

If a student is found, while the examination is in progress, passing any materials such as a copy of the question paper or solution, to any one, both students involved shall be disqualified, have their scores cancelled and suspended for one session and shall be required to register at the beginning of the corresponding semester of the following year.

8.17 **Soliciting For & Receiving Unauthorized Help from others during Examination**

1. If a student is found, while the examination is in progress, soliciting for and or receiving from or giving help to another student through some written material relevant to the examination, both students involved shall have their scores cancelled and both shall be suspended for one session and shall be required to register at the beginning of the corresponding semester of the following year.

2. If the soliciting and the receiving of the help involves a lecturer or examination official, the student’s case will be handled as in (A) above while that of the official or lecturer will be handled by the Staff Disciplinary Committee.

8.18 **Aiding and abetting others to Copy**

If a student is found, while the examination is in progress, aiding and abetting any other student to copy from unauthorized material, both students involved shall have their scores cancelled and both shall be suspended for one session. They shall be required to register at the beginning of the following year.

8.19 **Soliciting for Marks**

If a student is found communicating or attempting to communicate, directly or indirectly, with the examination officials/lecturers with a view to influencing them in the award of marks, the student involved shall have his/her scores cancelled and be suspended for one session. A repeat of the act will earn expulsion from the university.

8.20 **Destruction of Unauthorized Materials**

If a student is found, while the examination is in progress, destroying any unauthorized note or paper found on him/her, the student involved shall have his/her scores cancelled and shall be suspended from the university. A repeat of the act will earn expulsion from the university.

8.21 **Disobeying Examination Instructions**

If a student is found, while the examination is in progress, disobeying lawful instructions from examination officials, the student involved shall have his/her scores cancelled and he/she will be suspended for one semester. A repeat of the act will earn expulsion from the university.

8.22 **Refusal to Complete Malpractice Form**

If a student is found in malpractice while the examination is in progress, and refuses to complete the form for reporting examination malpractice, the student involved shall have his/her scores cancelled and he/she shall be suspended for one session. A repeat of the act will earn expulsion from the university.

8.23 **Illegal Possession of Examination Materials**

If a student is found, being in possession of examination materials, such as question paper before an examination, or answer booklets before and / or after examination, the student involved shall be disqualified from the examination and suspended for one academic year. A repeat of the act will earn expulsion from the university.

8.24 **Making Prior Arrangement for Help**

If a student is found to have made, or makes, or is making, any prior arrangement to obtain help in connection with the question paper, the student involved shall be disqualified from the examinations and suspended for one academic year. If accomplices are involved they would equally be investigated and tried. A repeat of the act will earn expulsion from the university.

8.25 **Lack of Decorum in Examination Hall**

Behaving in a manner which infringes in an unreasonable way the orderly conduct of an examination would disqualify the student from writing that examination and he/ she shall be deemed to have failed the paper. Such a student may not be allowed to register for the course at the next available opportunity.

**CHAPTER 9**

**9.0 BINGHAM UNIVERSITY POLICIES ON TRANSFER, DEFERMENT AND CHANGE OF PROGRAMME**

9.1(a) **Guidelines for Transfer into Bingham University, Karu**

1. Transfer students shall possess the minimum entry requirements for the department into which they seek to transfer.

2. Transfer students must have a minimum CGPA of 2.5 and 4 for unclassified degrees like MBBS, Law, Pharmacy and Nursing.

3. Application must be accompanied by student’s transcript. This is subject to verification by Bingham University.

4. In the event that an irregularity is discovered in the papers presented by a student the candidate shall be withdrawn from the university.

5. Any officer of the university found colluding with or circumventing the process, shall be sanctioned.

6. Transfer students must not be admitted beyond second year for all programmes in the university.

7. All recommendations for admissions by transfer from any faculty, should be collated and presented to the Admissions Committee for consideration.

8. Bingham University must verify from the NUC check list, the originating university of the candidate.

9.1(b) **Application Procedure for Transfer into Bingham University**

1. Obtain Bingham University Application Form from the Bursary at the cost of N2**,**000.00 (two thousand naira) only. Fill and submit same at the Academic Office.

2. Candidate will undergo screening.

3. Pay non- refundable transfer fee of **N100, 000.00** (one hundred thousand naira) only, at the Bursary.

4. Present payment receipt at the Academic Office and obtain the application form.

5. The application form should be duly completed by the candidate and officers of the current university as indicated on the form.

6. The completed form should be submitted at the Academic Office, Bingham University.

9.2 **Guidelines for Deferment of Studies in Bingham University**

1. The student must fulfill the requirements for admission i.e., must be a bona-fide student who must be duly registered at the time of application and must pay the full fees.
2. The student should fill the prescribed form and pass through the various stages of vetting and approval.
3. The student should not be under any disciplinary sanction (s).
4. In case of illness, the claim must be substantiated by a doctor’s written confirmation.
5. No student shall be accepted for lectures one month after the commencement of a semester unless they have fully registered and paid at least 50% of the fees.
6. Students must pay all outstanding school fees not later than one month to the commencement of the second semester examination.
7. Application for deferment must be received not later than 6 weeks after resumption of the semester.
8. Any student that absents himself/herself for 2 consecutive semesters without permission stands withdrawn.

9.3(a) **Guidelines for Change of Programme in Bingham University, Karu**

1. Students cannot change programme in the middle of a session.

2. The application process should be completed one month before the beginning of the new session.

3. At the end of the stipulated period, only those who have completed the process will be registered in their new departments. The process should not be carried over to another session.

4. Movement of application forms from the Academic Office to the faculties and back should not involve students.

5. The student must meet the admission requirements for the department he/she is changing to. In addition, the student must have a minimum CGPA of 1.50. However, each department may determine the minimum cut off CGPA for accepting students.

6. Students cannot change programme more than once.

7. Students cannot transfer in their final year.

9.3(b) **Application Procedure for Change of Programme in Bingham University**

1. Candidates are required to pay application processing fee of **N25, 000.00** (twenty five thousand naira) only at the Bursary.

2. Present the receipt of payment at the Academic Office to be issued Change of Programme Application Form.

3. The Application Form should be duly completed and submitted to the Academic Office for onward submission to the faculty.

9.4 **Academic Standing**

1. A student is in good academic standing if he or she has a CGPA of not less than 1.5
2. Probation: A student with a CGPA of less than 1.5 is on probation and any student that remains on probation for two consecutive semesters is automatically withdrawn.
3. A student that absents himself or herself for one academic session without an approval is automatically withdrawn.
4. Students must have an attendance of 75% before they are eligible to write examinations.

**CHAPTER 10**

**10. 0 PAYMENT OF SCHOOL FEES**

10.1 Returning Students

Returning students are expected to pay fees as prescribed at the beginning of each session. Where it is not possible, students must pay at least 50% of the fees before or at first semester resumption and the balance of 50% must be paid before or on resumption of second semester. No student will be allowed into the University without complete payment of fees or at resumption of second semester.

10.2 New Students

 New students must pay their fees as prescribed before resumption, or at least 70%. The balance of 30% must be paid before or at resumption in second semester.

Signed:

**Professor Haruna Kuje Ayuba**

**VICE-CHANCELLOR**