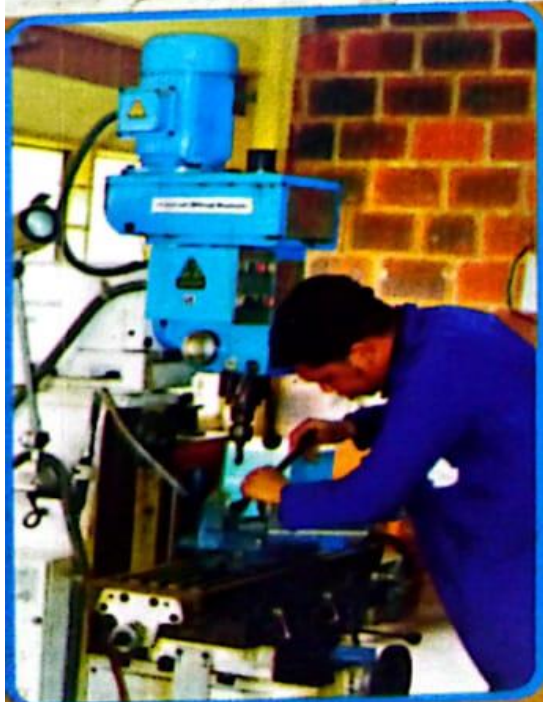# BELLS UNIVERSITY OF TECHNOLOGY
OTA, NIGERIA

STUDENT INFORMATION HANDBOOK
2019/2020-2022/2023

...only the best is good for Bells

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BELLS UNIVERSITY ANTHEM

On the Rock: the sure foundation,
Stands a citadel of erudition,
Learning like Bells University of Tech,
Built to impart knowledge;
To strive towards academic excellence,
Safeguard society from moral decadence,
Brighter future lies in Technology,
Glow! You offspring of vision.

<u>Chorus:</u>

Female Call:	Share the dream
Male Response:	Share the dream
Female Call:	Tread the path
Male Response:	Tread the path
All:	Be light bearers of a prosperous Nation;
	Brace up; celebrate the prominence of science,
	Glow! You offspring of vision.

FORMER PRINCIPAL OFFICERS OF THE UNIVERSITY

President & Chairman, Board of Trustees
Emeritus Prof. Tekena N. Tamuno
Jan. 2005 – Jan. 2011

Emeritus Prof. Olujimi O. Akinkugbe
2011- November, 2016

Dr. Emmanuel O. Egbogah
2017- 2018

Chancellor
Prof. Akin L.Mabogunje
August, 2005-July, 2015

Pro-Chancellor and Chairman, Governing Council
Prof. Emmanuel C. Edozien
January 2005 – July 2013

Chief (Dr.) Kola B. Jamodu
July 2013 – 2018

Vice-Chancellors
Professor Julius .A Okojie
June, 2005 – July, 2006

Professor Isaac Adebayo Adeyemi
August, 2006- July, 2016

Registrars
Omotayo O. Ikotun (Mrs)
June, 2005 – July, 2006

Oluwayemisi O. Gbadebo (Mrs.)
August 2006 –July, 2017

FOREWORD

Bells University of Technology is not only the first private University of Technology in Nigeria but one of the foremost leading private Universities in the country. The University was granted an operational license by the Federal Government on the 9th of June, 2005. Its uniqueness is in its Vision to be *a world-renowned University that is committed to the development and transformation of society through environmentally friendly technology and other innovations,* while it's Mission is *to discover, disseminate and apply the knowledge of Science and Engineering for human well-being and the development of Society*. The primary purpose of this great University is to provide quality instruction in Natural and Applied Sciences, Information Technology, Food Sciences, Management Sciences, Engineering and Environmental Sciences and other Undergraduate and Postgraduate programmes.

I formally welcome both fresh and returning students to Bells University of Technology. I also wish to congratulate the fresh students for being successful and privileged to study in this great University. It is my hope and fervent belief that you will positively adjust to life on Campus by being law-abiding and willing to maximize all opportunities provided in our unique Institution. It is in line with this that we have provided this **Student Information Handbook** to assist you become aware of the various rules and regulations governing your stay as students of BellsTech.

At Bells University of Technology, no effort is spared at making the environment conducive towards bringing out the best in our students. This has been our watchword as conscious efforts are made to ensure that our students are not only developed academically, but socially as well. As a result of this, various Social, Academic and Professional Associations have been established and legalized on Campus to serve as rallying points for robust interactions among students. It must be noted that no Association would be allowed on Campus that will undermine the integrity of the University.

Information contained in this Student Information Hand Book has been written to bring out the best in you and produce well-balanced students. It is a written guide for all students and it is designed to not only educate the students about the University, but also to serve as a compendium of the various rules and regulations governing your stay as a student at BellsTech. May I implore you to make this **Student Information Hand Book** your companion during your stay here at Bells University.

It should be noted that a Candidate's acceptance of admission offer implies acceptance to abide by these and other rules and regulations made from time to time by the University for its good governance and orderly production of well-balanced graduates. In furtherance to the above, is the subscription to the University's Matriculation Oath at the Matriculation Ceremony. While wishing and assuring you of a comfortable and enjoyable stay in the University, I wish to appeal through this medium, that you should at all times, maintain a high standard of personal and corporate integrity.

You are welcome.

Professor Jeremiah O. Ojediran
Vice - Chancellor
Bells University of Technology, Ota
Ogun State.

CHAPTER ONE

THE BELLS UNIVERSITY OF TECHNOLOGY

1.1   Introduction/Preamble

Bells University of Technology is a private University established by the Bells Educational Foundation. It was granted an operational licence by the Federal Government on 9 June, 2005.

The formal take off of the University is the consummation of the long standing desire of the Foundation to contribute to university education delivery in Nigeria, having successfully established and run Bells Comprehensive Secondary School for some years now. The Foundation had dreamt of a University that was unique in both its philosophy and curriculum. Accordingly, Bells University of Technology (Bellstech) is intended to be locally and internationally unique in its programme focus; the curricula are designed to ensure that its graduates are computer literate and that staff and students are linked with industries to support economic and enterprise development, as well as technology transfer.

1.2   **The Vision**

The vision of the University is *to be a world – renowned University that is committed to the development and transformation of society through environmentally friendly technology and other innovations.*

1.3   **Mission**

The Mission of the University may be summarised as *to discover, disseminate and apply the knowledge of science and engineering for human well-being and the development of society.*

The primary purpose of Bells University of Technology is to provide quality instruction in Natural and Applied Sciences, Information and Communications Technology, Food Sciences, Management Sciences, Engineering and Environmental Sciences and other Undergraduate and Postgraduate programmes. The Bellstech curriculum strikes a balance between pursuit of knowledge for its own sake and pursuit of practical knowledge needed in the workplace and society in general. Consequently, the academic programmes emphasize a high quality, comprehensive, discipline-based education with intense application of existing and emerging technologies; the ultimate goal being to produce job creators rather than job seekers.

1.4   Philosophy

The University has as its philosophy: *To promote the advancement of knowledge and produce graduates with well-balanced education who are eminent positive contributors to society, and are also capable of self actualisation and employment generation.*

The philosophy is guided by the following factors:
- (a)   The need to create an environment conducive to teaching, learning, research and good character building;
- (b)   The increasing need to pay attention to the provision of all-round education and training for students;
- (c)   The need to nurture the spirit of entrepreneurship in students;
- (a)   The emerging economies are now technology-driven, hence, the science-based programmes must enjoy very high priority in the order of things. But most importantly, there is an urgent need to

expose staff as well as students, irrespective of their disciplines, to the tools of information and communication technology (ICT) through exposure to computer usage, access to the internet and the information superhighway.

Although there are many universities in Nigeria, a lot still need to be done in giving students the type of training that would enable graduates to be self-employed. This is why the curriculum of the Bells University of Technology emphasizes self-reliance and nurturing of entrepreneurial skills necessary for the development of the individual and the nation in general. Thus, with the exception of Management Sciences, all the programmes run by Bellstech are science-based, which are vital to the technological development of the Nation. In addition, there is emphasis on morals and good character formation.

In keeping with the foregoing, Bellstech admits only the best of the available qualified candidates, based on its own criteria. To this end, the University conducts its own admission examination, in addition to JAMB examination, for prospective students. Nonetheless, admission is open to all, irrespective of gender, ethnic group, race or religion. Special provision is made for handicapped students. This is in keeping with Section 19 of the University Law, which is reproduced in Section 5.12 of this Handbook.

1.5 **Objectives**
The main objective of the University is to ***provide an enabling environment for effective learning and teaching, applying the results of research at the cutting-edge of science and technology.*** Emphasis is placed on areas of training that are suitable for self-employment creation and on those that have relevance to social, cultural, economic, scientific and technological needs of Nigeria.

The specific *academic objectives* of Bellstech include:
(a)   To provide courses of instruction and other facilities for the acquisition of knowledge in all fields;
(b)   To encourage the advancement of learning and to hold out to all persons without distinction of race, religion, creed, gender or political persuasion, the opportunity of acquiring a higher and liberal education;
(c)   To provide access to university education in an environmentally friendly setting for some of the numerous qualified candidates who cannot be accommodated in the existing universities;
(d)   To act as a centre of academic excellence that will make impact at the cutting-edge of science and technology;
(e)   To provide unique courses of instruction and other facilities for acquisition of knowledge in the fields of science and technology;
(f)   To provide opportunity for university education that is affordable and sustainable;
(g)   To provide a balanced education to all stakeholders;
(h)   To promote international cooperation through linkages in pursuit of research, staff and student exchanges.

The ultimate goal is to have a small University, in terms of students' population, in order to ensure efficiency and effectiveness. It is envisaged that when fully developed, the University will have a student population of about 5,000 (Five thousand).

1.6 **The Motto**
The motto of the Bells University of Technology is: **CHORDS OF KNOWLEDGE.** In music, chords are a combination of two or more sounds in a manner agreeable to the ear. Specifically, **'chord'** means a combination of tones simultaneously performed to produce harmony. Harmonious chords are essential for

music presentation. Like the musical term **'chord'**, Bellstech strives to combine various facets of knowledge in a way that will benefit the Society.

1.7   **The Logo**
The Bells University of Technology Logo is circular in shape: contains three (3) golden bells and a globe resting on an open book with Africa as the centre focus of the globe. The three bells represent the striking of chords - chords of knowledge. The bells and the open book depict an invitation to an applicable and apply-able knowledge, while the globe stands for the fact that the call is worldwide. The circular shape of the logo is supported by a banner.

1.8   **Colours**
The Bells University of Technology's colours are *Brown* for Engineering and Technology, *Green* for Food and Agriculture, *Gold* for Excellence, and *Blue* for Love and Service to humanity.

1.9   **Academic Brief**
The Bells University of Technology operates a two-tier collegiate system made up of College and Departments without the intervening faculties' components. This is designed to cut down on bureaucracy, overstaffing, programme overlaps and the attendant overhead costs.

The University has adopted a phased development of its academic programmes. Implementation shall be in five phases. Currently, Bellstech consists of 6 Colleges and 26 Departments, running 36 Undergraduate programmes (See Table 1).

The Centre for Foundation Education (CENFED) serves the Colleges and provides a balanced education to all stakeholders. The CENFED houses the following Courses and activities:

(a) General Studies
(b) Languages
(c) Music (Instrumental and Voice)
(d) Leadership Training
(e) Eminent Persons Special Lectures
(f) Entrepreneurial Studies (Economics, Insurance, Risk Management, Finance and Strategy)
(g) Contemporary Issues (AU, NEPAD, NEEDS, Poverty Alleviation, Privatization and Deregulation, Service Delivery, etc)
(h) Museum of Natural History (to document the very rich diversity of Nigeria's culture, fauna and flora, ornithology and herbarium).

Table 1.

Phase	College	Department	Programme

1	Natural & Applied Sciences	Physical Sciences	• B.Sc. Physics • B.Sc. Applied Mathematics with Statistics
		Chemical & Food Sciences	• B.Sc. Industrial Chemistry • B.Sc. Biochemistry • B.Sc. Chemistry • B. Tech. Food Technology (5yrs), • B, Tech. Food Technology (Food Science with Business- 5yrs) • B.Sc. Nutrition and Dietetics • B.Sc. Culinary Science and Hospitality Management.
		Biological Sciences	• B.Sc. Microbiology • B. Tech. Biotechnology (5yrs)
		Computer Science & Information Technology	• B. Tech. Computer Science (5yrs) • B. Tech. Information Technology (5yrs) .
2	Management Sciences	Economics & Accounting	• B.Sc. Economics • B.Sc. Accounting • Finance and Banking
		Business Administration	• B.Sc. Business Administration
		Management Technology	• B.Sc. Management Technology
3	Environmental Sciences	Architecture Building Technology Estate Management	• B.Sc/MSc. Architecture (6yrs) • B. Tech. Urban and Regional Planning • B. Tech. Building Technology • B. Tech. Quantity Surveying • B. Tech. Surveying & Geoinformatics • B. Tech. Estate Management
4	Engineering	Mechanical and Biomedical Engineering	• B.Eng Biomedical Engineering • B.Eng Mechatronics Engineering • B.Eng Mechanical Engineering,
		Electrical / Electronics & Computer Engineering	• B.Eng Electrical/Electronics Engineering • B.Eng Computer Engineering • B.Eng Telecommunication Engineering • B.Eng. Civil Engineering
5	Conversion Programme		

Senate Building

CHAPTER TWO

GOVERNANCE OF BELLS UNIVERSITY OF TECHNOLOGY

The Proprietor is not directly involved in the running of the University. Instead Bellstech is governed by a hierarchical series of organs/bodies and officers, each with its specific functions and responsibilities.

2.1 Governing Bodies

The statutory governing bodies are the Board of Trustees, Council, Senate, Congregation, Convocation and College Boards.

2.1.1 Board of Trustees

The Board of Trustees, which is headed by a Chairman (called the President), is the supreme authority of the University. It has a membership of seven persons of proven integrity, all of whom are appointed by the Proprietor. The Pro-Chancellor and Chairman of the Governing Council is one of the seven members of the Board of Trustees. The Board appoints its own Secretary. The term of office of the Board of Trustees is three years, renewable for one more term only. The main functions and responsibilities of the Board of Trustees are:

(a) To approve the main policies and the long-term plans recommended by the Governing Council of the University;
(b) To hold the legal title to the property of the University;
(c) To appoint the Chancellor, Pro-Chancellor and the external members of the University's Governing Council;
(d) To conduct a visitation to the University at least once in every five years; and
(e) To ensure sustainable funding of the University by way of gifts, bequests, donations, endowments.

Dr. Emmanuel O. Egbogah is the current Chairman of the Board of Trustees (BOT).

2.1.2 The Governing Council

The Governing Council is headed by a Chairman who is called Pro-Chancellor. The Council has a membership of 17, made up of the following:

(a) The Pro-Chancellor and Chairman
(b) The Vice-Chancellor
(c) The Deputy Vice-Chancellor
(d) Five persons representing a variety of interests
(e) Four representatives of Senate appointed from among members of that body
(f) Two representatives of Congregation – one shall be a non-teaching, the other an academic staff member of that body.
(g) One representative of Convocation
(h) One representative of the state Ministry of Education
(i) One representative of the host community
(j) Registrar – Secretary.

The Chairman/Pro-Chancellor and the external members (i.e. those who are not on the staff list of the University) are appointed by the Board of Trustees, while the internal members are appointed by due process. The Vice-Chancellor and Deputy Vice-Chancellor are members by virtue of their positions (i.e. ex- officio members). The

term of office of the Pro-Chancellor and other external members of Council is four years while that of internal members is determined by due process.

The Governing Council has the power and overall responsibilities to:
- (a) Make statutes for the constitution, policy, structure, powers, organization, development, financing and general management of the University;
- (b) Acquire landed and other forms of property for the use of the University;
- (c) Control and superintend the affairs of the University;
- (d) Determine the procedure for financing the University;
- (e) Determine the terms and conditions of appointment of the Vice-Chancellor and other staff of the University;
- (f) Appoint, promote and discipline the staff of the University on the advice of appropriate committees;
- (g) Consider and recommend to the Board of Trustees annual budgets, short-term, medium and long-term development proposals of the University;
- (h) Consider and approve the annual report; and
- (i) Consider and approve Auditors reports at the end of each academic year.

The Council normally operates through the Committee system. The major Committees of the Bells University of Technology Governing Council are: Finance and General Purposes Committee (F & GPC), Tenders Board, Staff Disciplinary Committee, and Staff Appointment and Promotions Committees (Academic and Non-Teaching).

2.1.3   The Senate
The Senate is the chief academic policy organ of the University. It is the organ that directly deals with students. Unlike the Board of Trustees and the Governing Council, the Senate has no fixed membership or term of office and consists exclusively of members of staff.

Membership of Senate is as follows:
- (a)   The Vice-Chancellor
- (b)   The Deputy Vice-Chancellor
- (c)   The Professors
- (d)   Deans of several Colleges
- (e)   Heads of Academic Departments
- (f)   The University Librarian
- (g)   Four members of Academic Staff elected by the Congregation
- (h)   Registrar – Secretary

The Vice-Chancellor is the Chairman of Senate. It is the general function of the Senate to organize and control teaching and learning, examinations, the admission and discipline of students, as well as to promote research in the University.

The specific functions and responsibilities of the Senate include:
- (a)   Establishment, organization and control of the Colleges and Departments of the University, and the allocation to the different Departments of responsibility for different branches of learning;
- (b)   Organisation and control of courses of study and examinations in the University;

(c) The award of degrees and such other qualifications as may be prescribed in connection with examinations held as mentioned above;

(d) Making recommendations to the Council with respect to the award of the title of Professor Emeritus; to deserving personalities or persons.

(e) Consideration of persons for the award of honorary fellowship or honorary degree;

(f) The selection of candidates for admission as students at the University;

(g) The supervision of the welfare of students and the regulation of their conduct;

(h) The granting of fellowships, scholarships, prizes and similar awards within the control of the University, based on the recommendation of the Committee of Deans; and

(i) Determination of what descriptions of dress shall be academic dress for the purposes of the University and regulating the use of academic dress

Like the Council, the Senate normally operates through the Committee system. There are at least Ten Statutory Committees of Senate. They include the Central Admissions Committee, Committee of Deans and Directors, Curriculum Development Committee, Students Welfare Board, University Sports Committee, Ceremonials Committee, Library Committee, University Publications Committee, Business Committee and Research & Development Committee.

2.1.4 Congregation

The Congregation is a body created to provide a platform for University degree-holding members of staff to meet and express their views on all matters affecting the interest and welfare of the University and its members.

The Congregation membership consists of:
(a) The Vice-Chancellor – Chairman
(b) The Deputy Vice-Chancellor;
(c) The full time members of the academic staff;
(d) The Registrar;
(e) The Bursar; and
(f) Every member of the administrative staff who holds a degree of any University recognised for the purpose by the University, not being an honorary degree.

The Registrar is Secretary to the Congregation.

The functions and responsibilities of Congregation include:
(a) Election of two members to represent it on Council,
(b) Other functions as may be provided by statutes and regulations.

2.1.5 Convocation

The Convocation is a forum that provides the opportunity for Alumni of the Bells University of Technology to directly influence the well-being and governance of the University:

The Convocation membership consists of:
(a) The Chancellor – Chairman
(b) The Vice-Chancellor
(c) All members of the Congregation

(d)   Alumni and Alumnae of the University

    (e)   Such other members as may be registered pursuant to a statute made by the Council and Senate.

The Registrar is Secretary to the Convocation.

The Convocation is represented on the Governing Council by one elected member

2.2   The Principal Officers: their Powers and Responsibilities

2.2.1   The Chancellor

The Chancellor is the highest Principal Officer of the University but whose function is mainly ceremonial. He/She is appointed by the Board of Trustees for a term of five years renewable for another term of five years.

The Chancellor is the Chairman of Convocation and presides at the convocation ceremony for the award of degrees.

2.2.2   The Pro-Chancellor

The Pro-Chancellor is the Chairman of the Governing Council appointed by the Board of Trustees; the Pro-Chancellor is expected to be knowledgeable in University governance and capable of guiding the University towards optimal growth and development. He/She is appointed for a term of three years, renewable for another term of three years and no more.

2.2.3   The Vice-Chancellor

The Vice-Chancellor is the Academic Head and Chief Executive of the University. The office of the Vice-Chancellor serves as the nerve centre of activities in areas of protocol, external relations and coordination of the various internal organs of the University. He/She is the Chairman of Senate and an Ex-Officio member of the Governing Council.

The Vice-Chancellor is appointed by the Council in consultation with the Board of Trustees. He/She holds office for a term of five years which is renewable for another term of five years.

2.2.4   The Deputy Vice-Chancellor

The Deputy Vice-Chancellor is appointed by the Governing Council on the recommendation of the Vice-Chancellor and Senate. He/She acts in the place of the Vice-Chancellor when the Vice-Chancellor is, for any reason, unable to perform his/her functions as Vice-Chancellor or when the office of the Vice-Chancellor is vacant. Apart from this, the Deputy Vice-Chancellor has the following specific responsibilities and functions:

  (a)   Oversees supporting and community services including student and staff oriented services; business services; health, socio-cultural and religious services;

  (b)   Chairs the Senate Committees on Research and Academic Planning;

  (c)   Assists the Vice Chancellor to generate revenue.

2.2.5   The Registrar

The Registrar is the Chief Administrative Officer of the University. He/She is responsible to the Vice-Chancellor for the day to day administrative work of the University except as regards those for which the Deputy Vice-Chancellor and Bursar are responsible. He/She is Secretary to the Governing Council, Senate, Congregation and Convocation.

The Registrar is appointed by Council for a term of five years renewable for a further term of five years and no more.

2.2.6 The Bursar

The Bursar is the Chief Financial Officer of the University. He/She is responsible to the Vice-Chancellor for the day to day financial administration of the University.

The Bursar is appointed by Council for a term of five years renewable for a further term of five years and no more.

2.2.7 The University Librarian

The University Librarian is the Academic and Administrative Head of the University Library. He/She is responsible to the Vice-Chancellor for the development of the University Library system. The University Librarian is appointed by Council for a term of five years renewable for a further term of five years and no more.

2.3 Frontline Officers and their responsibilities

The Frontline Officers of the University are Deans of Colleges, the Directors of Academic Planning, Physical Planning and Works; Research and Development, and Student Industrial Work Experience Scheme (SIWES) and Dean of Student Affairs.

2.3.1 Dean of a College

Each College is headed by a Dean. The Dean is charged with the responsibility of coordinating the personnel, financial and academic matters of the college.

2.3.2 Director of Academic Planning

The Director of Academic Planning is responsible to the Vice-Chancellor for the planning of academic programmes of the University. He/She is the head of the Academic Planning Unit of the Vice-Chancellor's office.

2.3.3. Director of Physical Planning and Works

The Director of Physical Planning and Works is responsible for the planning and maintenance of physical facilities and grounds of the University.

2.3.4 Director of Health Services

The Director of Health Services is the Head of the University Health Services Unit with responsibility for the curative and preventive aspects of the health of the University community including sanitary aspect in form of fumigation. The Director advises on matters of health in the University.

2.3.5 Director of Research and Development Centre

The Director is the head of the centre charged with the responsibility of coordinating the research efforts of the University, ensuring that research programmes and activities are focused, directional and result oriented with clear prospects of utilitarian value.

2.3.6 Director of SIWES

The Director is the head of the SIWES Unit, which is charged with performing the following functions:

(a) Coordination, administration and overall management of industrial training programmes of students of the University;

(b) Liaison with industries, government establishments and relevant parastatals (National Universities Commission and the Industrial Training Fund) in the operation of the Scheme;

(c) Securing job placements for students, industrial training follow-up activities, industrial training supervision and allied functions; and

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(d) Providing necessary information to students and faculties on industrial training matters as well as advising them on manpower development needs of industries.

In a nutshell, the function of the Director of SIWES is to coordinate and administer industrial training programmes of the University.

2.3.7 Dean of Student Affairs

The Dean is the head of the Student Affairs Unit and is charged with coordination and administration of students' services. The Unit was established to support students, on a continuing basis, for such activities as:

(a) Students' accommodation;
(b) Career guidance and counselling;
(c) Job scouting and placement advisories;
(d) Registration and monitoring of student's professional, cultural and social clubs;
(e) Sports and games.

2.4 The Organizational Structure

The organizational structure of the Bells University of Technology is shown in Figure

Figure 1: Organisational structure of Bells University of Technology

Board of Trustees (President)

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                                                    ┌──────────────┐
                                                    │  Chancellor  │
                                         ┌──────────┴──────────────┘
                              ┌──────────▼──────────┐
                              │      Council         │
                              │  (Pro-Chancellor)    │
                              └──────────┬──────────┘
                              ┌──────────▼──────────┐
                              │      Senate          │
                              │  (Vice-Chancellor)   │        ┌──────────────────────┐
                              └──────┬──────┬────────┤        │       Deputy          │
                                     │      │        └────────┤   Vice-Chancellor     │
                                     │      │                 └──────────────────────┘
              ┌──────────┬───────────┼──────┼─────────────────┐
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        │  Registry  │ │ Bursary  │  │      │          │      Library          │
        │ (Registrar)│ │ (Bursar) │  │      │          │ (University Librarian)│
        └────────────┘ └──────────┘  │      │          └──────────────────────┘
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        │ Convocation│ │Congregation│  │  College   │              │   Centre    │
        │            │ │            │  │  (Dean)    │              │ (Director)  │
        └────────────┘ └───────────┘   └─────┬──────┘              └──────┬──────┘
                                       ┌─────▼──────┐              ┌──────▼──────┐
                                       │ Department │              │    Unit     │
                                       │   (Head)   │              │   (Head)    │
                                       └────────────┘              └─────────────┘
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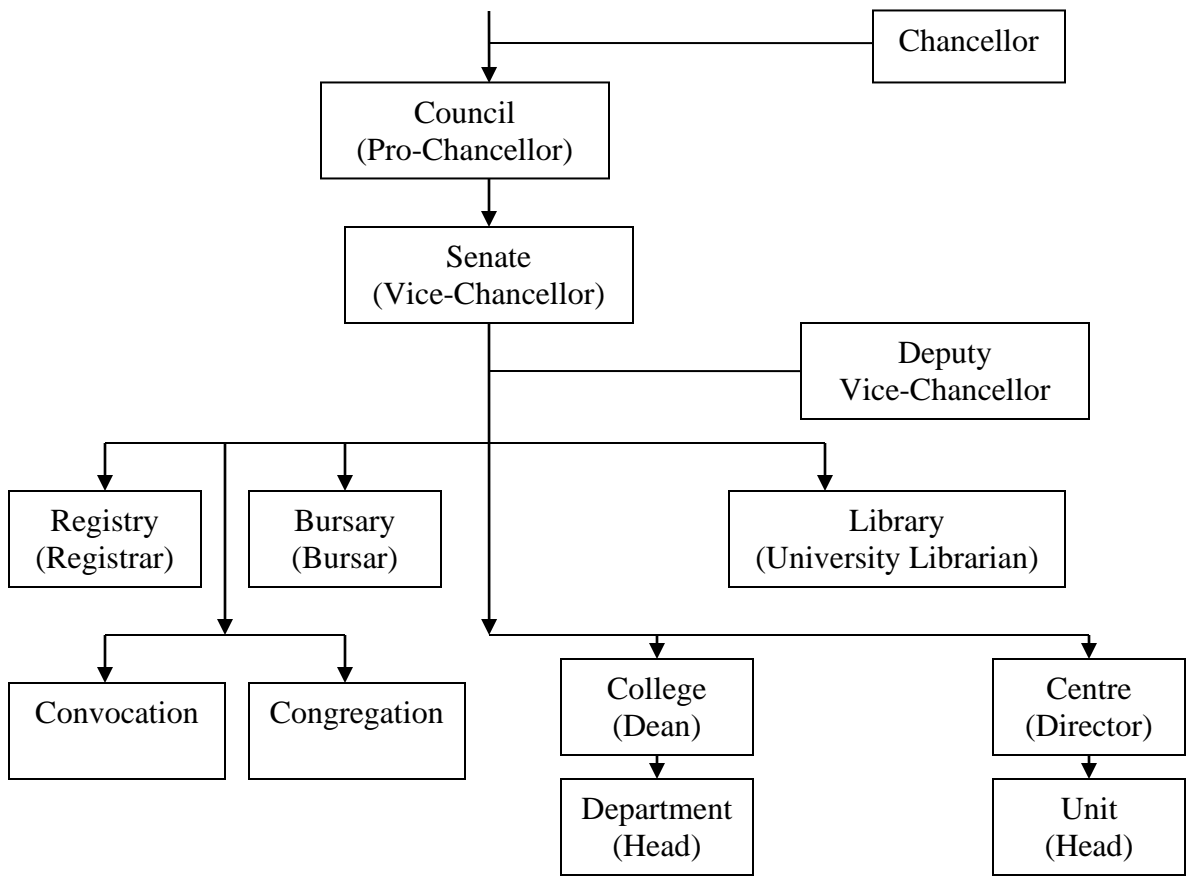
CHAPTER THREE

STUDYING AT BELLS UNIVERSITY OF TECHNOLOGY

A successful study at Bells University of Technology entails meeting and complying with a regime of conditions and regulations governing studentship in the University. The first hurdle to scale is admission. To be admitted into Bellstech, the prospective student must satisfy the University's admission requirements.

3.1 Admission Requirements

- As mentioned earlier (Chapter 1), admission into Bells University of Technology is open to all qualified candidates irrespective of gender, creed, race, religion, physical ability or political leaning.

- Admission into undergraduate degree programmes of the University may be at 100 level or 200 level (Direct entry).

- Candidates seeking for admission into Bellstech undergraduate programmes must apply through the Joint Admissions and Matriculation Board (JAMB). In particular, those seeking to be admitted at the 100 level must do the JAMB's University Matriculation Examination (UTME).

- UTME candidates seeking admission into Bellstech are required to have obtained five credit passes at Senior School Certificate Examination (SSCE) or equivalent in relevant subjects, including Mathematics and English Language, in not more than two sittings and to do the matriculation examination in the subjects specified for admission into the particular programme of interest. The relevant SSCE and UTME subjects for the various programmes run by the Six Colleges of the University are given in Table 3.1. Also given in the table are the SSCE and A level (or equivalent) requirements for Direct Entry candidates.

Table 3.1 Undergraduate Admission Requirements

(a)   College of Natural and Applied Sciences

Programme	Admissions Requirements		U.T.M.E
	O' Level Requirements	**Direct Entry**	
Physics	Five (5) O' Level Credits at one or two sittings which must include English Language, Mathematics, Physics and any other two science subjects from Chemistry/ Further Mathematics/ Geography and Biology.	Two A' Level passes in Mathematics /Physics, /Chemistry/Geography. . ND/HND at Upper Credit in Physics/Electrical Electronics and other related courses will be considered..	UTME subjects are Mathematics, Physics and Chemistry/Biology.
Applied Mathematics with Statistics	Five (5) O' Level Credits at one or two sittings which must include English Language, Mathematics and any other three subjects from Physics/ Chemistry / Biology/Agricultural Science/ Geography..	Two A' Level passes in Mathematic/ and any Science subject from Physics/Chemistry./Biology/Geography. Economics may be considered with Mathematics. ND/HND at Upper Credit in Statistics and other related Science courses will be considered.	UTME subjects are Mathematics, Physics, Chemistry/Biology/Agricultural Science.
Industrial Chemistry	Five (5) O' Level Credits at one or two sittings which must include the following: English Language, Mathematics, Chemistry, Physics, and any of Biology/Geography/Further Mathematics/Agricultural Science.	Two A' Level passes in Chemistry and any of Physics /Mathematics.. Candidates must have a minimum of Upper Credit at the ND or equivalent in Science Laboratory Technology, Food Science and Technology will also be considered.	UTME subjects are Chemistry, Mathematics. And any of Physics//Biology/ Agricultural Science.
Biochemistry	Five (5) O' Level Credits at one or two sittings which must include the following: English Language, Mathematics, Biology, Chemistry, Physics and any of /Geography/Further Mathematics/Agricultural Science.	Two A' Level passes in Biology and Physics/Chemistry. A minimum of Upper Credit at ND or equivalent in Science Laboratory Technology will also be considered.	UTME subjects are, Chemistry, Biology Physics/Mathematics.
Food Technology Food Sciences with Business Nutrition & Dietetics, Culinary Science & Hospitality Management.	Five (5) O' Level Credits at one or two sittings which must include English Language, Mathematics, Chemistry, Biology and any one of Physics /Agricultural Science/Geography or Economics/ Food and Nutrition. For all programmes, a pass in Physics is acceptable without prejudice to passing 5 O'Level Credits	i. Two "A" level passes including Physics and any of Biology/Chemistry/ Agricultural Science. ii. HND/ ND at Upper Credit in Food Science and Technology or Science Laboratory Technology with Biology/Virology or Chemistry/Biochemistry options will be considered. iii. For Nutrition and Dietetics: NCE with a minimum of merit Certificate in Food and Home Management Sciences will also be considered. :	UTME subjects for Food Technology Programmes are Chemistry, Biology, Physics/Mathematics. For Food Science with Business, Nutrition and Dietetics, Culinary Science and Hospitality Management are Chemistry, Biology /Physic/ Mathematics. **Waiver:** For Nutrition and Dietetics as well as Culinary Science and Hospitality Management, Physics may be exempted.

Microbiology	Five (5) O' Level Credits at one or two sittings which must include the following: English Language, Mathematics, Biology, Chemistry, Physics and any of /Geography/Further Mathematics/Agricultural Science.	Two A' Level passes in Biology and Physics/Chemistry. A minimum of Upper Credit at ND or equivalent in Science Laboratory Technology will also be considered. Two A' Level passes including Biology and any of Physics/Chemistry/Mathematics. HND/ND at upper Credit in Food Science and Technology or Science Laboratory Technology with Biology/Virology or Chemistry/Biochemistry options will be considered.	UTME subjects are, Chemistry, Biology Physics/Mathematics.
Biotechnology			
Computer Science	Five (5) O' Level Credits at one or two sittings which must include English Language, Mathematics, Physics and any two of Chemistry//Economics//Geography/ Biology/Computer Studies, Information Technology.	i. Two A' Level passes in Mathematics and Physics. ii. ND in Computer Science with at least an Upper Credit from a recognized Polytechnic. NCE with at least Credit in Mathematics, Physics and any other Science subject.	UTME subjects are Mathematics, Physics, and any of Chemistry/Biology/ Economics, Geography.
Information Technology	.	Two A' Level passes in Mathematics and Physics. ND or NCE in Information Technology, Computer Science, Mathematics/Computer Science, Mass Communication, Communication Studies with at least an Upper Credit in Mathematics, Physics and any other Science subject..	

(b)   College of Management Sciences

Programme	Admissions Requirements		U.T.M.E
	O' Level Requirements	Direct Entry	
Accounting	Five (5) O' Level Credits at one or two sittings which must include English Language, Mathematics, any of Commerce, Geography, Government or Accounting. A pass in Economics will be considered provided the Candidate has Credit in Commerce.	i. Two A' Level passes in any two of Economics, Mathematics and Geography/Government. ii. ND with minimum of Upper Credit in a related field (as the case may be) from recognized institutions.	U.T.M.E subjects Mathematics, Economics and any other social Science subject.
Economics	Five (5) O' Level Credits at one or two sittings which must include English Language, Mathematics, Economics or plus two other Social Sciences subjects e.g. Geography, Government, Commerce, CRK or IRK.		
Finance and Banking			

Business Administration	Five (5) O' Level Credits at one or two sittings which must include English Language, Mathematics, Economics or plus two other Social Sciences subjects e.g Geography, Government, Accounting, CRK or IRK.	i. Two A' Level passes in any two of Economics, Mathematics and Geography/Government. ii. ND with minimum of Upper Credit in a related field (as the case may be) from recognized institutions stitutions.	U.T.M.E subjects Mathematics, Economics and any other Social Science subject.
Management Technology	Five (5) O' Level Credits at one or two sittings which must include English Language, Mathematics plus any other three subjects including at least **one Science** subject,	i. Two A' Level passes in any of Physics, Mathematics/ Geography/Chemistry/Economics. ii. ND with minimum of Upper Credit in a related field (as the case may be) from the University's recognized Institutions.	U.T.M.E subjects are Mathematics plus any two Science or Social Science subjects.

(c) College of Engineering

Programme	Admissions Requirements		U.T.M.E
	O'Level Requirements	**Direct Entry**	
Biomedical Engineering Electrical/Electronics Engineering Computer Engineering Mechanical Engineering Mechatronics Engineering Telecommunications Engineering Civil Engineering	Five (5) O' Level, Credits at one or two sittings which must include English Language , Mathematics, Physics, Chemistry and any other Science Subject.	i. Two A' Level passes in Science subjects including Mathematics and physics., ii. N D in any related course with at least Upper Credit from a recognised Polytechnic.	UTME subjects are Mathematics, Physics, and Chemistry *Biomedical Engineering: Physics, Chemistry and Biology/Mathematics

(d) College of Environmental Sciences

Programme	Admissions Requirements		U.T.M.E
	O'Level Requirements	**Direct Entry**	
Architecture Quantity Surveying Surveying and Geoinformatics Building Technology	Five (5) O' Level credits at one or two sittings which must include English Language, Mathematics, Physics and any two from the following: Chemistry, Biology, Technical Drawing, Fine Arts, Geography, Economics/, Building Construction and Land Surveying..	i. Two A' Level passes from Mathematics, Physics, Geography, Chemistry and Economics. ii. ND with minimum of Upper Credit in a related field (as the case may be) from a recognized Institution.	UTME subjects are Mathematics, Physics and any of Chemistry, Geography, Fine Arts, Biology and Economics.
Estate Management	Five 5 O' Level Credits at one or two sittings which must include English Language, Mathematics, Economics and any two from the following: Chemistry, Physics, Biology, Geography, Technical Drawing Building Construction, Information Technology, Book Keeping and Computer Studies.	i. Two A' Level passes from Mathematics, Physics, Geography, Chemistry and Economics. ii. ND with minimum of Upper Credit in a related field (as the case may be) from a recognized Institution.	UTME subjects are Mathematics, Economics, and any other subject.

Urban and Regional Planning	Five 5 O' Level Credits at one or two sittings or six (6) O' Level Credits at one sittings which must include English Language, Mathematics, Geography and any two from the following: Biology, Physics, Chemistry , Technical Drawing and Fine Arts.	i. Two A' Level passes from Mathematics, Physics, Geography, Chemistry and Economics. ii. ND with minimum of Upper Credit in a related field (as the case may be) from a recognized Institution.	U.T.M.E subjects are Mathematics, Geography and any of Economics, Physics and Chemistry.

- To be offered admission, the candidate must obtain an acceptable UTME score as determined by Senate in the relevant subjects for the degree programme of interest and pass the screening test conducted by Bells University of Technology. The screening exercise consists of a written aptitude test and oral interview.

- Successful candidates are communicated in writing. Applicants can also check their admission status online.

3.2 Registration and Matriculation

Acceptance of offer of admission does not make a candidate a *bonafide* student of Bellstech. To become a *bonafide* student of the University, such a candidate must complete the due process of registration and matriculation.

Registration entails the following:
(a) Screening of provisional student's credential and verification of admission by the Admissions Officer;
(b) Payment of the prescribed fees by the provisional student (if cleared by the Admissions Officer);
(c) Collection of registration forms from the Academic Office of the Registry (if student was cleared by the Bursar);
(d) Completion of course registration forms after due consultation with appropriate Departmental and College course Coordinators;
(e) Submission of completed course registration and other forms duly signed by the course/programme coordinators, Head of Department, Dean and other Officers to the Academic Office;
(f) Registration (including documentation, medical examination) at the University Health Centre;
(g) Registration at the University Library;
(h) Registration at the Student Affairs Unit;
(i) Assignment of accommodation in the Hall of Residence.

It must be emphasized that registration is not exclusive to provisionally admitted students. Every student, fresh or returning, is required to register at the beginning of every session before the commencement of lectures. **The Academic Office publishes the detailed procedure for registration prior to the commencement of a Session.**

Students are to note the following on **late registration**:
(a) The normal period within which to complete all registration formalities shall be two weeks from the date of commencement of registration exercise;
(b) Any registration formalities not completed within the first two weeks shall normally be regarded as late and shall attract a penalty fee of N5, 000:00 and could increase depending on the duration.
(c) Registration of courses shall, however, not be allowed after the fourth week of commencement of lectures.

Matriculation is a formal admission process and only those who have completed the registration formalities are eligible. All such properly registered fresh students are formally admitted into the University at a matriculation ceremony conducted on a date specified by the Senate.

- A candidate becomes a *bona fide* student only after subscribing to the matriculation oath, signing the matriculation register, and being assigned a Matriculation number.
- The importance of matriculation is underlined by the fact that no official communication or transaction of the student is complete or valid unless it carries the correct matriculation number. This includes examination scripts and students identity card.
- Once a student is assigned a matriculation number, it cannot be changed even if the student changes College or programme of study. **By convention, a student cannot matriculate more than once in the same University.**
- Matriculating candidates are required to be formally dressed, robed in the University's Academic Gown.
- The matriculation ceremony normally marks the end of registration for fresh students.

3.3   Orientation Programme for Fresh Students

Bells University of Technology organises a one-week long Orientation programme for fresh students. The programme which proceeds concurrently with the registration exercise is mandatory for all fresh students; who are required to attend all orientation activities and sign the attendance register.

The Orientation programme exposes the students to the social and academic life of the University as well as social life outside the University (e.g. culture of the host community). It is designed to introduce the fresh students to the various activities and facilities (e.g. Health Centre, Library, Sports facilities, etc) they will be exposed to the course of their studentship at Bellstech. It also affords fresh students the opportunity to familiarize themselves with the rules and regulations and procedures of the University.

The Orientation activities enable the fresh students to meet and interact with the Principal and Frontline Officers of Bellstech and, in particular, Deans and Heads of their Departments of their Colleges.

The Orientation programme is the responsibility of the Student Affairs Unit.

3.4   The Course System

The mode of instruction at Bells University of Technology is the course system. In this system, a subject (such as, Mathematics, Biology, English Language, etc) to be studied by a student is split into modules and taught as courses. One advantage of the course system is that it enables the student to study only those aspects of a subject that are relevant to his/her degree programme. The course system enables a student to take courses mounted by Colleges other than his own.

Course Codes/ Title

A programme of study leading to the award of a University degree consists of a combination of courses approved by the Senate. The courses for a given programme are packaged to reflect the stages they are to be taken. By convention, each course is identified by a three - letter code to denote the Department or programme offering it, and a three-digit code number to denote the stage or level of study at which it is taken, as well as a course title. For example,

BIC 201   Cell Biochemistry, and
BIC 411   Forensi Biochemistry

These are Courses in the Biochemistry programme of Chemical Sciences Department offered at 200 level and 400 level, respectively. Incidentally, in the course system, the terminology 'first year' or 'second year'

student is a misnomer. The correct terminology is 100 level or 200 level student. A student who is offering only or mostly 200 level Courses in his third year in the University is not at the third stage (year) of the degree programme. He is therefore not a third year student and the most apt description of his situation is a 200 level student.

Course Unit

A Course is normally designed to be offered in one semester (15 weeks of instruction) and the workload of each Course is evaluated in terms of **Course Unit** or **Credit Unit.** A Course unit is defined as a series of 15 hours of lectures or 15 hours of tutorials or 45 hours of practical throughout the Semester. Since a Semester consists of 15 weeks of instruction, this translates to one hour of lecture, or tutorial or 3 hours of practical per week. A Course may be evaluated in terms of lecture hours alone, practical hours alone, or as a combination of lecture, tutorial and practical hours. In the case of Industrial Attachment under SIWES, one Credit Unit is equivalent to 4 weeks of Industrial Attachment.

Courses are normally categorised according to their relevance and importance in the combination of Courses required for a given degree programme. It serves to guide students in their selection/choice of courses for registration. The following standard terminologies are used to categorize courses:

(a) **A Compulsory Course:** A Course specified by the Department offering a degree programme, which a student must register for and pass in order to graduate. Such a Course is normally considered core to the programme. Thus, it is possible for a Course to be Compulsory for one programme and to be otherwise (required or elective) for another programme.

(b) **A Required Course:** A Course specified by a Department which a student must take but not necessarily pass provided the student scores at least 30% in the course. Where there is a group of such courses the Department may specify the minimum number of units to be passed.

(c) **An Elective Course:** A Course which may be taken to make up the minimum Course Units load prescribed by Senate for a Semester. It is chosen from a list of Courses specified by the Department for that purpose. Elective Courses are also used to increase the credit load, subject to the prescribed maximum allowed by the Senate regulations.

(d) **A Pre-requisite Course:** A Course which must be taken and passed prior to taking another specified Course. The knowledge of the Course is fundamental to understanding the other specified Courses.

Details of Courses required for a given programme are supplied by the Department running the programme at the beginning of each session. A Course must be completed and examined within the Semester it is taught, and students who pass the Course are credited with the number of Course Units assigned to the Course. The only exception is the final year research project which may span two Semesters

3.5   General Regulations Governing Course Registration, Studentship and Examination

3.5.1   Course Unit Load

As mentioned earlier, registration is done at the beginning of each semester.

A student is required to register for a minimum of 30 Course Credit Units and a maximum of 48 Units per Academic Session. A student who for any reason wishes to register for less than the minimum or more than the maximum credit load must first seek clearance from the College Board. However, a non-graduating 400/500 level student may be allowed to register for only the outstanding Course Units needed for graduation.

3.5.2   Adding and Dropping Courses

A student may withdraw from a Course for which he/she is registered by duly completing the **Add and Delete** Form within the period stipulated by Senate regulations to that effect. This is usually before that Course is examined. To be valid, the form must be endorsed by the Course Coordinator and Head of Department. The Add-and Delete Form can also be used to add on a Course for which the student did not register at the beginning of the Session or Semester, as the case may be.

The student will write a letter through the Head of Department to the Dean of the College who will forward the letter to the Committee of Dean and Director (CODD) after approval from the College Board. Thereafter the request is then forwarded to the Senate for approval.

3.5.3 Duration of Studentship

A Bachelor's degree programme shall normally be completed in eight semesters (4-year programme) or ten semesters (5-year programme). Those admitted by Direct Entry spend two semesters less. However, students who spend up to two extra sessions to complete their programme shall not be eligible for classified honours degree. (See also, Section 3.5.7).

3.5.4 Students' Performance Evaluation

The performance of students in a Course shall normally be evaluated through Course examination and Continuous Assessment. The pass mark shall be 45% while the Continuous Assessment shall be 30% of the 100% score mark allotted to each course of study. Continuous assessment of students (at least 3 per semester) should be by means of a combination of term papers, tests, assessment in workshop/laboratory/studio/field/clinics /exhibitions/assignments, etc. as may be applicable to respective disciplines.

Examination results in each Course shall be recorded as percentage marks or letter grades, and shall be converted to grade points as follows:

% Scores	Grade	Grade point
70 - 100	A	5
60 - 69	B	4
50 - 59	C	3
45 - 49	D	2

Cumulative Grade Point Average (CGPA)

Candidates shall be credited with the number of Course Units assigned to the courses that they have passed. A student who fails in any compulsory course or does not attain the specified minimum score in a required course shall re-register for the course. The level of performance of a candidate over a period may be determined from the calculation of his or her Cumulative Grade Point Average (CGPA). CGPA is calculated using the formula:

$$CGPA = \frac{\sum_{i=1}^{L} GP_i U_i}{\sum_{i=1}^{L} U_i}$$

L is the total number of courses taken (whether passed or failed) by the student since he/she enrolled for the programme, while **GP$_i$** is the grade point scored in course '*i*' with unit **U$_i$.**

CGPA must be calculated at the end of each Semester. Each student must obtain a minimum CGPA of 1.50 at the end of each Session.

3.5.5 Repetition of Failed Courses

Any Compulsory, Required or Elective Course failed by a student must be repeated until passed, or otherwise specified by Senate regulations. A student may repeat only those Courses in which he obtained a failed Grade-F. The Grade earned in a repeated Course is recorded and used in the computation of the GPA and CGPA in the usual way.

3.5.6   Condition for Continuing on a Programme

(1)   For a student to be in good academic standing and continue on the programme, he must obtain a minimum Cumulative Grade Point Average of 1.50 at the end of each Semester. A student who fails to do so will be placed on academic probation. If at the end of the probation year (i.e. two consecutive semesters) his/her Cumulative Grade Point Average still falls below 1.50, such a student shall be asked to withdraw from the University.

(2)   The minimum number of units that must be passed at any session for a student to graduate is 30. At the end of the session at:

100 LEVEL
Any student who passes less than 25 units would be asked to withdraw from the programme.
Any student who passes between 25units and 30 units or less than 25 units would be warned in the First and Second Semester.
The composition of the 25 units to be passed to remain in a programme will be determined by each programme.

200 LEVEL
Any student who passes less than 50 units and 59 units would be warned if that is the first instance or will be on probation if had a previous record of warning from 100 level.

For JAMB Direct Entry student: they are applicable to 100 level conditions.
300 LEVEL
Any student who passes less than 75 units and 89 units or less than 75 units would be warned, if previous occur rent from 200 level or asked to withdraw if the occurrence start from 100 level.

400 LEVEL
The composition of the 60, 90 and 120 units needed to be passed at the 200, 300, and 400 Levels, respectively, will be determined by each programme.

(3)   Any student advised to withdraw from a programme shall be allowed to transfer to another programme provided he/she has the minimum requirements to be admitted into that programme. The maximum number of times a student can be allowed to transfer to another programme following poor performance is once.

(4)   A student who absents himself for two consecutive semesters without a valid reason may be asked to withdraw from the University, irrespective of his Cumulative Grade Point Average.

(5)   A student for good reasons and with the approval of Senate can suspend his programme of study for an approved period, which shall normally not exceed one Session.

3.5.7   Minimum Requirements for the award of an honours degree

To be awarded a degree with honours, a student shall pass a minimum of 120 credit units for a 4 – year degree programme (30 units per session), or 150 credit units for a 5 – year degree programme (30 units per session), including all the Compulsory Courses stipulated by the Department for the programme in which the degree is to be awarded. Students, who cannot meet all the degree requirements within two Academic Sessions in excess of the minimum duration without Senate approval, shall be required to withdraw from the University without the award of any degree. **The maximum student course load shall be 48 units per session.**

3.5.8 Classes of Degree

The classes of degree is determined on the basis of the student's Cumulative Grade Point Average at the end of his/her degree programme as follows:-

Class of Degree	CGPA
First Class	4.50 - 5.00
2nd Class Upper	3.50 - 4.49
2nd Class Lower	2.40 - 3.49
Third Class	1.50 - 2.39

The CGPA is to be calculated to two decimal places. It is pertinent to note that the degrees for some professional programmes may not be necessarily classified as above.

3.6 Advice on Making Good Academic Standing

(a) Make sure you attend your lectures regularly and punctually because you don't know when your lecturer may decide to give a test, quiz etc.

(c) Take all your work, including home work, seriously right from the first day of a course as this has an effect on your continuous assessment, which ultimately affects your grade in the course.

(d) Consult your adviser or such persons that may be knowledgeable about the operation of the course unit system for necessary advice.

(e) Learn how to compute your semester results as well as the cumulative GPA yourself and keep accurate records of your performance. This will enable you to know when you are getting into trouble academically. It also provides a check on your records as kept by the Department.

(f) Report immediately if you observe any discrepancy between what you have and what the Department has computed for you.

3.7 Assessment of Lecturers' Performance

The University has a method of Quality Assurance which involves a system of assessing the performance of Lecturers in the respective programmes. This is in form of getting the students to complete a set of Questionnaire, expressing students' opinion on the conduct of the courses. The parameters include Regularity and Punctuality of Lecturers. Mastery of subjects knowledge, Presentation and Delivery skills, Relationship with students, Appearance and Use of Teaching Aids and Regularity of Continuous Assessment. The survey is organized by the Directorate of Academic Planning and all students are expected to complete the questionnaire when requested.

3.8 Students Industrial Work Experience Scheme/Students Work Experience Programme

Industrial Training is mandatory for most of the undergraduate degree programmes of Bells University of Technology. This scheme could be either in form of Students Industrial Work Experience Scheme (SIWES), Students Work Experience Programme (SWEP) or just Industrial Training Programme for College of Management Sciences (COLMANS) students.

Students are expected to participate in SIWES in the second semester of their fourth year including the summer break (March-August) or for SWEP after their third year during summer break (June-August) as stipulated by the College. The Industrial Attachment Schemes are designed to enable students acquire the necessary practical skills to complement the theoretical exposure in the University.

The Industrial Training Coordinating Unit (ITCU), under the Vice-Chancellor's Office, is dedicated to actualize the objectives of the Students Industrial Work Experience Scheme (SIWES) and Students Work Experience Programme (SWEP). As earlier mentioned in (Section 2.3.6), the Unit is headed by a Director.

3.9 Transfer Students

Bells University of Technology admits students on transfer from other Universities within and outside the country provided such students meet the minimum requirements in the Department of choice. In addition, students transferring from Universities within the country must be able to present his/her JAMB Admission letter to the University. While students applying from Universities abroad must obtain current JAMB Direct Entry Form in order to facilitate the processing with the Regulatory Authorities.

3.10   Change of Name

A student is required to graduate with the names by which he/she was admitted to the University. However, a female student who gained admission into Bellstech as a spinster may be allowed to change her surname only, on presentation of an acceptable proof of change of marital status in the course of her studentship. For the avoidance of doubt, on no account shall Bellstech entertain or recognize a change of name by a male student.

3.11   Fees Payable

Bells University is a private, fee-paying institution. The amount of fees payable by a student and the mode of payment are specified in the Admission letter, in the case of fresh students. Fees payable by students on various programmes are determined from time to time by the Governing Council and Board of Trustees and published through approved official channels (Notice Boards, Newsletters, Gazettes, etc). It is also communicated to student's sponsor along with the student's performance report.

Students are expected to pay the stipulated fees through Online Portal System and receipts are generated for each payment made.

Steps to Registration on the University Portal

- Students are expected to register first online on the website: www.portal.bellsuniverity.edu.ng and obtain a password in order to gain access to the University portal;
- Click on fee payment icon and follow instruction to make payment.
- Students are to print out the receipt and take it to the Bursary Department for confirmation;
- Subsequently register for courses online with the pin issued at the Computer Centre.
- Students must register their courses before examinations. Any course(s) not registered before the examination becomes carry –over(s).

CHAPTER FOUR

ACADEMIC SUPPORT FACILITIES

Bells University of Technology has established a number of academic support facilities/units in order to enrich its curricula.

4.1   LIBRARY

A University primarily engages in transmitting and expanding knowledge. Enlarging and contributing to knowledge is, to a large extent, not the discovery of what was never known, but the rediscovery, collation and analysis of the known. The Library in the University is the place where this process is naturally facilitated. Of the myriads of institutions of higher learning existing in Nigeria today- Universities, Polytechnics, Colleges of Education and so on, none can adequately operate without a library. This notion was fully understood by the founders of Bells

University of Technology when even from inception, the library was given a pride of place as the "heart" of the University, a central academic organ. It has been called" The Brain of Academic body" and 'the store house of knowledge'. There can be no doubt from these superlative descriptions that the library is one of the most important unit of a University.

The library in general can be defined as a place where access to information, ideas and works of imaginations in all kinds of medium are provided regardless of frontiers. They serve as gateways to knowledge, thought and culture by utilizing trained professionals (librarians) as essential support for independent decision making, cultural development, research and lifelong learning by both individuals and groups (IFLA, 2003). According to the Australian Library and Information Association (ALIA, 2013) libraries are designed for universal access. They have in over the last 4000 years, moved from 'exclusive' to 'inclusive', with the role of the library and information professional expanding from the confines of collection management and preservation to encompass many other workflows, including knowledge management, information retrieval, search, IT and learning support, and program and event management. Thus, the Bells University Library was established to support the teaching, learning, research and self-development activities of the Bells University of Technology. These ideas have been fully understood by the founding fathers of Bells University of Technology hence, the importance attached to equipping the Bells University library and giving it a pride of place.

Bells University of Technology Library as a cornerstone of scholarly endeavor has discovered and continued in reinventing itself in today's networked society to meet new demands, adapt to changes and create the future. The University library doors to the virtual library environment are open 24 hours a day with geographical location, time and space notwithstanding. The library has remained up to date in the acquisition of core textbooks, Journals and other relevant resources in print and electronic formats. It regularly updates and expands its subscriptions and collections. Presently, the library has a collection of about 70,000 volumes of current and relevant books in print in its core areas, as well as in related programmes. lt equally makes provision for recreational reading materials, study kits, general knowledge materials etc. It has about 3,500 journal titles in about 5,000 Volumes. About 1000 CDs on MIT open courseware are also available.

The Electronic Library also provides scholarly communication system, with textual materials in machine-readable form and students are able to retrieve data through individual computer terminals. All bibliographic details of the Library collection are contained in bound copies of the Library records. The library equally developed a database of relevant e-books accessible on college, department and subject basis. This is available on the intranet and on stand-alone computers. The Library is also subscribed to the *ebrary* virtual library academic complete and other resources and databases. With a solid foundation; the University library has not rested on its oars as it continues to fully support teaching, learning, research and study. It has also remained a reference point at both professional and NUC accreditations.

Activities and Services of the University Library

The University Library services and activities are chain-like in relation to the functioning of the different

departments. The following functional and interrelated departments and units are harnessed to evolve effective and efficient service delivery: Library Administration, Resources Development: comprising the (a) Acquisitions Unit and (b) Gift and Exchanges Unit; Technical Services: (a) cataloguing and classification Unit, (b) Data Production/Management Unit and (c) Security and Building maintenance Unit; Readers' Services or Users Services: (a) Circulation Unit which charges library materials in and out, A public relation arm (b) Reference Unit answering reference questions and (c) Reprographic / Bindery Unit. The Serials makes journals and other periodicals and serial materials available; Reference and Bibliographic Unit, Multimedia Resource Center, Research and electronic Library respectively.

1. Traditional and virtual/digital library services: The library as a centre "laboratory" provides all traditional and virtual/digital library services to its users via the provision of the following services:

- Normal and weekend services,

- Short and long loan services for reserved material and other materials in high demand and Vacation loan.

- It also provides reprographic services;

- Introduction of users to other libraries,

- Library Cooperation,

- Current Awareness Services (CAS),

- Selective Dissemination of Information (SDI),

- Proper documentation of University activities and

- Documentation of newspaper cutting.

2 Library Orientation, Guided and Virtual Campus Tour: The Library organizes Orientation programme for fresh staff and students annually. This includes guided tour of the Library and other educational tours like visit to the Olusegun Obasanjo Presidential Library (OOPL), Simeon Adebo Library, Ogun State ICT Resource Center, Abeokuta, Olumo Rock, The palace of the Akran of Badagry/Slave Trade center, Badagry and the Obasanjo Farms Limited and others.

There is also a ''Library and You'' package which takes care of what staff, students and others users should know about the Library. This package employs pictorials and it is installed on all the Library Computer systems for easy access as follow up on the guided tour and orientation.

3. Multimedia Resources Services: A Multimedia Resource Centre has been established within the Library to support multimedia teaching and learning. This is being gradually equipped to standard.

4. ID Card Production: The University Library ID card unit takes care of staff and students identity management. The unit is responsible for the production of secured ID cards for all staff and students of Bells University of

Technology, as well as the African Leadership Forum (ALF) security staff. Hitherto, over 600 ID cards have been produced as fresh entries and replacements. This has helped in no small measure to reduce production cost as well as being able to produce on demand. The unit is currently planning the incorporation of biometric features into its ID management system to further enhance functionality.

5. Bindery Services: The library has a modern mini bindery. Presently with a UNIBIND Bindery Machine with accessory; an industrial copy center C118. Invariably since inception the bindery has been used to produce accreditation documents for the University. All bibliographic details of the Library collections were also bounded into hard copies for record purposes. Our projection is to cover students term papers, project/ dissertations and postgraduate theses.

6. Video coverage/live streaming services: There is also a video coverage and live streaming unit which covers University events. This unit effects live streaming of University's convocation ceremonies, conferences and lectures and other relevant activities with the University community. This unit also intends to incorporate photography as one of its services in the near future.

7. Teaching: The Library teaches the Use of Library and Study Skill (GES 107). This is a 1unit compulsory course for all 100level students. The course is taught by academic Librarians to equip students with the knowledge of the use and benefit of the library thereby helping them to maximize the use of their time; develop life-long value of independent study and intellectual integrity; to be conversant with the various information searching skills, available sources of information and the organisation of knowledge and use of ICT applications among others.

The under listed are the rationale for the course:
- To align with universal practice as well as meet the NUC benchmark of exposing students to the Use of Library and Study Skill.
- To train students to study independently; to set their own goals, plans and manage their lives
- To train students to use their ''free time'' gainfully and
- To help students to become self-educators and learn how to use Library materials and resources not only as sources of information, but also as tools to think with.
- The Bells University Library has incorporated the teaching of soft skills as part of the GES 107 course.

4.2   Computer Laboratories

These facilities are a pre-requisite for attaining the objective of Bells University of Technology to run programmes that are ICT-driven and at the cutting edge of Science and Technology. Bellstech also recognises that ICT is a key to running a modern University and also producing graduates that would fit into the emerging markets in the globalised economies all over the world. Most of the key infrastructural facilities, such as VSAT, have already been installed. It is envisaged that wireless network will fully be developed.

The Computer Laboratories have been designed to perform the following functions:
- Supporting researchers in data processing;

- Organising necessary training programmes on computer appreciation and usage for students and the different categories of staff;
- Initiating the development of appropriate software towards improved computerization of key University activities;
- Providing technical support for the University Management Information System Unit;
- Designing, implementing and maintaining computing networks, work-stations, telecommunications and computer-communications services in the University;
- Providing Internet Access- the University has been equipped with facilities for access to the global information highway. Both faculty and students are expected to utilise this facility for information exchange and research;
- Developing and maintaining a website to take care of the needs of the University for information dissemination and;
- Providing consultancy services to other Universities, Educational Institutions, Government and Private Agencies, Commercial Firms and Individuals

4.3 Computer Centre

The University Computer Centre was established in 2008/2009 Academic Session in line with the guidelines stated in the University Academic Brief. The aim is to have an independent ICT unit that provides ICT services to people in the external communities such as educational institutions, government and private agencies with the ultimate objective of revenue generation for the University. The Centre currently relocated to the capacity building formerly occupied by AFRIHUB.

The Centre is headed by a Director with the following responsibilities:

- Support Researchers in data processing
- Organizing training programmes on computer appreciation and usage for students and different categories of staff.
- Initiates the development of appropriate software towards improved computerization of key University activities.
- Provides technical support for University Management Information System unit.
- Designs, implements and maintains computer networks work-stations, telecommunications and computer communication services in the global information exchange and research.
- Provides and maintains the University internet access as the global information highway; meanwhile students and staff are expected to utilize the facility for the information exchange and research.
- Develops and maintains the University website and thus takes care of the need for information dissemination.
- Provides consistency services to other educational institutions, government and private agencies as well as commercial and individual organizations.
- Provides procurement and maintenance services for ICT resources in various units in the University.

Currently, facilities in the Computer Centre include the following:
a. Hi-speed Internet Access
b. Digital Library
c. Computer training
d. Cyber centre
e. Multimedia classrooms
f. Campus Wi-Fi hotspots
g. Over 500 Online computers

4.4 Centre for Foundation Education (CENFED)

As mentioned earlier (Section 1.9), General Studies programme is one of the Units of this Centre.

The General Studies (GES) programme of Bells University of Technology is a key instrument for achieving the University's philosophy of producing well - rounded, morally and intellectually capable

graduates with vision and entrepreneurial skills in an environment of peace and social cohesiveness. Accordingly, the objectives of the GES programme are:

(a) Acquisition, development and inculcation of the proper value-orientation for the survival of the individual and the society;

(b) The development of intellectual capacities of individuals to understand, appreciate and promote peaceful co-existence;

(c) Producing graduates with analytical and critical minds in a dynamic world;

(d) Exposing graduates to rudiments of ICT;

(e) Preparing students for post- University life with opportunities for job competencies and entrepreneurial skills; and

(f)   Production of graduates capable of communicating effectively.

The courses currently available under the General Studies Programme are listed in Table 4.1

Table 4.1: List of Courses currently available in the General Studies Programme:

Course Code	Course Name	No. of Unit(s)
GES101	Use of English I	2
GES 104	Use of English II	2
GES 102	Culture and Civilization	2
GES 103	Culture and Peoples of Nigeria	2
GES 107	Use of Library	1
GES 201	Literature in English	2
GES 201	Peace Studies and Conflict Resolution	2
GES 203	History and Philosophy of Science	2
GES 204	Use of French I	2
GES 301	Elements of Government	2
GES 302	Introduction to Philosophy	2
GES 304	Use of French II	2
BUS 311	Introduction to Entrepreneurial Studies	2
BUS 411	Entrepreneurial Skills Development Studies	2

The other Units of CENFED also promote acquisition of knowledge; but unlike GES, the training programmes they organize are not part of the formal curriculum of any degree programme. These other Units are listed elsewhere in this handbook (Chapter 1 Section 1.9)

4.5   University Bookshop

Bells University of Technology prefers to leave the running of a bookshop in the hands of a private operator. The University has provided adequate space and supporting facilities for the operation of the bookshop. The University also monitors the running of the bookshop to ensure that it stocks very current books and publications which are of interest to the different disciplines in the University.

4.6   Bellstech Consult Ltd.

The University established a limited liability Company; Bellstech Consult Ltd. in 2005 for the purpose of identifying and establishing a viable and sustainable business venture.

The Company's investment portfolios include; a Minimart, Barbing and Hairdressing Salon, Laundry services, Telecommunication, Bakery/Eatery, Honey Bee Farm, Fisheries Farm, Guest House/Conference Complex, Packaged Water Factory and a VSAT Project/Computer Training Centre. The Bellstech Consult Ltd. also offers consultancy services in the University's academic areas of focus.

4.7   Central Teaching and Research Laboratory

The Central Teaching and Research Laboratory (CTRL) which serves as a means of promoting academic research excellence was established in 2009. The Laboratory has been equipped with sophisticated laboratory equipment for research that would enable the University carry out a wide range of specialized chemical and biological analyses which is to serve both its immediate Community and Researchers from surrounding Universities as well as Industries and government establishments on research and commercial basis.

Teaching and Research Laboratory

CHAPTER FIVE

STUDENTS WELFARE

Students' welfare is of paramount importance to the founders of Bells University of Technology. As a result, every effort has been made to put in place the necessary facilities that would provide an ideal conducive environment for learning and teaching and development of the total person. Acting *in loco parentis,* in the best interest of the University and maintenance of peace on campus, the University has put in place certain measures to ensure proper use of these facilities.

5.1 Halls of Residence

It is the policy of Bells University of Technology to provide accommodation on Campus for all students. The policy is in line with the University's vision of producing graduates with morally and intellectually balanced education. This cannot be achieved when students live Off-campus and visit the Campus only when necessary e.g. to attend lectures. In order to enhance peaceful co-existence amongst the students and facilitate good administration by the Hall Management, students are to abide by the rules and regulations in the Halls of residence.

For now, there are seven furnished Halls, four dedicated to male students and the remaining three to female students. The University plans to commence the construction of additional Halls shortly. As a policy, Freshers (100 level) are to procure Mattresses and Pillows from the Bells Consult and keep throughout their stay in the University.

Students are however required to provide their own beddings and toiletries.

5.1.1 Hall Executive

There is usually a Student Executive Body that is elected/nominated every session by the students of each Hall to assist in maintaining discipline and cleanliness in the Halls of residence, as well as act as an intermediary between the Hall Management and the generality of students.

5.1.2 Movement

(a) Any student who wishes to be away from Hall of residence shall, for security reasons, obtain a 'Home Exeat Form' from the office of the Hall Warden in which shall be indicated Destination, Reason for Departure, Duration and Time of Return: and upon return, submit the Exeat Form to the Hall Supervisor to be duly signed. Except in cases of emergency, the movement out of Campus shall be once in a month.

(b)   i.   **Home Exeat:** Apply in writing to the Hall Warden for approval, 48 hours before departure;

    ii   Any student who wishes to go out of Campus but to return same day shall obtain a `**Day Exeat** from the Hall Supervisor in which shall be indicated Duration, Reason, and Time in and shall be once a week. Day Exeat expires by 6:00 p.m.

    iii.   **Muslims and Christians students are allowed to go out of Campus for worship on Fridays and Sundays, pending the full operation of the Worship Centres on Campus.**

    iv.   **There shall be no religious activity in the Hall of Residence.**

    v.   The Hall gate closes at 11:00 p.m. and opens at 6:00 a.m. except for emergencies and   Examination periods. The Television room closes at 11:00 p.m, or as directed by the Hall Warden.

    vi.   Entry into and exit from the Halls of residence must be through the authorized gates.

5.1.3 Visitors/Guests

    i.   Visitors are not allowed in the Halls of Residence.
    ii.   Female Students are not allowed in the Male Halls of Residence and vice-versa.
    iii. Visitors are not allowed within the Campus beyond 6:00 p.m.

5.1.4 Sanitation

    i.   Pet animals are prohibited within and around the Halls of Residence.
    ii.   Cooking in the hall is prohibited.
    iii. Washing and brushing of teeth should be done only in designated places.
    iv.   Defecating and urinating in undesignated places is prohibited.
    v.   Bathing outside the bathroom is prohibited.
    vi.   Using materials other than tissue papers in the toilets is prohibited
    vii. Sanitary towels should be properly wrapped and disposed in the waste baskets provided.
    viii. Students are to keep the Halls of Residence and the environment clean and tidy at all times.

5.1.5 Discipline

    i.   Quarrelling and fighting are absolutely forbidden in the hall and in any other part of the University.
    ii.   Stealing is viewed as a serious offence in this University and would be visited with appropriate punishment.
    iii. There shall be no defacing of the hall in any manner. Posters and notice of meetings should be pasted on the notice boards available in the hall and within the University premises.
    iv.   Students should respect each other's individuality and maintain personal integrity at all times. No student shall make noise that can disturb the sleep or study of another student.
    v.   Disrespecting, assaulting and insulting Hall officials are prohibited.

5.1.6 University and Personal Property

    i.   Losses or damage to University/Hall property is forbidden and defaulters will be surcharged.
    ii.   Students are strongly advised to keep all valuables and large sums of money with either the Hall Warden or the Bursary Department.

iii. All personal electronic gadgets should be registered in the personal property book at the Porters' lodge.

5.1.7 Resumption/Vacation of Halls of Residence

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

ii. A student, whose application is approved to stay in a hall during vacation, shall pay appropriate fee.

iii. A student permitted to stay in the Hall of residence during vacations must vacate the Hall not later than a week (7days) before commencement of a new Academic Session.

iv. All students permitted to stay in halls of residence during breaks or vacations must abide by the rules of the halls of residence.

v. Students are not allowed into the Halls of Residence before the date of resumption and are not allowed to leave before vacation day.

5.1.8 Electrical Appliances, Fire and Fire Prevention

(i) The use of certain electrical appliances may cause electrical faults and result in fire hazards. Therefore, under no circumstances must electrical appliances such as electric cookers, toasters, grills, immersion heaters, heating coils, hot plates, irons, television, refrigerators, ovens and multiple outlets, e.t.c, be used in student rooms. These may be used only in rooms specially provided for this purpose in each hall,

(ii) Candles are not allowed in student rooms when there is no electricity supply, rechargeable lamps should be used.

(iii) All incidents of fire shall be investigated and both the National Fire Code and the University's regulations will govern the criminal and disciplinary action to be taken.

(iv) Loudspeakers and body building equipment are not allowed.

5.2. Cafeterias

There is a standard 250 seater Cafeteria and a Cafeteria annexe contiguous to the male halls which provide catering services for both students and staff. The cafeteria services are run by experienced private operators. The private operators are closely monitored by the University to ensure quality of meals and services as well as affordable cost. Another 250 seater Cafeteria and a Cybercafé have also been opened by the Bells University Parents Forum (BUPF).

Food Concourse has also been opened to complement the big Cafeterias.

5.3. Public Utility (Water & Electricity Supplies)

The University recognizes the strategic importance of regular water and electricity supply in the achievement of its vision and objectives and, consequently, has taken measures to facilitate same. It has functional standby generators, which come on immediately the public power supply fails. Similarly, the University has four functional boreholes to supplement the public water supply.

5.4. Medical/Health Services

Bells University of Technology has as its main health policy thrust, the provision of adequate facilities to take care of curative and preventive aspects of medical care in the University Community. Accordingly, the University has in operation a Health Services Unit, which caters for common ailments for both students and staff with provision for referral of more serious cases to nearby Hospitals. The Health Centre is located behind the quadrangular Administrative Building. Run by a full complement of qualified medical personnel (Doctors, Nurses, Pharmacists, Medical Laboratory Technologists e.t.c), the Centre has two wards (male and female) for

in-patient services. The Centre also renders sanitary services such as fumigation and ensures Environmental cleanliness.

Fresh students are normally introduced to the Health Services Unit as part of the Orientation programme. Every fresh student must formally register at the Unit during the registration. All medical/sick reports other than Bellstech's are to be submitted to the Director, Health Services and must follow University laid down procedure.

The University Health Centre opens 24 hours daily, thereby enabling any sick student to have access to prompt healthcare at any given time.

- Sick students are to inform the Porters who are expected to ensure that any sick student report to the Health Centre by calling for Ambulance as soon as possible;
- When accessing health services, the Registration or Hospital Card is very important for documentation. The Card must be brought to the Health Centre at all times, except in the case of emergency where retrieval of the card is difficult;
- Before accessing healthcare elsewhere, students are expected to present themselves at the Health Centre, failure to do this, the Health Centre will not attest to any Medical Report from outside the University;
- The University Health Services is the **only** Referring Unit for any health related issues within the University and must be duely informed before steps are taken to seek medical help elsewhere.

Please note that Students can be made to undergo medical examination at any time.

Health Centre

5.5. Sports and Recreational Facilities

The University has some standard out-door sports facilities for athletics, football, lawn tennis, hockey; some of which are used by Professional Clubs for training sessions. These are currently being used by students and staff while the University pursues long-term, orderly development of facilities for other sports. Meanwhile, the University has engaged on its staff, some of the key personnel (Coaches, Sports Managers) who will conduct training and sporting activities for students.

It is the policy of Bellstech to encourage sporting activities among students, mindful that sports promote healthy development of both mind and body of an individual. It also promotes interaction between the various

strata of the community and creates a conducive atmosphere for co-existence. To this end, active sporting activities are considered an integral part of the University curriculum.

Sport is managed by the University Sports Committee on which students are represented by five representatives.

5.6. Students Friendship Centre

A purpose-built Students' Centre is a key element of the University Master Plan. The Centre is to serve as a focal point for all students' activities with BUSA Executive Offices, Mini-Conference Hall, In-door Sports Hall, Student Affairs, Counselling Unit, SIWES and Alumni.

5.7. Business Centre

The University is in the process of providing facilities for Bellstech Consult to operate a Business Centre on Campus. Such a Centre is required to provide photocopying facilities, secretarial backups, and allied services as well as shopping facilities.

5.8. Banking Facilities

The University has one bank (WEMA bank) with one of its branches on Campus for ease of banking transaction. Also, there are other banks that operate Automated Teller Machines (ATM) where students can undertake withdrawal of cash without any stress within the Campus.

5.9. Career Guidance and Counselling

The Guidance & Counselling Unit provides counselling services to students on different issues relating to academic, socio-personal, behavioural and career related concerns. These may be through individual and group sessions, psychological & vocational testing, and the use of occupational information. The Unit is located within the Student Affairs Office at the Student Friendship Centre.

The objectives of the Unit are to facilitate the development of students and help them make the most of their University experience. Specifically, these include counselling towards enhancing self-understanding, selecting appropriate educational and career goals, improving effectiveness in working towards self-actualization, increasing social competence, and resolving personal challenges which interfere with human development.

The counselling encounter is strictly confidential, and the services are free and available to all students and Alumni.

5.10. Students Welfare Board

A Bellstech student has the opportunity of influencing policies on his welfare through the Students' Welfare Board (STUWEB). The Board, which is chaired by Dean of Student Affairs, has representatives from the students, stakeholders in the University including the Council and Senate.

The terms of reference of the Board are:

1. To organize, control, and supervise on behalf of Senate all matters relating to this function of senate:

    (a) the establishment, organization and control of Halls of residence and similar institutions at the University
    (b) the supervision of the welfare of students at the University and the regulation of their conduct; and
2. To report to Senate from time to time.

5.11. Campus Security

A professional Security Outfit oversees the Campus. In addition, there is special Police Surveillance. The Campus is completely fenced round with brick/sand crete blocks. There is a long term plan to attract a Police post to the neighbourhood, but not inside the Campus.

5.12. Religious Worship

The University encourages freedom of worship for the staff and students. This is in keeping with the policy of non-discrimination in admission and employment on the basis of gender, race, ethnic group, religion or creed enshrined in Section 19 of the University Law. As an extension of that affirmative non-discrimination policy, Bellstech may choose to provide a place of worship or prayer within the University's premises or at any location deemed appropriate by the University, provided the following are strictly observed:

(a) Only 2 (two) Religions is recognized in Bells University.
    i. Christianity (comprising of Protestants and Catholics)
    ii. Islam
(b) There shall exist just 1 (ONE) place of worship or prayer for each of the religions. There shall be no segmentation, no duplication of any of the two approved religions.
(c) Formal meetings to be held in each place of worship or prayer shall be approved by the University's Authority. Any special programme to be held or appeal to external bodies must first seek approval and obtain clearance from the University Authority.
(d) No extremists in either of the religions shall be tolerated. If any are discovered, they face possible expulsion and ban of any activity on Campus.

Section 19 of the University Law 2005 states as follows:

'No person shall be required to satisfy requirements as to any of the following matters, that is to say, race (including ethnic grouping), gender, place of birth or of family origin, or religious or political persuasion, as a condition of becoming or continuing to be a student at the University, the holder of any degree of the University or of any appointment of employment at the University, or a member of any body established by virtue of this Law; and no person shall be subjected to any disadvantage or accorded any advantage in relation to the University, by reference to any of those matters:

Provided that nothing in this section shall be construed as preventing the University from imposing any disability or restriction on any of the aforementioned persons where such person wilfully refuses or fails on grounds of religious belief to undertake any duty generally and uniformly imposed on all such persons or any group of them which having regard to this nature and the special circumstances pertaining thereto, is in the opinion of the University reasonably justifiable in the national interest. .

CHAPTER SIX

RULES AND REGULATIONS GOVERNING CONDUCT OF EXAMINATIONS

Examinations (continuous assessment, end of course examinations etc) are the only means by which the University assesses the efficacy of the training given to students and on the basis of which it adjudges those who have benefited from the training and are considered worthy of being conferred with a degree. Consequently, the proper conduct of examinations is of paramount importance to the University, for the degree certificates awarded to graduates lose their salt or credibility if the examination process that gave rise to them lacked credibility.

It is on account of the foregoing that Bells University of Technology takes strong exception to examination misconduct on the part of students and staff and hence, has prescribed the following stringent rules and regulations to govern conduct of its examinations. The rules and regulations shall be modified from time to time by Senate in the light of practical experiences.

6.1 Eligibility

All students who are registered for courses in a given semester are eligible to sit for examinations in those courses except students in the following categories:

(a) A student who is absent from the University for upward of three weeks without official permission. Such student shall normally be deemed by Senate to have withdrawn from the University;

(b) A student who fails to attend up to 80 percent of lectures or practicals in any course.

6.2 General Rules and Regulations on Students' Conduct

Candidates shall:

(a) Be admitted into the examination hall only on the production of the University identity card;

(b) Ensure that he/she acquaints him/herself with and adhere strictly to the instruction governing examinations in the University, including those printed on the front cover of the examination answer booklets;

(c) Have the full responsibility of ensuring, before the commencement of any examination or test that nothing incriminating is found on his/her person or on materials he/she legitimately brought into examination hall e.g. rulers, four figure tables, etc;

(d) Conduct himself/herself in an orderly manner and obey all the instructions of the invigilator/examiner;

(e) Not be engaged in, or attempt any manner of examination malpractice or misconduct.

(f) Not go into the examination hall before they are allowed in by the invigilators. They are also advised to keep strictly to the seating arrangement to avoid confusion. A candidate should not, under any circumstances, remove chairs arranged in halls to be used for examination purposes;

(g) Report to the examination venues punctually at the time scheduled for their papers. Candidates arriving later than half an hour for an examination may be refused entry into the examination hall;

(h) Bring along with them to the examination hall their own ink, pen, ruler, eraser and pencil and any materials, which may be permitted by these regulations (as stated hereunder). They are, however, not allowed to bring any books or papers, except those that may be permitted or provided by the Department responsible for the

examination being held. Candidates are warned in their own interest to ensure that lecture notes, textbooks, jotters, bags or any other unauthorized materials or aids etc are not brought into the examination hall;

(i) Not be in possession of GSM or equivalent handsets in the examination hall. While any examination is in progress, no handset should therefore be found on any candidate;

(j) Not engage in communication of any kind with one another during the examination. Any candidate found to be giving or receiving irregular assistance shall face disciplinary action;

(k) Observe silence in the examination hall. The only permitted way of attracting the attention of the invigilator is for the candidate to raise his/her hand;

(l) Not use scrap paper. Rough work must be done in the answer booklet, crossed neatly through and submitted along with the answer booklet/script;

(m) Bring their own mathematical or drawing instruments. Personal copies of mathematical table will not be allowed in examination hall;

(n) Use their Matriculation number for the examination and not names;

(o) Before handing in their answer scripts at the end of the examination, satisfy themselves that they have inserted, at the appropriate place, their Matriculation numbers and the numbers of the question answered. Except for the question paper and any other materials they may have legitimately brought with them, candidates are not allowed to remove or mutilate any paper or materials supplied by the University;

(p) Not normally be permitted to leave the examination hall during the first and last 30 minutes of any examination;

(q) At the end of an examination, remain seated while invigilators go from row to row to collect answer scripts;

(r) Be required to sign against their Matriculation Number on the Attendance Register at the beginning of the examination and when submitting the answer booklet/script.

6.3 Electronic Calculators

(a) For Examinations in certain courses, the use of electronic calculators is permitted, but the calculators must be non-programmable. Only one calculator shall be allowed per candidate. Organizers are not permitted;

(b) The calculator must be small (hand-held) and battery operated;

(c) A candidate must not borrow another candidate's calculator during an examination. The sole responsibility for operating the calculator rests with the candidate alone;

(d) Instruction manuals, calculator packets and containers are forbidden in the examination halls. Invigilators and Examinations Assistants shall confiscate them whenever and wherever they are discovered in the examination halls;

(e) The calculator must be switched off on entry in the examination room and can only be turned on when ready to be used;

(f) Candidates shall declare their calculators and make them available for inspection by   invigilators on entry into the examination hall;

(g) Contravention of any of these regulations shall constitute examination malpractice or misconduct.

6.4   Duties and Responsibilities of Invigilators

(a) Invigilators shall normally allow candidates into the Hall ten (10) minutes before the commencement of the examination and ensure that they sit in an orderly manner in spaces marked according to their matriculation numbers. Blank answer booklets and graph papers, where required, shall then be distributed;

(b) About five (5) minutes before the commencement of the examination, the envelopes containing the question papers shall be opened and the papers distributed face down, while the candidates are warned not to start until they are told to do so;

(c)   At the scheduled time for the commencement of the examination and after the distribution of papers has ended, the Invigilators shall ask the candidates to start, and note the exact time of commencement and the exact time to end the examinations, depending on the amount of time allowed for the various examinations holding in the hall;

(d)   Invigilators shall pass round the candidates the Attendance Registers corresponding to their courses for the candidates to fill and sign at the beginning and end of the examination;

(e)   Invigilators shall familiarize themselves with instructions to candidates as well as enforce the rules and regulations contained in these instructions;

(f)   Invigilators shall exercise constant and vigilant supervision over the candidates;

(g)   In any case of examination misconduct by candidates, the Chief Invigilator shall require the candidate(s) concerned to write and sign a statement on the incidence, and allow the candidate(s) to proceed with the examination. The Chief Invigilator shall report such cases to the Dean, the Chief Examiner and Head of Department concerned within 24 hours;

(h)   Invigilators shall ensure that candidates bring only authorized materials into the examination hall. Bags, books and other candidates' properties must be left outside the examination hall. For this purpose, Invigilators shall inspect the hall after candidates have been seated before the commencement of each examination;

(i)   No candidate may leave the examination hall during the first half-hour of an examination except to go to the toilet or the first-aid room and even then only provided that an attendant/Invigilator accompanies him/her;

(j)   Normally no candidate shall be admitted after the first half hour of the examination, and no question paper shall be removed from the hall before the first hour of the examination has elapsed;

(k)   If any candidate finishes his/her paper before the time required, the Chief Invigilator may at his/her discretion allow the candidate to submit his/her answer booklet and retire, except that candidates may not normally leave the examination hall during the first and last half-hour of an examination;

(l)   Invigilators shall ensure that silence is maintained in the examination hall. The only permissible way of attracting the attention of the invigilator is by the candidate raising his/her hand;

(m)   Invigilators must warn candidates of the time, 30 minutes and 5 minutes before the close of an examination;

(n)   At the close of each examination, invigilators shall go round to collect from candidates their answer booklet/scripts and check them against the Attendance Register. The candidates shall then sign the Attendance Register and be allowed to leave;

(o)   The Invigilators shall enclose the collected answer booklets/scripts and the corresponding Attendance Registers in the special envelopes provided by the Chief Examiner;

(p)   The Chief Invigilator shall sign and seal the envelopes and submit them to the Chief Examiners concerned.

6.5   Absence from Examination

Candidates must present themselves at such University Examinations for which they are registered under these regulations. Candidates who fail to do so for reasons other than ill-health or accident or other exceptional causes shall be deemed to have failed that examination.

Mis-reading of the time-table and such lapses on the part of the candidates shall not be accepted as a satisfactory explanation for absence.

A student who falls ill during an examination should report in writing to the Dean of his/her Faculty through his/her Head of Department with a report from the University's Director of Health Services.

A student who is absent from an examination on account of illness confirmed by medical evidence from the University Health services may obtain the permission of Senate to make-up the examination on another occasion, other wise he/she shall take the regular examination at the next available opportunity. Approval for a make-up examination shall be by Senate on the recommendation of College Board (See section 6.5).

6.6   Examination Misconduct

Examination Misconduct includes:

   (a) Possession of question papers before examination/test or attempt to do so;
   (b) Swapping or attempt thereof of answer before, during or after examination/ test;
   (c) Bringing into the examination hall any unauthorized piece(s) of paper whatsoever;
   (d) Tattooing: inscription of answers, hints or codes thereof on any part of the candidate's body/dress, or any other manner whatsoever;
   (e) Passing information from one candidate to another in the examination hall;
   (f) Seeking or soliciting any assistance whatsoever from any student or any other unauthorized person in the examination hall;
   (g) Any disorderly conduct before, during or after any examination or test;
   (h) Pre-arranged sitting pattern by any student or group of students in the examination hall with a view to facilitating unauthorized exchange of information;
   (i) One candidate arranging with another person to write an examination on his/her behalf;
   (j) Unauthorized possession of the University answer booklets or attempts thereof;
   (k) Assaulting/manhandling Invigilator and/or attendant;
   (l) Offering information/assistance and accepting information/assistance from another student during examination is a breach of examination regulation and both carry equal punishments;
   (m) Any action or inaction of any student in and around the examination hall, which is inimical to or subversive of the integrity of the university examination process, such as the offences listed above, shall constitute examination misconduct.
   (n) Bringing into examination hall or using any unauthorized electronic devices such as smart phones, camera phones, black berry, I-pad and related phones.

6.7   Procedure for handling cases of Examination Misconduct

Examination misconduct can occur during examinations or be observed by lecturer when marking examination scripts. When such a situation arises:

   (a) The Invigilator or Lecturer, who catches the student in action, notices an irregularity during the marking of scripts, shall report in writing by filling the prescribed forms provided by the Examination Office. The form, a covering memorandum, the script and other relevant documents or material shall be forwarded through the head of Department to the Dean;
   (b) The Dean of the College shall set up an Ad-Hoc Committee to review the available evidence with a view to establishing whether or not *prima facie* case of examination misconduct exists;
   (c) If a *prima facie* case is established, the College Committee shall refer the case to the Vice-Chancellor for the consideration of the Students Disciplinary Committee. All the documents considered by the College Committee shall be made available by the Examinations Office at the Students Disciplinary Committee for scrutiny by the members;
   (d) Where a *prima facie* case has not been established, the student shall be discharged. The Dean shall then request the Head of Department to cause the student's scripts to be marked and the result released to the student(s);
   (e) Affected students should make themselves available to the Students Disciplinary Committee as required, until their cases are disposed of;

(f) The Students Disciplinary Committee shall carefully examine the case by taking oral evidence when necessary from all concerned (students and staff). If the student is found guilty, an **appropriate penalty** shall be imposed (See section 7.7);

(g) The Registrar shall convey, in writing, the penalty recommended to the student(s) found guilty. The letter must clearly state the offence and punishment given;

(h) Cases of students rusticated or expelled, shall be reported to the Senate by the Chairman Students Disciplinary Committee;

(i) The student(s), on the receipt of the letter from the Registrar shall, if he/she wishes, appeal to the Council within fourteen (14) days of the receipt of the letter from the Registrar;

(j) At the end of the rustication period, the student(s) concerned must be cleared by the Registrar before resuming studies.

CHAPTER SEVEN

POLICY, RULES AND REGULATIONS ON STUDENTS' CONDUCT AND DISCIPLINE

7.1   University's Policy on Student Conduct and Discipline

Pursuant to its philosophy and goal of producing graduates with a well-balanced education, morally and intellectually, Bells University of Technology places very high premium on morals and good character formation. The University therefore considers inculcation of good character and disciplined social behaviour as an integral part of the curriculum for that all-round training and development of the student. Accordingly, it has instituted the requisite rules and regulations to guide orderly development of good, disciplined social behaviour. The rules and regulations also make for harmonious co-existence in a heterogeneous community like a University, as well as facilitate good governance.

A candidate's acceptance of admission offer implies acceptance to abide by these and other rules and regulations made from time to time by the University for its good governance and orderly production of well-balanced graduates. A letter of undertaking to that effect must be signed by the candidate and his/her parent/guardian as part of the admission acceptance process. The student is further required to reaffirm the undertaking by subscribing to the Matriculation Oath at the Matriculation Ceremony (see section 3:2). The undertaking carries with it an obligation to be a law abiding and responsible member of the academic community in accordance with the standards, rules and regulations established by the Senate and other constituted authorities of the University.

Every student of Bells University of Technology, therefore, is required to maintain a high standard of personal integrity. The University considers as a serious offence any act of unethical, immoral, dishonest, disloyal or destructive behaviour. It is the responsibility of a student to adapt himself/herself to the regime of acceptable personal conduct and moral discipline and to acquaint him/herself with laid down rules and regulations and obey them at all times. The University law provides for appropriate sanctions for students who contravene these regulations.

7.2   General Guidelines on Conduct
(a)   A student shall not engage in any act that can constitute an offence under the law of the country;
(b)   A student shall not constitute a threat to the life of other students or staff;
(c)   A student shall not be rude to the University Principal Officers and other authorized officials;
(d)   A student shall not be a member of any proscribed or unregistered Association or body;
(e)   A student shall not hold any illegal or secret meeting organized by secret societies/fraternities;
(f)   A student shall not engage in sexual harassment;
(g)   A student shall not molest, intimidate or harass any other student or member of University Staff;
(h)   Offenders shall, depending on the seriousness of the misconduct, face the Students Disciplinary Committee for the appropriate sanctions, if found guilty.
(i)   A student involved in bribery or the offer of money/material to Hall staff as a form of inducement shall face the Student Disciplinary Committee (SDC).

7.3   Rules on Male-Female Relationship
(a) Unrestricted association between male and female as well as students of the same gender, including any conduct such as clandestine meeting and loitering in the dark that might lay the moral of a student open to question is forbidden;
(b) Courtship amongst adults is expected and respected. Courtship procedures, however, should not violate University regulations;
(c) If a student decides to get married during his/her studentship in the University, information on the changed marital status must be given in writing to the Dean of Student Affairs, his/her College Dean and Head of Department.

7.4   Dress Code

While maintaining good taste of high morality and modesty, the appearance of every student should be characterized by neatness and simplicity; which must conform to high moral standard. The University formal Dress Code shall be applicable at all places and time within the Campus.

7.4.1   Campus Dressing for Female Students

The following regulations apply at all times to all female dressing on Campus:

(a)   Skirts must be long enough to cover the knee and must not be slit above the knee,

(b)   Transparent, sheer, or tight fitting blouses, sweaters or skirts/trousers are not permitted,

(c)   Dresses with low necklines or that do not fully cover the shoulders, armpits and exposing parts of the body are not permitted.

(d)   Shorts, slacks and similar attire should not be worn outside the halls of residence on Campus, except while on field trips/ during sport activities.

(e)   Decent clothing and jeans with no patches, obscene drawings or wordings are permitted,

(f)   No face cap or beret is permitted in the Lecture rooms,

(g)   Shoes and sandals with straps are allowed but not bathroom or rubber slippers,

(h)   Materials of garish colours are not permitted within the Campus,

(i)   Excessive facial make-up, coloured nail-polish, long and artificial nails, bleaching and tatoos must be avoided,

(j)   Unnatural braided hair or attachment should match with the natural hair colour,

(k)   The hair should be well groomed (neat and tidy) all the time,

(l)   Use of jewellery should be moderate,

(m)   Noisy and bogus shoes should be avoided

(n)   Smart native wears on Fridays are permitted.

7.4.2   Campus Dressing for Male Students

(a)   Clean shirt and trousers with a well-knotted tie, sagging not allowed,

(b)   Decent jeans with no patches, obscene drawings or wordings are permitted,

(c)   No face cap or beret is permitted in the Lecture rooms,

(d)   Shoes and sandals with straps are allowed but not bathroom or rubber slippers,

(e)   Smart native wears on Fridays are permitted,

(f)   Materials of garish colours are not permitted within the Campus,

(g)   Men should not go bare-footed or without shirts anywhere on Campus except when playing outdoor games,

(h)   Men should not wear muscle tops, earrings or necklace.

(i)   Wearing of beards, afro and dreadlocks are not allowed.

(j)   Wearing of weird beards and afro(high punks) are not allowed;

(k)   Students are allowed moderate use of unnatural braided hair or attachment which, in any case should not exceed neck-length,

7.4.3   Dress Code for Matriculation and Convocation
A. Dress Code for Matriculation

Male students:

i.   Must dress in dark suit (either black, blue and dark grey)

ii. White, light blue, grey , beige shirt and knotted tie;

iii. Attires with garnished colours or pattern are not permitted
iv. Only shoes with or without shoe lace are permitted;
v. Hair must be neatly groomed, afro or dreadlocks are not permitted

Female students:
i. Must wear gown or skirt and blouse that is long enough to cover the knee;
ii. Pant suit are not permitted;
iii. Materials of garish colours are not permitted;
iv. Shoes and sandals with straps are allowed.

WARNING: Native attires of whatever descriptions are not allowed for Matriculation.

B. Dress Code for Graduating students at Convocation

Male students:
i. Must dress in suit;
ii. Wear shirt and knotted tie or bow tie;
iii. Materials of garish colours are not permitted;
iv. Only shoes with or without lace are permitted;
v. Hair must be neatly groomed; afro or dreadlock are not permitted;
vi. Put on the Academic gown with cap and hood in the appropriate College colour

Female students:
i. Must wear gown or skirt and blouse that is long enough to cover the knee;
ii. Pant suits are not permitted;
iii. Materials of garnished colours are not permitted;
iv. Shoes and sandals with straps are allowed; avoid outlandish high-heeled shoes;
v. Hair must be well groomed, neat and tidy;
vi. Put on the Academic gown with cap and hood in the appropriate College colour.

WARNING: Native attires of whatever descriptions are not allowed for Convocation.

7.5 Rules on the Use of Cell Phone

The University allows students to have personal cell phones, pagers, beepers and electronic reminders. The following rules and regulations are set in place for the use of these cell phones and aids:

(a) It must be switched off during lectures and practical(s) and in the Library,
(b) Cell phones are not allowed in examination halls,
(c) The University does not allow the use of Cell Phones by students while in discussion with Lecturers or University Administrative Officials,
(d) Students are advised to re-charge their cell phones using only appropriate sockets.
(e) Uses of pornographic purpose or taking nude pictures are prohibited.

7.6 Possible Offences perpetrated by Students and Appropriate Punishments

The offences could be classified into two broad categories, namely;

1. Misconduct
2. Criminal offences

Student Misconduct consists of cases that the Students' Disciplinary Committee (SDC) could investigate and try, while Criminal offences are usually referred to the Police for necessary action before a final decision on the student is taken by the University.

In handling a case, the Students' Disciplinary Committee shall consider the:
a. Nature of the offence,
b. Gravity of the offence,
c. Frequency of the offence in the University,
d. Character of the offenders (whether there had been similar or other offences),
e. Position of the offender among his co-offenders.

7.6.1 **Misconduct**
Misconduct comprises cases that the Students' Disciplinary Committee could investigate and try.

1. Examination Misconduct

S/N	Offence	Punishment (Maximum unless otherwise stated)
i.	Non-display of ID cards.	Reprimand
ii.	Entering the Examination Hall after the first and during the last 30 minutes.	Reprimand and/disqualification from sitting for the particular paper
iii.	Smoking during an examination.	Severe Reprimand
iv.	Noise making during an examination.	Severe Reprimand
v.	Refusal to submit oneself for search by an invigilator of the same sex.	Rustication for one Semester
vi.	Use of scrap papers in the Examination Hall.	Rustication for one Semester
vii.	Possession of University Examination answer sheets (Whether used or unused).	Rustication for one Semester
viii.	Mutilation or removal of any paper or answer script supplied.	Rustication for one Semester
ix.	Failure to submit answer script to the invigilator after an examination.	Rustication for one Semester
x.	Oral communication between examinees during an examination.	Rustication for one Semester
xi.	Oral communication involving passing of notes or other accessories to aid performance in an examination.	Rustication for two Semesters
xii.	Possession or use of any material such as notes, scraps e.t.c, to aid performance in an examination.	Rustication for two Semesters
xiii.	Refusal to sit for and/or preventing other students from sitting for an examination.	Rustication for two Sessions for both or one Session for each
xiv.	Smuggling of prepared answer scripts into an examination Hall or submission of same under false pretence that they were prepared in the examination Hall.	Expulsion
xv.	Smuggling of unauthorized books into an examination Hall.	Expulsion
xvi.	Possession and/or acquisition of live question paper e.t.c, before an examination is held.	Expulsion
xvii.	Possession or use of Cell phones in the Examination Hall	Rustication for one Semester
xviii.	Arrangement with another person to write examination	Expulsion
xix	Absence from examination without due Authority	Voluntary withdrawal
xx.	Any other misconduct concerning, connected with or pertaining to an examination or during an examination (not being one of the listed above) which is inimical to or subversive of the integrity of the University examination process, shall be an offence which would be punishable with appropriate sanctions ranging from ordinary reprimand to outright expulsion at the discretion of the SDC, each misconduct being considered on its own merit.	

2. Unruly Behaviour

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

S/N	Offence	Punishment (Maximum unless otherwise stated)
i.	Unauthorized driving of a motor vehicle on campus.	This shall range from severe Reprimand to Rustication for one semester.
ii.	Disturbance of peace of any kind anywhere on Campus	This shall range from Reprimand to Rustication depending on the degree of the disturbance.
iii.	Jumping the queue	Reprimand
iv.	Crossing the lawns	Reprimand
v.	Defacing a University building in anyway	Reprimand and surcharge for the repair of damage done.
vi.	Throwing of missiles	This shall range from Reprimand to Expulsion depending on the gravity of the offence, the target of the missile and the type of missile (paper, stone, e.t.c.)
vii.	Hijacking of a private or public vehicle on Campus	Rustication for a maximum of two Sessions and surcharge for repair of the damage done to vehicle.
viii.	Use of threat of violence of any kind on anybody	Maximum of Rustication for two Sessions.
ix.	Fighting	This shall range from Reprimand to Rustication for one Session depending on the gravity of the brawl.
x.	Illegal detention of people on Campus	This shall range from Rustication for one Session to Expulsion.
xi.	Any other behaviour that may be classified as unruly	This shall range from Reprimand to Expulsion depending on the gravity of the offence.

3. Indecent Behaviour

This is identified as acts that constitute indecent behaviour and the recommended punishment for each act are as follows:

S/N	Offence	Punishment (Maximum unless otherwise stated)
i.	Defecating and Urinating outside designated areas	Ranging from Reprimand to Rustication for One Semester with a Fine.
ii.	Indecent dressing, Non-compliance with Dress Code and streak	Severe Reprimand to Suspension for Four weeks
iii.	Brushing of teeth outside designated areas	Reprimand to suspension for Four weeks with fine.
iv.	Spitting in public places	Reprimand
v.	Pornography and Overt sexual gestures in public places	Reprimand to Rustication for a maximum of one Session.
vi.	Any other behaviour that may be classified as indecent (confirmed cases of abortion by female student)	Reprimand to rustication for one Semester to a session.

4. Vandalism

S/N	Offence	Punishment (Maximum unless otherwise stated)
i.	Wilful damage or destruction of University or private property	i. Rustication for up to a maximum of one Session and ii. Surcharged for the repair or replacement of damaged or destroyed property.

5. Unauthorised transfer of bed-space

S/N	Offence	Punishment (Maximum unless otherwise stated)
i.	Unauthorised transfer of bed-space	Reprimand
ii.	Squatting within the Hall	Reprimand
iii.	Squatting across Halls	Suspension for two weeks
iv.	Squatting of Non-Students	Rustication for one Semester

6. Unauthorised displacement of University property

S/N	Offence	Punishment (Maximum unless otherwise stated)
i.	Unauthorised displacement and use or damage of University or private property. Three possible offences are listed below: a. Unauthorised transfer of personal or University property. b. Unauthorised transfer and use of such property. c. Unauthorised transfer, use and damage of such property.	These offences shall attract a severe Reprimand and replacement of the property removed together with the repair of any attendant damage(s).

7. Pilfering
Pilfering is differentiated from stealing as follows:

S/N	Offence	Punishment (Maximum unless otherwise stated)
i.	**Pilfering.** The unauthorised removal of any small property or petty object belonging to another person with the intention of permanently depriving the owner of its use. It is pilfering when the value of the property is not of such substance as would interest the law enforcement agents. Cases of pilfering shall therefore be addressed by the SDC.	Reprimand to Rustication for one Session to Expulsion, depending on the gravity and the frequency of the offence.
	Stealing. This is the unauthorised removal of a property that belongs to another person. Stealing is a criminal offence and must be referred to the Police. On being arraigned in Court, the student is automatically suspended from the University. After the matter has been disposed of by the Police, the student still has to face SDC for misconduct punishable with penalty.	Punishment ranging from Rustication for one Session to Expulsion, depending on the gravity of the offence.

8. Insubordination

S/N	Offence	Punishment (Maximum unless otherwise stated)
i.	Insubordination. This is defined as unwillingness to submit to, or wilful disrespect of constituted Authority.	Punishment ranging from Severe Reprimand to Rustication for one Session, depending on the gravity of the offence.

9. Membership of a Secret Cult on Campus

S/N	Offence	Punishment (Maximum unless otherwise stated)
i.	**Membership of a Secret Cult on Campus.** Since all Secret Cults have been proscribed, it is an offence to belong to a Secret Cult on Campus. It is also a contravention of Act 47 of 1989 to belong to any Secret Cult on Campus. Thus, after the Police may have concluded their own part of the case, the University shall punish the offender for contravening	Expulsion

S/N	Offence	Punishment (Maximum unless otherwise stated)
	its rules and regulations.	

10. Infringement of other University Regulations

S/N	Offence	Punishment (Maximum unless otherwise stated)
i.	**Infringement of other University Regulations** (e.g. cooking in the Halls of Residence, Ironing outside designated areas, Smoking and drinking alcohol on Campus e.t.c.)	Ranging from Reprimand to Rustication/Expulsion depending on the gravity of the offence.
ii.	**Double Matriculation.** Double matriculation is a serious offence in which a matriculated student retakes a JAMB examination in order to change to another course in the same or another University.	Outright Expulsion
iii.	**Infringement of Hall Exeat Regulations**	Reprimand to Suspension for a period of time.
iv.	**Other Offences not specified.** Other offences and their appropriate penalties which are not specified in the present set of guidelines shall be determined by the SDC and promptly added to the guidelines. Such additions shall carry the same force of authority as those contained in the present guidelines.	

7.6.2 Criminal Offences

These are acts that contravene the laws of the land and as such shall be handled by the Law Enforcement Agents. These acts are listed below. However, after the Police may have concluded their own part of the case, the student shall still be arraigned before the SDC which shall try him/her for misconduct.

Criminal Offences include the following:
  i. Fraud
  ii. Theft
  iii. Burglary
  iv. Stealing under false pretences (419)
  v. Assault
  vi. Murder
  vii. Membership of a secret cult
  viii. Possession of fire arms and other dangerous weapons
  ix. Arson
  x. Rape
  xi. Possession and use of hard drugs and drug trafficking.
  xii. Abortion.

7.7 Students Disciplinary Procedure

The law governing the University vests the Vice-Chancellor with the power to discipline students. In practice, there is an Ad-Hoc Student Disciplinary Committee with general function of dealing with individual cases of indiscipline.

7.7.1 Sanctions

Students who violate the University's policy on Student Conduct and Discipline shall, depending on the seriousness of the misconduct, face the Student Disciplinary Committee for appropriate sanctions if found guilty.

7.7.2 Types of Sanction

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

(a) **Disciplinary Probation**

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

(b) **Suspension/Rustication**

Suspension/rustication is an action, which excludes the student from registration, class attendance, residence in a 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/rustication period is over.

(c) **Expulsion**

Expulsion is the permanent withdrawal by the Vice-Chancellor of the privileges of registration, class attendance or residence in a University hall of residence. The privileges of the use of University facilities are also withdrawn by the sanction. This action means that the student must leave the Campus immediately, and cease henceforth to be a student of the University.

7.7.3   Right of Appeal

A student has a right of appeal against any disciplinary action taken against him/her by the Students Disciplinary Committee, Senate or Council. Specifically, Section 18 (2) of the University Law grants right of appeal to the Governing Council against the decision of Disciplinary Committee or Vice-Chancellor, while Section 18 (3) allows him/her to appeal against Council decision to the Board of Trustees. However, the student is forbidden from going to Court without first exhausting these internal channels of redress. Section 18 (8) of the Law states:

> *'No staff or student shall resort to a law court without proof of having exhausted the internal oneness for settling disputes or grievances or for seeking redress'.*

The only exceptions are circumstances where fundamental human rights are breached or about to be

7.7.4   Resumption/Recall from Suspension/Rustication

Returning students from suspension/rustication shall be required to follow the formalities as stated below:

(a) Students recalled from suspension/rustication and their parents are to report to the Office of the Registrar for interaction;

(b) The student and parents are to submit duly signed letters of undertaking to be of good behaviour on arrival;

(c) The student is expected to obtain the official clearance from the Academic Affairs Office before commencing academic activities;

(d) After the clearance the student should report to the Hall Warden for absorption back into the Hall of Residence.

(e) Thereafter, he/she is required to report at the Counselling Unit for further interaction.

7.7.5   Miscellaneous

No student should be under any illusion that Chapters 4 and 7 have exhausted all the offences for which the University may take disciplinary action against a student. Subsection 18 (6) of the University Law 2005 states:

> *'Nothing in this section shall be construed as preventing the restriction or termination of a student's activities at the University otherwise than on the ground of misconduct'.*

CHAPTER EIGHT

POLICY AND GUIDELINES ON STUDENTS ASSOCIATIONS & PUBLICATIONS

For Student Associations to operate, they must first register with the Student Affairs Unit, and they must meet the following conditions before being accorded University recognition:

(i) *Bona fide* intent to pursue activities which are consistent with the educational, social functions and established policies of the University as approved by Council and Senate;

(ii) An intention of performance in Association as evidenced by organic constitutions, rules and regulations, statements of financial support and sources commensurate with the activities to be taken;

(iii) Evidence that none of the existing Students Clubs/Associations could meet the needs of that which is proposed;

(iv) Students' interest in the proposed Association as evident by a significant number of student members or prospective members;

(v) An Association must not have a special dress or costume;

(vi) Association that desire to publish magazines/journals must first register the names of the publications as well as the editorial Board members, feature writers/columnists, and obtain approval before commencing publication;

(vii) Association's publications must not engage in slander, malicious attacks on individuals, plagiarism and; those who do so will be banned and the editorial members disciplined accordingly;

(viii) Two copies each of every publication shall be deposited in the Student Affairs Unit and in the Library;

(ix) A measure of pre-publication censorship process may be instituted by the Student Affairs Unit as a safety value against possible circumvention of the staff adviser by the students' journal editors;

(x) Existing Associations must:

    (a) Renew their registration at the beginning of each session;

    (b) Submit an audited report of account at the end of every session prior to renew of registration.

8.1 Guidelines for Registration

For this purpose, groups seeking recognition must submit the following to the Dean, Student Affairs:

(i) Formal written application for registration, stating aims and objectives of the Association;

(ii) Two copies of the proposed constitution and bye-laws;

(iii) Names, matriculation numbers, halls, college/departmental, phone and email addresses of the officers;

(iv) Written confirmation by two full-time senior academic, administrative or technical staff of the University who have agreed to serve as Adviser and Patron;

(v) Certification by the Adviser/Patron that at least ten students will form the nucleus of the Association;

(vi) Statement of purposes and proposed programmes of activities related to the expected contributions to the academic, cultural, social or recreational life of the Campus;

(vii) Proposed time and hours for meeting(s);

(viii) Affiliations, if any, to outside Associations;

(ix) Statement of proposed financial support and management of funds;

(x) Statement of sponsorship from the Head of Department, Dean of College, or Director of a Centre if the Association is to be sponsored by a Department, College, or Centre of the university;

Approval or disapproval of any application for operation rests with the Dean of Students. Students Associations may be dissolved or disestablished by request of the Association itself, by recommendation of the Student Body or by action of the Dean of Students with the approval of the Vice-Chancellor, when the Association has failed to file a registration form for two consecutive academic sessions or for any violation of University regulations and policies governing students Associations.

Currently, Clubs and Associations on Campus include the following:
  (a)   Man-O-War
  (b)   Red Cross Society
  (c)   Health Advocates Club
  (d)   Technological/Historical Society
  (e)   Jaycees
  (f)   Press Club
  (g)   Brickcity Choir

However, other Students' Associations in the University are streamlined to include:

  (a)   Departmental/College Professional Associations
  (b)   Cultural & Social Associations
  (c)   Hall Executives
  (d)   Bells University Students' Association (BUSA).
    For any of these Associations to operate, they must first be registered with the Student Affairs Unit and follow the policy and guidelines as enumerated above.

As part of requirements from all the Associations, is the submission of audited reports at the end of every academic session.

Every Association is expected to renew their registration at the beginning of First Semester of every Academic Session.

8.2   Guidelines on the operation and approval for social activities on Campus
  i. Activities Involving a Guest Speaker/Honour from Outside the University.
   In keeping with the University's traditional commitment to freedom of enquiry and the pursuit of truth, students' organizations are allowed to organize activities featuring guest speakers of their choice from within and outside the University. However, the University has an obligation to ensure that activities on the Campus are conducted in appropriate manner with requisite protocol. Where an outside Guest Speaker is concerned, the approval of the Vice-Chancellor must be obtained in writing before contacting the person concerned;

  ii.   For any social event, excursion/trips, approval must be sought from the Management of the University through the Dean of Student Affairs, at least two (2)weeks prior to the date of the event .

   Please note that no Association is allowed to embark on any activity without approval;

  iii.   For all approved social events, Associations shall not spend more than fifty percent (50%)of the total amount realised from the dues in any given academic session;

  iv.   For every social event, the University dress code shall be upheld;

  v.   There shall be proper handing over from outgoing Executives to the Incoming Executives and this will include handing over note and statement of Account with copies submitted to the Dean of Student Affairs;

  vi.   The Tenure of Staff Advisers to the Student Association shall be two (2) years which is renewable for another term of two (2) years only if found worthy.

8.3 Bells University Students Association (BUSA) - Constitution

THE CONSTITUTION OF BELLS UNIVERSITY
STUDENTS ASSOCIATION

PREAMBLE
We the entire students of Bells University of Technology Ota, have the firm belief that as human beings we must necessarily come together in pursuit of one common goal:

RECOGNISING: The need to constitute ourselves into a formidable body for the purpose of fostering cooperation among students of the University, and among teaching and non teaching staff of the University;

COMMITTED: As one corporate body in upholding the image of the University and not bringing it to disrepute;
AWARE: That the University rules are binding on us;

CONVINCED: That the solidarity of students is indispensable for the success and development of the University; and

UNITED: By individual allegiance to the University in pursuit of our common goals, interests and aspirations hereby make, enact and give to ourselves the following constitution:

NAME AND MOTTO OF THE ASSOCIATION
Section (I)
(a)   The name of the established students' body shall be known and addressed as "Bells University Students Association (BUSA), Bells University of Technology Ota, Nigeria" herein after referred to as "The ASSOCIATION".

Section (II)
(i)   The motto of the Constitution shall be "knowledge and diplomacy".

SUPREMACY, CITATION AND INTERPRETATION OF THE CONSTITUTION

(A)   SUPREMACY

Section (III)
(i)   This Constitution is supreme and its provision shall be binding on all members and organs of the Association.
(ii)   The Association shall be administered by the Executive Council in accordance with the provisions of this Constitution.
(iii) If any law(s), decision(s) and/or Regulation(s) is/are inconsistent with the provisions of the Constitution, the Constitution shall prevail and such other law(s), decision(s) resolution(s) and/or Regulation(s) shall to the extent of the inconsistency be declared null and void, Provided such law(s), Decision(s), Resolution(s) and Regulation(s) is/are not inconsistent with any of the rules and laws of the Bells University of Technology.

(B) CITATION AND INTERPRETATION

Section (IV)
(i)   This instrument shall be cited as the "Constitution of Bells University Students Association (BUSA)"
(ii)   This Constitution and its provisions shall come into operation as from when it is adopted.
(iii)   In this constitution, "Association" means Bells University Students' Association (BUSA).
(v)   "Officer" means an elected student of the University in accordance with the provisions of this   Constitution.
(v)   "Executive" or "Council" means the BUSA Executive Council composed of the BUSA Officers.

(vi)   In this Constitution, unless it is otherwise expressly provided, or the context requires words or expressions contained in this Constitution as "he", "his", "Him", and any other masculine usage of a word shall refer to both male and female members of the Association.

(C) AIMS AND OBJECTIVES

Section (V)
The aims and objectives of the Association shall be:
(i)   To protect the image of the Association within the University Community by taking part in University extracurricular activities.
(ii)   To strive for academic excellence, and be of exemplary character.
(iii)   To protect and foster the positive interest of members of the Association in pursuance of its aims.
(iv)   To offer selfless services for the progress of the Association.
(v)   To jointly and severally pursue by all legitimate means, the welfare and dignity of all members of the Association.
(vi)   To organize, coordinate and/or sponsor any activity aimed at improving the well being of the members of the University Community in general, and members of the Association in particular.

(D) MEMBERSHIP, PRIVILEGES AND OBLIGATIONS

Section VI
The categories of "membership" of the Association shall consist of members and honorary members.
(i)   MEMBER: A member shall be a matriculated student of Bells University of Technology, Ota, Nigeria.
(ii)   HONORARY MEMBER: Honorary membership shall be conferred on any one (who has never been a member of the Association) by virtue of the special interest such a person must have shown in the Association.
         The Executive shall forward the name(s) of the nominee(s) to the Students' Representative Council (SRC) which shall, through at least 2/3 majority vote, approve the conferment of an honorary membership on such deserving persons.
         The Association members shall be only informed about the people on whom such membership is conferred.

(E) PRIVILEGES:

Section VII
The rights, duties, and obligations of members shall be the same except that:
   (i)   An honorary member shall not have the right to vote or be voted for.
   (ii)   A member shall have the right to vote and/or be voted for.
   (iii)   The Association shall be obliged to invite honorary member(s) to any special activity of the University.
   (iv)   Every member of the Association shall be privileged to purchase a copy of the constitution as at the time of registration.

(F) OBLIGATIONS

Section VIII:
A member shall:
a.   Participate fully in the social, cultural and sporting activities of the Association.
b.   Pay all dues and levies as may be decided upon by the Association's Executive Council and Students' Representative Council.
c.   Honorary members shall render, at their own discretion or on request, any assistance as the Association may need from time to time.

(G) ORGANS OF THE ASSOCIATION

Section IX

The Organs of the Association shall be:

a.   The Congress (the supreme body of the Association);

b.   The Executive Council;

c.   The Students' Representative Council (SRC);

d.   Committees.

(H) THE CONGRESS

Section X

 (i)   This shall be composed of the entire members of the Association.

(ii)   A meeting of Congress shall be summoned and signed by one third or thirty-five percent (35%) of the Association or on receipt of request duly signed by 100 members of the Association.

(iii) A Chairman of Congress shall be the President and shall statutorily serve as chairman of congress.

(iv)   The Secretary General shall serve as secretary to congress for the purpose of recording minutes and communicating decisions of congress to the Dean of Students and Bellstech Students within 48 hours.

(v)   Decision of the Congress shall be final.

(I)   STUDENTS' REPRESENTATIVE COUNCIL

Section XI

 (i)   The Students' Representative Council (SRC) shall be composed of 12 members, made up of 3 representatives from each College with at least one (1) representative per department.

(ii)   All members of the Students' Representative Council for a given year shall elect among themselves a Speaker, Deputy Speaker, Clerk and Chief whip.

(iii) All members of the Students' Representative Council shall collectively and individually be responsible to the Congress.

(J) EXECUTIVE COUNCIL

Section XII

This shall be composed of elected officers namely:

- President;
- Vice President;
- Secretary General;
- Assistant Secretary General;
- Financial Secretary;
- Treasurer;
- Welfare Secretary;
- Information and Publicity Secretary;
- Social Secretary;
- Sports Secretary.

Section XIII

Only members of the Association who satisfy the following conditions shall be eligible to run for any of the offices.

(i)   The President shall be a 300/400 Level student.

(ii)   The Speaker of the SRC shall either be male /female student.

(iii) Candidates must have spent at least a session in the University, and must have at least two semesters before graduating.

(iv) Candidates must have a C.G.P.A of at least 3.0

   (v) All members of the Executive Council shall collectively and individually be responsible to the Congress.

(vi) Only financial members are eligible to contest for any post

COMMITTEES
Section XIV

(i) There shall be standing committees and Ad-hoc committees set up for special and/or specific purpose.

(ii) The standing committees shall be the Electoral Committee, the Audit committee.

(iii) Ad-hoc committee shall be set up by the Executive Council, and shall be dissolved after the completion of their assignment.

(iv) All Committees are responsible to the Congress through the Executive Council.

POWER AND FUNCTIONS OF THE STUDENTS'REPRESENTATIVE COUNCIL AND ITS OFFICERS
Section XV

The Students' Representative Council (SRC) shall:

(i) Ratify all programmes of activities proposed by the Executive Council.

(ii) Ratify the budget of the Executive Council for any Association activity.

(iii) Legislate over any bill brought before it by the Executive, individual or group and shall also initiate bills for legislation that will be of benefit to the Association provided that whenever such is passed, it shall be sent to and be signed into law by the President and

(iv) Have the power to impeach the President, the Vice-President or any other member of the Executive Council if found to have breached any or all aspects of the constitution by a 2/3 majority vote based on a petition by at least 20% of members sponsored by the congress.

FUNCTIONS
Section XVI

THE SRC SPEAKER shall:

(a) Be the head of the council;

(b) Uphold and defend the Constitution of the Association;

(c) Be responsible for coordinating all activities of the SRC;

(d) Summon and preside at all SRC meetings;

(e) Submit to the Congress a report on the activities of the SRC during his tenure in office at the end of every semester. In case of removal, resignation or death, a by-election of a new SRC Speaker should be held within 2 weeks of the day the post becomes vacant and such ex-speaker, if not dead, shall submit all records, documents and properties of the SRC relating to the office of the speaker to the Deputy speaker.

Section XVII

THE SRC DEPUTY SPEAKER shall:

(a) Assist the SRC Speaker in the performance of his duty;

(b) Uphold and defend the constitution of the Association;

(c) Perform the duties of the SRC Speaker in his absence or on his recommendation;

(d) In case of removal, resignation or death of the SRC Speaker, the Deputy Speaker shall occupy the post until a by-election is held;

(e) In case of removal, resignation or death, a by-election of a new SRC Deputy Speaker shall be held within 2 weeks of the day the post becomes vacant and such ex-Deputy Speaker if not dead shall submit all records, documents and properties of the SRC relating to His office to the SRC Clerk.

Section XVIII

THE SRC CLERK shall:

(a) Be responsible for all secretarial duties of the SRC and shall be in charge of the SRC secretariat as directed by the Speaker;
(b) Uphold and defend the constitution of the Association;
(c) Carry out any other function as may be assigned to him by the SRC Speaker;
(d) Perform the duty in sub-section IV of the Section X;
(e) In case of removal or resignation or death of the SRC Clerk, a by- election of a new SRC Clerk shall be held within 2 weeks of the day the post becomes vacant and such ex-Clerk if not dead shall submit all records, documents and properties in his possession to the SRC Speaker.

Section XIX:

THE SRC CHIEF WHIP shall:

(a) Be responsible for the orderliness at the SRC meetings;
(b) Uphold and defend the constitution of the Association;
(c) Carry out any other function as may be assigned to him by the SRC Speaker;
(d) In case of removal, resignation or death of the SRC Chief Whip, a by-election of a new SRC Chief Whip should be held within 2 weeks of the day the post becomes vacant and such ex-Chief Whip if not dead shall submit all records, documents and properties in his possession to the SRC Speaker.

Section XX

Meetings of the Students' Representative Council

The Students' Representative Council shall meet twice in a month and at any other time at the instance of the SRC Speaker.

Powers and Functions of Officers of the Executive Council

POWERS

Section XXI

THE EXECUTIVE COUNCIL shall:

(i) Implement all decisions reached at the platform of the SRC.
(ii) Allocate funds to the SRC as the need arises, or any other committee set up subject to the satisfaction of the SRC.

FUNCTIONS

Section XXII

THE PRESIDENT shall:

(a) Be the head of the Executive Council;
(b) Uphold and defend the constitution of the Association;
(c) Be responsible for coordinating all the activities of the Executive Council;
(d) Summon and preside over Executive Council meetings;
(e) Be one of the signatories to the Bank Account(s) of the Association;
(f) Sign minutes, reports and other documents;
(g) Represent BUSA at various meetings or ceremonies where there is the need for a representative of the Association, and he is empowered to delegate authority when necessary;

(h) Submit to the Congress report of the Association's activities during his tenure of office at the end of every semester;

(i) Sign bills passed by the SRC into law, if such bills are for the betterment of the Association;

(j) Have power to refuse or reject any bill or legislation that contradicts the general aims and constitution of the Association;

(k) Have power to initiate bills to the SRC;

(l) Carry out any such other duties as are herein after assigned to him in this constitution;

(m) In case of removal, resignation or death, a by-election of a new President should be held within 2 weeks of the day the post becomes vacant and such ex-President, if not dead, shall submit all records, documents and properties relating to his office to Vice-President.

Section XXIII

THE VICE PRESIDENT shall:

(i) Assist the President in the day to day performance of his duty;

(ii) Uphold and defend the Constitution of the Association;

(iii) In case of removal, resignation or death of the President, the Vice President shall act as President until a by-election is conducted;

(iv) Perform the duties of the President in his absence or on his recommendation;

(v) Carry out any other functions as may be assigned to him by the President or the Executive Council;

(vi) Head any committee as may be deemed fit by the Executive.

Section XXIV

THE SECRETARY GENERAL shall:

(i) Keep a complete up-to-date register of all members of the Association;

(ii) Uphold and defend the Constitution of the Association;

(iii) Be responsible for the secretarial duties of the Association;

(iv) Summon meetings of the Executive on the advice of the President or any one acting in his capacity;

(v) Submit report at the end of each semester on the progress of the Association to the Dean of Students through the President;

(vi) Carry out any other function as may be assigned to him by the President or the Executive Council;

(vii) In case of removal, resignation or death, a by-election of a new Secretary General shall be held within 2 weeks of the day the post becomes vacant and such ex-Secretary General, if not dead, shall submit all records, documents and properties in his possession to the President.

Section XXV

ASSISTANT SECRETARY GENERAL shall:

(i) Assist the Secretary General in the day to day performance of his duty;

(ii) Uphold and defend the Constitution of the Association;

(iii) Perform the duties of the Secretary General in his absence or on his recommendation;

(iv) In case of removal, resignation or death of the Secretary General, the Assistant Secretary General shall act as Secretary General until a by-election is conducted;

(v) Carry out any other function as may be assigned to him by the President or the Executive Council;

(vi) In case of removal, resignation or death, a by-election of a new Assistant Secretary General shall be held within 2 weeks of the day the post becomes vacant and such ex-Assistant Secretary General, if not dead, shall submit all records, documents and properties in his possession to the President.

Section XXVI

THE SPORTS SECRETARY shall

(i) Be responsible for the organization of all sporting activities of the Association;

(ii) Uphold and defend the Constitution of the Association;

(iii) Represent the Association at Sports Committee meetings and shall project the interest of the University in sporting activities;

(iv) Keep an imprest account from the Sports Fund which shall be determined by the Executive Council subject to the approval of the SRC from time to time;

(v) Carry out any other function as may be assigned to him by the President or the Executive Council;

(vi) In case of removal, or resignation or death, a by-election of a new of Sports Secretary should be held within 2 weeks of the day the post becomes vacant and such ex-Sports Secretary, if not dead, shall submit all records, documents and properties in his possession to the President.

Section XXVII

THE SOCIAL SECRETARY shall:

(i) Be responsible for organizing all the social activities of the Association;

(ii) Uphold and defend the Constitution of the Association;

(iii) Set up the Social Committee to assist him in organizing any social activity, and the Committee shall be directly responsible to him;

(iv) Make necessary reports to the Dean of Students through the President whenever any social facility needs attention;

(v) Carry out any other function as may be assigned to him by the President or the Executive Council;

(vi) In case of removal, or resignation or death, a by-election of a new Social Secretary should be held within 2 weeks of the day the post becomes vacant and such ex-Social Secretary, if not dead, shall submit all records, documents and properties in his possession to the President.

Section XXVIII

THE WELFARE SECRETARY shall:

1. Be responsible for welfare services: water, transportation, security and telephone;

2. Uphold and defend the Constitution of the Association;

3. Set up a welfare committee;

4. Be responsible for the supervision of the University conveniences; Flowerbeds, Toilets and Water systems;

5. Conduct at least a weekly inspection of all the University conveniences; and maintain a report of same;

6. Make necessary reports to the Dean of Students through the President whenever any social facility needs attention;

7. Carry out any other function as may be assigned to him by the President or the Executive Council;

8. Be in charge of the First-Aid-Box, making sure that the necessary medicines and other materials are kept, as well as keep a register of items received and issued out.

9. In case of removal, or resignation or death, a by-election of a new Welfare Secretary should be held within 2 weeks of the day the post becomes vacant and such ex-Welfare Secretary, if not dead, shall submit all records, documents and properties in his possession to the President.

Section XXIX

THE INFORMATION AND PUBLICITY SECRETARY shall:

(a) Be responsible for the internal and external publicity of programmes and activities of the Association;

(b) Uphold and defend the Constitution of the Association;

(c) Keep members abreast of the progress and development of the Association;

(d) Be in charge of the information system of the Association including the supply of daily newspapers, periodicals, e.t.c., and also issue press releases;

(e) Supervise the publishing of Association magazine(s) subject to ratification by the Dean of Students;

(f) Carry out any other function as may be assigned to him by the President or the Executive Council;

(g) In case of removal, or resignation or death, a by-election of new Information and Publicity Secretary should be held within 2 weeks of the day the post becomes vacant and such ex- Information and Publicity Minister, if not dead, shall submit all records, documents and properties in his possession to the President.

Section XXX

THE FINANCIAL SECRETARY shall:

(a) Keep records of all financial transactions and present same on demand to any authorized person(s);

(b) Uphold and defend the Constitution of the Association;

(c) Carry out any other function as may be assigned to him by the President or the Executive Council;

(d) In case of removal, or resignation or death, a by-election of a new Financial Secretary should be held within 2 weeks of the day the post becomes vacant and such ex- Financial Secretary, if not dead, shall submit all records, documents and properties in his possession to the President.

Section XXXI

THE TREASURER shall:

(a) Be responsible for the collection of Socials and Students' Week dues, any other money on behalf of the Association and shall deposit money in a bank within 24 hours of banking operation after collection;

(b) Uphold and defend the Constitution of the Association;

(c) Be a signatory to the Association's Bank Account(s);

(d) Carry out any other function as may be assigned to him by the President or the Executive   Council;

(e) In case of removal, or resignation or death, a by-election of a new Treasurer should be held within 2 weeks of the day the post becomes vacant and such ex-Treasurer, if not dead, shall submit all records, documents and properties in his possession to the President.

MEETINGS OF THE EXECUTIVE COUNCIL

Section XXXII

The Executive Council shall meet twice in a month and at other times at the instance of the President;

QUORUM AT MEETINGS

Section XXXIII

Quorum at a meeting of the Executive Council shall be three (3); one of which must be the President. However, on the instruction of the President, the Vice President or any other executive member could stand-in for him, that is, if the Vice President is unavoidably absent.

STANDING COMMITTEES

Section XXXIV

ELECTORAL COMMITTEE

 Election /Nomination of BUTECO

There shall be for the Association an Electoral Committee composed of five officers; namely Chairman, Secretary and 3 Returning officers:

a. Who shall be elected by Congress;
b. Shall be responsible to the Dean of Students after being commissioned;
c. The Electoral Committee shall be called and addressed as Bells University of Technology Electoral Committee (BUTECO);
d. Members of the BUTECO shall be in office for the period in which they arrange for a particular Association election;
e. BUTECO shall organize and supervise all elections of the Association, including by-elections.

Section XXXV
AUDIT COMMITTEE
a. There shall be for the Association an Audit Committee composed of three members; namely a Chairman and Two (2) Auditors who shall be elected by the Congress;
b. The Audit Committee shall audit the Association's accounts as provided for in this Constitution and present the report to the Congress;
c. Members of the Audit Committee shall be in office throughout one academic year.

Section XXXVI
WELFARE COMMITTEE
a. There shall be for the Association a Welfare Committee composed of Five (5) members, namely the Welfare Secretary who shall be the Head of the Committee, Secretary and three other members, who shall be representatives from each Hall of residence;
b. The Welfare Committee shall work in conjunction with the Welfare Secretary to see to the welfare of the students;
c. The Welfare Committee shall be in charge of all issues relating to the Welfare of Bellstech Students.

Section XXXVII
CONDITION FOR ELECTION OF ASSOCIATION OFFICERS
(a) The Electoral Committee shall be responsible for the conduct of all elections in the Association;
(b) Arrangements for the election shall be made in such a way that the candidates will have seven (7) days to campaign for the election. The Electoral Officers shall announce the date of elections, and they shall draw up and publish election regulations;
(c) Voting will be between 10 a. m. and 2 p. m or otherwise adjusted by BUTECO
(d) Counting of votes will be by BUTECO members, and it will commence immediately after the election and under the supervision of the University Security Officials and Dean of Students or his representative;
(e) The Congress summoned by the President, shall elect the members of the Electoral Committee;
(f) All Association Officers shall be elected by the members (i.e. registered voters) through secret ballot;
(g) Election petitions shall be submitted to the Election Petition Committee through the Secretary not later than 48 hours after election, and the members of the Election Petition Committee shall be elected by Congress preceding the election;
(h) A three (3) member Election Petition Committee shall be constituted by the Dean of Students, and the University Legal Officer shall be a member of the committee;
(i) Every officer shall remain in office until the end of his term of office except in case of removal, resignation or death, temporary or permanent loss of studentship.

Section XXXVIII
BY-ELECTIONS

(a) An office shall become vacant when the officer is relieved of his post or when he resigns or dies;

(b) The Electoral Committee shall conduct a by-election within 14 days whenever an office becomes vacant;

(c) Before a by-election is conducted, the Executive Council shall appoint one of its members to perform the duties of the vacant post.

Section XXXIX

REMOVAL OF OFFICERS

(a) Any officer shall be impeached or asked to vacate his post if he is found guilty of an offence warranting such punishment;

(b) An officer shall be deemed to have been removed from office if a motion to such effect, sponsored by not less than two – three (2/3) members of the Association, and passed by the Students' Representative Council (SRC) by a simple majority vote is again passed by a 2/3 majority of members present at the meeting of Congress;

(c) Where such a motion is tabled, the decision of the SRC is not final until it is duly ratified by the Dean of Students;

(d) In the event of removal, resignation or death of an officer, such an Officer, if not dead, shall immediately hand over to the President or Secretary General every property of the Association in his possession.
Failing to comply, the matter shall be forwarded to the Dean of Students through the SRC

Section XL

ELECTORAL CODE

1. BUTECO shall within 24 hours publicly declare the result of the elections conducted;

2. A person shall be deemed to have been elected into an office if he scores a simple majority vote of the total votes cast for the particular post;

3. Officers are eligible for re-election except that no officer shall stay in the same office for more than two (2) consecutive terms and must not have been convicted of a criminal offence. For the purpose of this provision, the term shall be regarded as one academic session;

4. The Electoral Committee shall present for swearing-in within 14 days elected candidates after election, provided no injunction order by the Election Petitions Committee restrains it from performing this function;

5. The Election Petition Committee as provided for in this constitution has the final decision as to the validity or invalidity of a particular election;

6. An officer shall not be allowed to contest any other election unless he resigns from his present office not later than two weeks before such an election;

7. A candidate for any post shall be declared unopposed if no other person submits valid nomination paper for that post.

Section XLI

FINANCE

1. There shall be annual dues or registration fees to be paid by every member of the Association at the beginning of the session;

2. The Executive Council, with the approval of the Students' Representative Council on considering the needs of the Association, shall determine what every member will contribute, subject to the ratification of the Congress;

3. Contributions by members of the Association shall be used to augment the annual grant by the University authority for the general activities of the Association;

4. All Records of financial transaction by students on behalf of the Association shall be kept with the Financial Secretary;

5. All payments for expenditure shall be made on a voucher signed by the Treasurer and the President;

6. All major items of expenditure shall be approved by the President and ratified by the Dean of Students;

7. The Treasurer shall keep the liquid assets of the Association in Bank account(s);
8. In addition to the provisions in (7) above, the Treasurer shall keep as imprest some amount of money as may be decided by the Executive Council from time to time;
9. Dean of Students or his Representative (principal signatory), Treasurer and President shall be signatories to the Association's Bank Account(s);
10. The Association's Account(s) shall be audited and published every three months and the Audit Committee shall present an Annual Report to the Dean of Students.

Section XLII
ACTIVITIES OF THE ASSOCIATION
The Association shall organize the following activities from time to time:
(a) Annual Students' Week Programme;
(b) Sporting and Games Activities;
(c) Seminars and Lectures;
(d) Any other activity the Executive Council may deem fit in pursuance of the aims and objectives of the Association as provided for in this Constitution.

Section XLIII
QUORUM AT MEETINGS
(a) A meeting of the Congress shall be deemed to have been properly constituted if attendance at such a meeting is at least one- third(1/3) or thirty-five percent (35%) members of the Association;
(b) Meeting of SRC shall be deemed to have been properly constituted if 1/3 of representatives attend such a meeting;
(c) A meeting of the Executive Council shall be deemed to have been properly constituted if 1/3 of the members including the President attend such a meeting;
(d) A meeting of a Committee or any Ad-hoc body shall be held if 1/3 of members are present.

Section XLIV
MOTIONS AND RESOLUTIONS
(a) All motions, including amendment, shall have a mover and a seconder;
(b) The mover of a substantive motion shall have the right to accept or reject an amendment. A rejected amendment shall, in case the mover insists, be put to the whole house;
(c) Discussions on a motion, including amendment, shall be curtailed in time by a procedural motion from the floor or by the Chairman;
(d) No motion or amendment which has been moved and seconded can be withdrawn except with the consent of a majority of the members present and voting at a meeting;
(e) During discussion of a motion or an amendment, the following motions are in order and shall be accepted in the following order of performance:
· Motion withdrawing a motion;
· Motion to adjourn
· Motion to recess;
. Motion to rescind a decision of the Chairperson by two-thirds majority of those present and voting;
· Motion that the question be put;
· Motion to limit or extend limit or debate;
· Motion to postpone consideration of motion to a definite time;
· Motion that the question not be put;
· Motion to refer to the Executive Council, SRC, Committee or any other body;

(f)   Every member attending a meeting shall be entitled to one vote on any issue;

(g)   Voting privileges shall include the right of any member attending a meeting to make or second a motion;

(h)   A resolution previously adopted shall not be rescinded except by a concurrent vote of at least a simple majority of the members present and voting;

(i)   As far as possible, the Chairman shall balance debate for and against any motion or amendment.

Section XLV

MEETING PROCEDURE

(a)   A meeting of the Congress, Executive Council, SRC or Committee shall be held as the need arises;

(b)   The agenda for meeting shall be strictly followed unless otherwise decided by a majority of the whole house;

(c)   Minutes of the previous meeting shall be read and adopted, and if possible, shall be properly typed and distributed to members;

(d)   Minutes of meetings shall include the names, and if possible addresses of members present at such meetings.

Section XLVI

 AMENDMENT OF THE CONSTITUTION

A.   No Article (s), Section (s) or sub-section (s) of this Constitution shall be amended without following the procedure for amendment as provided for in the Constitution;

b.   Any proposed amendment to the constitution by any member of the Association shall in the first instance be submitted to the Executive Council through the President;

c.   The Executive Council shall, not later than Four (4) weeks, study and discuss the proposed amendment, and submit their recommendations on the proposed amendment to the Students' Representative Council (SRC);

d.   The SRC shall, not later than Two (2) weeks, look into the recommendations of the Executive Council and shall forward their report to the Dean of Students for ratification;

e.   No change or amendment, if any, shall be incorporated into the Constitution unless duly ratified by the Dean of Student Affairs.

f.   Any amendment ratified shall become valid with immediate effect.

SCHEDULE I

OATH OF ALLEGIANCE AND OATH OF OFFICE

I do solemnly swear that I will be faithful and bear true allegiance to the Bells University Students Association. That as the …………………………….. I will preserve, protect and defend the Constitution of Bells University Students Association.

Signature...

Full Names...

Office...

Session...

Taken this Day of...

Before me...

Dean of Students or his Representative (Preferably University Legal Officer).