



**POSTGRADUATE SCHOOL**  
**FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI**

## **THE REGULATIONS GOVERNING POSTGRADUATE STUDIES**

**FUTO Postgraduate  
School Handbook**

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**Vision**

To make excellence our watchword in training high level manpower capable of contributing meaningfully in science and technology to the society.

**Mission**

To identify the technology problems and needs of the society and find solutions to them through high-skilled teaching and research for overall national development.

**Philosophy**

To develop high skilled professionals in technology, engineering, science, agriculture, management and health for public, private and international organizations as well as for teaching and research institution and for global competitiveness.

**BRIEF HISTORY OF THE POSTGRADUATE SCHOOL**

The University Senate at the 31<sup>st</sup> meeting approved the machinery for the setting up of Postgraduate Studies at the Federal University of Technology, Owerri. Prof. Amah Nduka was appointed the first Dean of the proposed Postgraduate School with effect from 1<sup>st</sup> October, 1984.

In January 1989, the Postgraduate School was formally approved by the National Universities Commission (NUC), Lagos and allowed to admit students into various programmes.

The first set of postgraduate students were admitted in 1989/90 Academic Session. In 1990/1991 and 1991/1992 Academic Sessions, 109 and 177 postgraduate students, respectively, were registered in the 16 departments offering Postgraduate programmes in the School.

**FEDERAL UNIVERSITY OF TECHNOLOGY OWERRI****OBJECTIVES, STRUCTURE AND ORGANIZATION OF THE POSTGRADUATE SCHOOL****1. Objectives of postgraduate Studies**

The objectives of the Postgraduate Studies in this University are:

- a) To develop and offer academic and professional programmes leading to the award of postgraduate degree to emphasize planning, adaptive, technical, maintenance, development, and productive skills in the

Engineering, Scientific, Agricultural, Medical, Environmental, Technological and allied professional disciplines, with the aim of producing socially mature personnel with capability not only to understand, use and adapt existing technology but also improve and develop new ones.

- b) To identify indigenous technologies and to upgrade and modernize them.
- c) To act as agents and catalysts for the effective and economic utilization, exploitation and conservation of our natural, economic and human resources.

## 2. Programme Implications

- a) Pursuant to the above objectives, the School will foster through instruction and research a deeper understanding of fundamental principles and hence the acquisition of the requisite ability to apply these ideas to new problems. The student in the Postgraduate School must, therefore, be made to realize quite early that his intellectual growth and subsequent success is directly related to his depth of command of basic principles. Thus, the programme aims at extending mental horizons, producing new orientations, and developing a depth of understanding.
- b) The fulfillment of these objectives calls for the:
  - i. Provision of facilities for training in research; development and production.
  - ii. Provision of a wide variety of programmes of postgraduate training.

## 3. Higher Degrees.

Higher degrees fall into two broad categories:

- a) **Academic Degrees:** These are research-oriented programmes that stress scientific content and are intended primarily for those who wish to prepare for a career in research. Academic degrees are awarded by the Senate in recognition of a candidate's command of a wide range of related subjects within an academic field and ability to pursue original research leading to a significant contribution to the field of study.
- b) **Professional Degrees:** These are research-oriented programmes that stress professional training and are intended primarily for those who wish to pursue advanced study which is especially suited for industrial practice. Practicing Engineers and Applied Scientists avail themselves of continuing education opportunities for a variety of reasons. Within a given company,

changing from one position to another can mean a change in emphasis of the skills required. Also, within a given position in a given company, changes in the required skills may evolve due to changing practice, changing products, or changes in technology. The demand for continuing education for engineers and technologists is expected to be satisfied by the professional degree programmes. Professional degrees are awarded by the Senate in recognition of a candidate's command of a comprehensive body of professional knowledge and ability to organize and carry out investigation of significant problems in the field of study.

## **GENERAL RESPONSIBILITIES OF THE POSTGRADUATE SCHOOL**

Under the authority of the Senate, the Postgraduate School is responsible for the supervision, coordination and planning of activities within the University which relate to programmes of postgraduate study. Thus, the responsibilities of the Postgraduate School include the following:

- I. As a supervisory unit, the Postgraduate School ensures that academic regulations are defined in such a way as to promote academic excellence in postgraduate programmes of study. To this end, the School shall:
  - a) Be responsible, under the authority of the Senate, for the establishment of academic regulations and procedures as regards admission requirements, general requirements for higher degrees, and the regulations governing the preparation and evaluation of thesis.
  - b) Participate in cooperation with the Schools postgraduate Committees, the Planning Committee and any outside agency authorized for this purpose, in the evaluation of the quality of the postgraduate programs offered by various departments.
- II. As a coordinating unit, the postgraduate School is responsible, through its secretariat, for coordinating the application of the academic regulations and procedures regarding the admission, registration, enrolment and promotion of postgraduate students; the maintenance of the student records; the composition of board for examining and evaluating thesis, and the approval for award of degrees to candidates.
- III. As a planning unit, the Postgraduate School advises the Schools Postgraduate Committees and the Senate as to the formulation and

updating of the five-year academic development plan of the University and of each Department.

## **THE BOARD OF THE POSTGRADUATE SCHOOL**

The Postgraduate School shall be governed by the board whose functions and composition are described below. The Board is subject to the authority of the Senate and as such acts as one of its standing committees.

### **1. FUNCTIONS OF THE BOARD OF THE POSTGRADUATE SCHOOL**

The Board shall

- (i) Establish its own general regulations and such other regulations as may become necessary, from time to time, for the proper conduct of its meetings.
- (ii) Create any standing or ad-hoc committee considered necessary.
- (iii) Have authority to consider and approve the following on behalf of the senate, provided that each case shall be duly reported to Senate: deferment of admissions; supervisions; supervisors for postgraduate students, proposal for the thesis title and research plan, minimum periods of industrial study; forms and formats for the various provisions of the postgraduate studies and regulations.
- (iv) Recommend the approval of the following to the Senate, after due consideration, regulations (or amendments to them) for postgraduate studies; higher degree programmes (or amendments to them); award of higher degrees; minimum educational qualifications for admission into postgraduate programmes; course examination results; extension of periods of study, external examiners; all such other responsibilities as Senate may direct from time to time;
- (v) Recommend to the Planning Committee new programmes of Postgraduate studies submitted by academic units, after due consideration.
- (vi) Determine the criteria and procedures to be applied in the allocation of scholarships, fellowships, stipends and any other awards available to postgraduate students.
- (vii) Determine the policy for the maintenance of records for students registered for postgraduate studies.
- (viii) Participate in the formulation of the University five-year development plan and in its continual updating as well as the University's annual estimates. To this end, it shall:

- (a) Examine the draft plan of each programme prior to its study by the Planning Committee.
  - (b) Forward to the Estimates Committee annually its recommendations as to the priorities to be established in the development of the programmes of postgraduate study.
- (ix) Promote the quality and relevance of the programmes of postgraduate studies offered by the Federal University of Technology, Owerri. To this end, it shall:
- (a) Supervise all the procedures for the evaluation of the postgraduate programmes of study initiated by any authorized professional accrediting agency, or by any other agency authorized for this purpose.
  - (b) Examine reports from these agencies and reports to the Planning Committee.
  - (c) Recommend to Senate, candidates whose study should be terminated.
  - (d) Handle any other matter referred to it by the Senate from time to time.

## **2. Membership of the Board of the Postgraduate School**

Dean, Postgraduate School	-Chairman
Associate Dean, Postgraduate School	-Member
Deans of Schools	-Member
Heads of Departments	-Member
Directors of Centers of Studies/Institute	-Member
University Librarian	-Member
Three representatives from each School who must be Professors, (one of whom must be the Coordinator of the Postgraduate Committee in that School)	-Members
Director, Academic Planning & Development (if he is a Professor)	-Member
Outgoing Dean, Postgraduate School (He shall be an Ex-officio member for a term of two years after he had left office as Dean, Postgraduate School).	- Member

## **In Attendance**

Registrar  
Bursar

Secretary, Postgrad School  
Director of Academic Planning and Development  
(if not a Professor). -Secretary  
-Member

Quorum - One third of the Membership of the Board which should include the Dean or the Associate Dean Postgraduate School or representative.

## **ADMINISTRATION OF THE POSTGRADUATE SCHOOL**

### **1.0    Dean of the Schools**

The Postgraduate School shall be headed by a Dean, whose functions shall be determined mainly by his dual role as the Chairman of the Board of the School and an officer of the University:

- 1.1** As Chairman of the Board of the Postgraduate School, he shall perform his functions in conformity with the regulations of the Senate and the School. More specifically, he shall
- (i) be a member of the Committee of Deans, Senate band its Committees on Planning and Estimates.
  - (ii) be a member of each School Postgraduate Committee.
  - (iii) ensure that all the decisions of the Board of the School are implemented.
  - (iv) submit an annual report to the Board of the Schools.
  - (v) advise chairmen of the Schools' Postgraduate Committees in relation to the formulation and updating of the academic development plan of their school.
  - (vi) represent the University in relation to any outside agency engaged in planning postgraduate studies and evaluating higher degree programmes.
- 1.2** As an officer of the University, he is responsible to the Vice-Chancellor under whose direction he shall
- (i) ensure the proper operation of the Postgraduate School.
  - (ii) be a member of such other committees as Senate or the Vice-Chancellor shall direct.
  - (iii) be responsible, in collaboration with the programme concerned, for the publicity and advertisement of postgraduate programmes of study offered by the University and for the maintenance of adequate student information system.

### **1.3 Appointment of the Dean of the Postgraduate School**

The term of office and procedure for the selection of the Dean of the Postgraduate School shall be the same as that provided for a Dean in the Act establishing the University; in this case the election is by members of the Board of the Postgraduate School. All Professors in the University shall be eligible for appointment as Dean of the Postgraduate School.

### **2.0 Associate Dean of the School**

The Associate Dean of the Postgraduate School works in close collaboration with the Dean and acts as Dean in the absence of the Dean. He is a member (ex officio) of the Board. The Associate Dean shall be appointed by the School for a term of two years. He is eligible for reappointment once. All Senior Lecturers and above in the university shall be eligible for appointment as Associate Dean of the Postgraduate School.

### **3.0 School Postgraduate Committee**

#### **3.1 Membership**

Dean of the School	- Chairman
Heads of Departments	- Members
One representative from each Department	- Members
All Lecturers with PhD involved in Postgraduate teaching and/or supervision of Postgraduate Diploma Programme	- Members
Three members of the School who are members of the Board of Postgraduate School	- Members
School Administrative Officer	- Secretary

#### **3.2 Terms of Reference**

Each School Postgraduate Committee

- (i) may set up standing or ad-hoc committees and shall define their functions and composition.

- (ii) shall, following an examination of the submissions made by the Department, make such recommendations as may be required to the Board of the Postgraduate School as regards academic regulations for admission, promotion, thesis evaluation and the composition of examining boards, the candidates for master's and doctoral degrees, criteria and procedures for the allocation of scholarships available to postgraduate students, and approval of courses and programmes. To this end, it must verify that the courses and programmes submitted for approval conform with the academic regulations; that they do not duplicate other courses already in existence and that they are consistent with the development plan of the Department.

## **4.0 DEPARTMENTAL POSTGRADUATE COMMITTEE**

### **4.1 Membership**

Head of Department	-Chairman
Most Senior Professor	-Coordinator
All Lecturers involved with teaching/supervising of postgraduate courses	- Members

### **4.2 Responsibilities**

Each Departmental Postgraduate Committee shall

- (i) make academic regulations for admission, teaching, examination, supervision and thesis evaluation in line with the academic regulation of the Board of Postgraduate School.
- (ii) design courses and programmes for Postgraduate Diploma, Master's and Doctorate degrees in line with the academic regulations for approval by the Senate through the Board of Postgraduate School. Such courses must be in line with the School and Departmental Development and Strategic Planning.
- (iii) recommend lecturers for teaching and supervision of Postgraduate Programmes in the Department.

## **APPOINTMENT OF LECTURERS AND SUPERVISORS IN THE POSTGRADUATE SCHOOL**

A member of the Postgraduate School is authorized to teach at the postgraduate level, to supervise Masters and Doctoral thesis and to be called upon to serve on a thesis examining board. Candidates for membership must be full time academic staff of the Federal University of Technology Owerri or adjunct lecturers and must not be pursuing postgraduate studies in any University and must satisfy condition (4) below at the time of appointment. Such appointed lecturers shall be paid postgraduate supervision allowance per student supervised per session not exceeding five (5) students per lecturer which should be reviewed from time

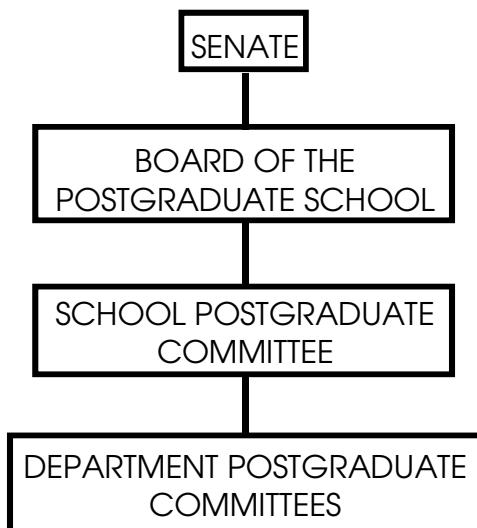
to time. They must have established reputation as researchers in their fields and shall satisfy at least one of the following conditions:

- 1) Hold the rank of a Professor
- 2) Hold the rank of a Reader
- 3) Hold the rank of a Senior Lecturer
- 4) Hold the rank of a Lecturer and have at least two years of relevant experience in University teaching and in research and have completed the Doctorate Degree.
- 5) Where applicable, an external supervisor can be appointed from outside the Federal University of Technology, Owerri.

Membership of the Postgraduate School is approved by the Board of the Postgraduate School, based on recommendation made by the Department and communicated to the Postgraduate School by the Chairman of the School Committee. Membership of the Postgraduate School is subject to a periodic review. Every exception to this regulation must be approved by the Board as far as supervision of thesis and participation on thesis examining boards are concerned. Approval of the appropriate School Committee is required for exceptions regarding the supervision for individual thesis by scholars outside the University. The above does not restrict the appointment of full-time teachers of the Federal University of Technology, Owerri to give courses at the postgraduate level.

The administrative structure of the Postgraduate School is shown below:

#### **APPENDIX 1**



# **REGULATIONS GOVERNING POSTGRADUATE STUDIES**

## **1. HIGHER DEGREES**

The University awards the following Higher Degrees: M.Agric., M.Tech., M. Eng., MBA, M.Sc., PhD and Postgraduate Diploma.

The University may institute additional higher degrees and diplomas on the recommendation of the Board of the Postgraduate School and the approval of the Senate.

## **2. THE NATURE OF POSTGRADUATE INSTRUCTION**

Postgraduate instruction shall be conducted in the following ways:

- 1) Advanced lecture courses,
- 2) Seminars,
- 3) Independent study, or
- 4) Research/projects.

## **3. GENERAL REGULATIONS**

### **3.1 ADMISSION**

#### **3.1.1 Admission Requirements for all programmes (PGD, Master, M.Phil and Ph.D.)**

- i. All applicants must satisfy the basic matriculation requirements including Credit Pass in Mathematics and English Language.
- ii. For PGD: Minimum HND Upper Credit, Bachelor's degree not below third class honours.
- iii. M.Sc.: Minimum requirement is Bachelor's degree with Second Class Lower Division and a minimum of CGPA of 3.0 on a 5 point scale as approved by the Senate of FUTO.
- iv. M.Phil: Minimum requirement should be M.A./M.Sc. degree with CGPA of not lower than 3.50 on a 5-point scale.
- v. PhD: Minimum Requirement should be M.A./MSc. degree with CGPA of not lower than 3.50 on a 5 point scale.

Professional/Executive Masters Degrees

Bachelor degree not lower than 3rd class or HND at Upper Credit level with years of experience.

### **3.1.2 (a) Eligibility for Postgraduate Diploma**

- (i) Graduates of FUTO and other recognized universities;
- (ii) Holders of Higher National Diploma (HND) with Credit, or above in its relevant areas, professional qualifications such as ICAN, ACA, FIST, FIMT FMILT, FNIST may also qualify for admission;
- (iii) Graduates with first degree from a recognized university and holders of Higher National Diploma (HND) with Postgraduate Diploma may apply for the MBA programme.

### **(b) Eligibility for the Degree of Masters.**

A candidate must have one of the following qualifications:

- i. A first degree with at least good second-class honours from the Federal University of Technology, Owerri or from any other approved university, with at least a CGPA of 3.0 on a 5 point scale.
- ii. Qualifications other than 3.1.1.b (i) approved by the Senate. A candidate may be required by the Board of the Postgraduate School prior to registration to pass written and/or oral examinations set at the first-degree level.
- iii. A candidate with a qualification lower than second-class lower division will be required to do a postgraduate diploma before a Master's programme.

### **(c) Eligibility for the Degree of Doctor of Philosophy**

A candidate must hold a Master's degree (with at least 3.50 CGPA or a score average of 60% of the University or an equivalent standard of any other approved University or such other qualifications as the Senate may from time to time recognize. A Candidate with a degree of Professional Master's (M.Tech./M.Agric M.Eng.) may qualify for admission provided they satisfy the condition above.

### **3.1.3 Method of Application**

- a) Application for admission to a course of study leading to a higher degree shall be made on-line.
- b) All applicants must supply
  - i. Official transcripts of academic records covering all previous university studies (transcripts should normally be received directly from the institutions concerned).
  - ii. Three confidential letters of recommendation supplied by lecturers who have known the applicant and are familiar with his/her work.
  - iii. Copies of the Degree Certificates.

Applicants should note that the application for postgraduate admission is now on-line, and should ensure that they meet up with all the requirements for on-line application. After applying on-line, the applicants should send the hard copies of their credentials and transcripts to the Postgraduate School.

- c) Candidates shall normally be admitted once a year and within the first four weeks of the first semester of every session.
- d) Completed application forms must reach the Secretary, Postgraduate School not later than a specified date before the period of admission in 3.1.3. (c).
- e) Application shall be considered in the first instance by the Departmental Postgraduate Committee then to the School Postgraduate Committee in the School in which the proposed course of study is based. The School Postgraduate Committee shall make appropriate recommendations to the Board of the postgraduate School.
- f) Admission shall be made by the Senate on the recommendation of the Board of the Postgraduate School. The Dean of the Postgraduate School shall notify successful applicant in writing.
- g) The proposed programme of study and research must be clearly stated by the candidate.
- h) Candidates may be required by the Board of the Postgraduate School to furnish additional records.
- i) Neither the Board of the Postgrad School nor the Senate shall be obliged to give reasons for rejecting an application for admission.

### **3.1.4 Advertisement of Programmes**

- (a)** Approved postgraduate programme shall be advertised at least once in each academic year in the manner and at the time to be prescribe by the Board of the Postgraduate School.
- (b)** Non-advertisement of an approve program shall not be a sufficient ground for not considering admission into such a programme.

## **3.2 REGISTRATION**

### **3.2.1 General**

- a) A candidate may register for either full-time or part-time study.
- b) Candidates shall normally complete their registration within four weeks of the beginning of each semester and shall renew their registration at the beginning of each semester until the completion of their degree programme.

All prescribed fees must be paid before the student is allowed to register.

Part of the fees shall go into the running of departmental postgraduate programme.

- c) Before registration, students should consult with their academic advisers.
- d) Except by specific action of the Senate through the Board of the Postgraduate School, the postgraduate students shall be required to register for a minimum of 30 units for masters, 24 units for M.Phil and 12 units for PhD, excluding the unit for project/thesis/dissertation before graduation. The number of units allowed for a course is chosen so that one unit corresponds to one hour of lecture (or three hours of laboratory) per week for fifteen weeks. Exceptions for part-time students are subject to the regulations detailed in the section on part-time programmes.
- e) Full-time Postgraduate Student
  - (i) Shall limit employment (teaching assistant, research assistant, or demonstrator) outside the academic programme to an average of six hours a week in any semester.
  - (ii) May only be employed on part-time basis with the permission of the Dean of the Postgraduate School.
  - (iii) Shall be geographically available and visit the campus regularly.
- f) Part-time studies should be available in some programmes. However, it is understood that students whose programme of study includes a full-time residence requirement will have completed this requirement before being allowed to become part-time students.
- g) All changes in the registration must be reported on DROP or ADD CARDS to the Secretary, Postgraduate School by the student. Such changes are governed by regulation 3.2.1.(b).
- h) A student registered in the Postgraduate School and enrolled in a programme of study may audit courses, provided the consent of the lecturer has been obtained. Auditing permits attendance at classes only. No work shall be evaluated, and no record kept of such courses (and the courses shall not appear on the student's registration form).
- i) The name of an applicant who has been admitted shall be placed on a University Register. Registration shall normally be effective at the beginning of each academic session, but may, on the recommendation of the School Postgraduate Committee concerned and if the Board of the Postgraduate School is satisfied that it is in the interest of the student, be effective at the beginning of the Semester following that in which the application is approved by the Senate.

- j) The Senate may upon the request of the Board of the Postgraduate School remove a student's name from the register if the student fails to satisfy the Board that he is making adequate Progress. A student's name may also be removed from the register for nonpayment of fees, or for failure to observe such regulations governing discipline within the University as may be in force. A Student's name once removed from the register may be restored only with the approval of the Senate.
- k) Identity cards are required for borrowing books from the University, Libraries, for using various University, facilities and for attendance at some University sponsored events. The cards are issued by the Registrar to students who are duly registered and have paid their fees. They usually remain valid for the entire academic year, provided the student renews registration for each semester. The identity card must be surrendered upon withdrawal from the university.

### **3.2.2 Residence Requirement**

The residence requirement of a programme is the compulsory full-time attendance period, and its purpose is to encourage student to gain insight and intellectual stimulation from the University environment. To fulfill the residence requirement, a student must be in full-time (consecutive) attendance for the time specified as the period of residence, and consequently in such geographical proximity as to be able to participate fully in the University activities associated with the programme.

### **3.2.3 Part-time Programmes**

Part-time registration is permitted except for fulfillment of the residence requirement. Many master's programmes without residence requirements may be completed entirely on a part-time basis. For fees purposes, all part-time degree students are admitted to programmes of a length equal to that of a full-time student. Part-time graduate study is subject to the following:

- a) Applicants for part-time programme must submit a regular application form.
- b) Any research work done for credit shall be supervised by a member of the Postgraduate School.
- c) Students admitted to the part-time programme are required to take a minimum of 3 units and a maximum of 9 units Postgraduate work each semester.

- d) Any postgraduate department has the right to accept part-time study under more stringent conditions.

### **3.2.4 Withdrawal and Re-admission**

- a) A student who wishes to withdraw from the University must apply for formal withdrawal. Failure to obtain such a formal release constitutes voluntary withdrawal from the postgraduate programme and termination of intent to proceed to the degree for which admission was granted. Withdrawal forms are obtainable from the Dean's Office and are filled with the same office. Withdrawal requires the endorsement of the student's Head of Department, Chairman of the School Postgraduate Committee and the Dean of the Postgraduate School.
- b) Female Postgraduate student may apply to the Dean of the Postgraduate School through the Chairman of the School Postgraduate Committee and the Head of Department for a (one semester) maternity leave from the Postgraduate School during their programme of study. While on leave, students will neither be registered with the School nor will they be required to pay fees for this period. They will not be eligible to receive Federal University of Technology, Owerri Fellowship (or Scholarship) support during the leave. In the case of other fellowships (or scholarships), the regulations of the particular granted agency will apply. The leave will, upon request by the student, be extended by one semester. Where possible, the start and end of the leave should coincide with the start and end of a semester.
- c) A student who has withdrawn and wishes to re-enroll must file an application for re-admission with the Dean's Office and must pay prescribed non-transferable, non-refundable re-admission fee. With the exception of maternity leave, student's approval of re-admission is not automatic; and formal review of the student's application and academic record is made by the Postgraduate School and the appropriate School Postgraduate Committee, and the student is notified in writing whether the application has been approved or not.

## **3.3 GRADUATION**

### **3.3.1 Degree Recommendation**

When all requirements for the degree have been completed, the School Postgraduate Committee is required to submit a recommendation to the Secretary of the Postgraduate School, giving evidence that the Programme approved by the Senate has been satisfactorily completed.

### **3.3.2 Assemblies for the Conferment of Degrees**

Convocation ceremony is held once a year. The Secretary of the Postgraduate School shall submit the names of the graduands to the Registrar.

### **3.3.3 Academic Sanctions**

Academic sanctions are applicable to any student who has an outstanding University obligation. Recognized University obligations are:

- (a) Tuition fees,
- (b) Academic and other incidental fees,
- (c) Residence fees and other residence charges,
- (d) Library fines,
- (e) Health service accounts,
- (f) Loans made by the University,
- (g) Unreturned or damaged instruments, materials, library books and equipment,
- (h) Any other obligations that may be approved from time to time.

The following academic sanctions will be imposed on postgraduate students who have outstanding recognized University obligations:

- (i) The University will not release the official degree certificate which declares the degree earned, not provide oral confirmation or written certification of degree status to external enquirers.
- (ii) Registration will be denied to a continuing or returning student. Payments made by continuing or returning students shall be applied, first to outstanding university debts, and secondly, to current fees.

## **3.4 STUDENT DISCIPLINE**

### **3.4.1 Non Academic Matters**

Students discipline for non-academic offences is vested in the Vice Chancellor

### **3.4.2 Academic Matters**

In all work submitted in conformity with the requirements for postgraduate degrees, source materials must be properly acknowledged. If they are not, the submission may be disqualified. Where deliberate plagiarism or any other academic offence is suspected, disciplinary proceedings may be initiated.

- (a) Academic Offences

In order to protect the integrity of the teaching, learning and evaluation processes of the University, it shall be an offence for any student

- (i) to use or possess unauthorized aids or obtain unauthorized assistance in any academic examination (or semester tests) or to use unauthorized aid or obtain unauthorized assistance in any other form of academic work or to cheat in any way;
- (ii) to represent as that of the student, in any academic work submitted for credit in a course or programme of study, any idea or expression of an idea of another person;
- (iii) to submit for credit in any course or programme of study, without the knowledge and approval of the academic staff to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere;
- (iv) to submit for credit in any course or programme of study any academic work containing a purported statement of fact or reference to a source which has been concocted.
- (v) to forge or in any other way falsify any academic record of the University or of any academic division of the University or to forge or in any other way falsify any academic record of another educational institution used for purposes of the Federal University of Technology, Owerri, or to alter or make use of any such forged or falsified records.
- (vi) to remove books or other library material from a University library without proper authorization, to willfully mutilate library material or misplace it, or in any other way willfully deprive other members of the University of the opportunity to have access to library resources.

**(b) Sanctions**

The following sanctions, listed in order of increasing severity, may be imposed upon conviction of any student of any offence:

- (i) Caution;
- (ii) Censure;
- (iii) Assignment of a mark of zero in academic work submitted for credit;
- (iv) Failure in or cancellation of credit for any course or other academic work in respect of which any offence was committed;
- (v) Suspension from attendance in all courses which the student registered at the time the offence was committed for any period less than twelve months from the date on which the offence was committed and loss of credit for any course or courses which have not been registered at the time the offence was committed;
- (vi) Suspension from the University for a specified period;
- (vii) Expulsion from the University;

(viii) Withdrawal of a degree.

### **(c) Reporting**

The Postgraduate School shall investigate all academic offences and shall report its findings and recommendations to the Senate.

## **3.5 STUDENT ACADEMIC RECORDS**

### **3.5.1 Definition**

Student academic records refer to information relating to a student's admission to an academic performance at the University. The "official student academic record" shall contain:

- a) registration and enrolment information.
- b) results for each course and academic period.
- c) detailed evaluations of a student's academic performance used to judge his/her progress through an academic programme.
- d) basis for a student's admission such as the application for admission and supporting documents.
- e) results of petitions and appeals filed by a student.
- f) medical information relevant to a student's academic performance which has been furnished at the request or with the consent of the student concerned.
- g) letters of reference which may or may not have been provided on the understanding that they shall be maintained in confidence.
- h) personal information which is required in the administration of academic records such as name, address, telephone number, citizenship, etc.

### **3.5.2 Access to Academic Records**

#### **(a) Access by a student:**

- (i) A student may examine and have copies made of his/her academic record as defined above, with the exception of those portions of the record which comprise (1) his/her application for admission to the School and supporting documents and (2) letters of reference which have been provided on the understanding that they shall be maintained in confidence.
- (ii) A student's request to examine a part of his/her academic record shall be made in writing and shall be complied with by the Secretary, Postgraduate

School. Such compliance shall occur within thirty days of receipt of the request.

- (iii) A student has the right to challenge the accuracy of his/her academic record with the exception of the material specifically excluded above in section 3.5.2(a)(i) and to have his/her official student academic record supplemented with comments so long as the source of such comments are identified and the official student academic record remains secured within the custody of the School. Reference to such comments would not necessarily appear on official academic reports such as transcript or statements of results.

**(b) Access by the University Staff**

Members of the teaching and administrative staff of the University shall have access to relevant portions of a student's academic record for purposes related to the performance of their duties. Access to medical information as defined in 3.5.1.(f) shall be granted to members of the teaching and administrative staff only with the prior expressed or implied consent of the student and, if applicable, in the case of medical assessment, the originator of the record.

**(c) Access by University campus organization**

Recognized campus organizations in the University shall have access to the information referred to in 3.5.2(d) (i) as well as to the residence address and telephone number of student's names by that organization for the legitimate internal use of that organization.

**(d) Access by others**

- (i) By the act or registration, a student gives implicit consent for a minimal amount of information to be made freely available to all enquirers: The academic programme(s) and the session(s) in which a student is or has been registered, degree(s) received and date(s) of award.
- (ii) Any other information contained in the academic record of a student, including the student's comments generated under 3.5.2(a)
- (iii) But with the exception of the material specially excluded in 3.5.2(a) (i), student's academic record shall be released to other persons and agencies only with student's prior expressed written consent, or on the presentation of a court order, or in accordance with the requirements of professional licensing or certification bodies or otherwise under compulsion or law. Requests granted to any persons or agencies outside the University for access to a Postgraduate student's academic record shall be kept in file.

- (iv) General statistical material drawn from academic records not disclosing the identities of students may be released for research and information purposes by the School.

#### **(e) Refusal of Access**

The University reserves the right to withhold access to the statements of results and transcripts of students who have outstanding debts. The University may also choose not to release the official certificate to such student and not to provide written certifications of degree on their behalf.

#### **3.5.3 Custody of Student Academic Records**

Postgraduate student's academic records are normally under the custodial responsibility of the Postgraduate School. Fifty years after a student has ceased to be registered, all records including those which have been retained by any programme or office of the University become the responsibility of the University Archivist and become open to researchers authorized by the Federal University of Technology, Owerri.

#### **3.5.4 Exemptions**

The Board of the Postgraduate School shall have power to waive the application of a regulation in individual cases. Such exemptions are granted only in exceptional circumstances, and require the favorable recommendation of the Department and of the School Postgraduate Committee.

### **3.6 POSTGRADUATE INSTRUCTION AND SUPERVISION**

#### **3.6.1. Eligibility to Teach Postgraduate Courses**

- (a) Only members of the Postgraduate School shall normally be permitted to teach Postgraduate courses (see the document "Objectives, Structures and Organization of the Postgraduate School")
- (b) In special circumstances, other categories of staff may be permitted to teach postgraduate courses, provided they have PhD and the permission is granted by the School Postgraduate Committee.

#### **3.6.2 Supervision of Postgraduate Research**

- (a) Upon admission to a postgraduate degree programme, an interim adviser will be appointed for each student by the Head of Department concerned.

The responsibilities of an adviser include assisting students in selecting a suitable area of research and in registration, to acquaint students with the research

interests of the staff and to help them identify the staff most suitable to direct their research.

- (b) A Committee of three members in the area of study shall be appointed by the Board of the Postgraduate School on the recommendation of the appropriate School Postgraduate Committee to supervise the work of each doctoral student. The principal supervisor is the chairman of this committee. In this case, one of the supervisors may be a person of recognized expertise who is not a member of the University. All Postgraduate Students are required to present seminars before graduation.
- (c) The role of the supervisors shall include:
- (i) guiding and advising Postgraduate students in the choice of courses, topic, design, collection of data, and the writing of thesis
  - (ii) submission of annual report on the work of the candidate through the School Postgraduate Committee to the Board of the Postgraduate School.
- (d) In the case of absence from the University for an extended period of time, the departments shall make suitable arrangements for the continued supervision of the student. Such arrangements should be communicated to the Postgraduate School before the supervisor leaves the University.

### **3.7 APPROVAL OF POSTGRADUATE PROGRAMMES**

- (a) Approval of postgraduate programmes shall be by the Senate on the recommendation of the Board of the Postgraduate School.
- (b) No Postgraduate degree programme or amendments to programmes shall be advertised or offered in the University unless such had been approved by the Senate on the recommendation of the Board of the Postgraduate School.

### **3.8 REGULATIONS RELATING TO EXAMINATIONS**

#### **3.8.1 General**

- a) Courses are assigned a unit value. One unit corresponds to one hour of lecture per week or three hours of laboratory (research, or independent study) per week per Semester.
- b) The work of all students is reported in terms of the following grades:

A (70 – 100 = excellent)  
B (60 – 69 = very good)

C (50 – 59 = good)

F (0 – 49 = fail).

- c) A student may register to repeat the course in which he has earned grade F in a subsequent semester and receive credit without regard to the previous grade, the new grade and units being counted as for other courses. The original F and units remain on the record and they are counted in computing the grade-point average.
- d) All courses that do not have a formal lecture structure (research, seminars, independent study) shall be designated "Graded Pass/Fail". A grade on the pass/fail system shall be "P" if it would have been a C or better on the letter grade system, otherwise the grade is F. Grades of P or F obtained in courses graded on a pass/fail basis are not included in computing grade-point average.
- e) Grade-point per unit are assigned as follows A(5), B(4), C(3), F(0).
- f) The grade-point average is computed by dividing the total number of grade-points earned by the total number of units taken in a semester; whereas the cumulative grade-point average is computed by dividing the total number of grade-points earned by the total number of units in a given period.
- g) Grades A, B, C, and F are used in determining a student's grade-point average.
- h) All grades are considered final when approved by the Senate on the recommendation of the Board of the Postgraduate School.
- i) Errors on grade reports should be brought to the attention of the School without delay. If the School can confirm that the grade assigned to the student is indeed in error it will make the necessary correction on the student's record and request that a corrected grade report be issued.
- j) An aggrieved student may appeal for a review of his/her script(s). The following formal procedure of appeal shall be followed:
  - (i) The student shall, in the first place, petition the Secretary, Postgraduate School through the Departmental Postgraduate Committee, the Secretary shall refer such a petition to the School Postgraduate Committee.
  - (ii) The recommendations of the Committee shall be forwarded to the Board of the Postgraduate School through the Secretary of the Postgraduate School.
  - (iii) Students applying for a review of answer script shall be required to pay a non-refundable fee of N10,000.00 or N2,000.00 per paper for semester examination.
  - (iv) Where a student is required to withdraw from the University in accordance with 3.8.2(f) below and petitions for a review of his/her

script(s), the withdrawal status shall continue to be in force until the review exercise is concluded; thereafter the withdrawal status is either confirmed or revoked depending on the result of the review.

- k) At the close of each semester, students may collect an unofficial copy of their academic record from the office of the Secretary of the Postgraduate School. Students may also send self-addressed, stamped envelopes to the Secretary stating that they want their copies mailed to them. Official copies of the academic record/transcripts are also available from the office of the Registrar at a fee of N 10,000 for any record requested.

### **3.8.2 Examinations**

- (a) The examination requirements shall include any or all of the following:
- i. Passing of written and practical examinations in the subjects of the student's programme of study;
  - ii. Proof of proficiency in the languages prescribed for the programme;
  - iii. Submission of a thesis/project report and its acceptance by the examiners appointed for that purpose;
  - iv. Passing of oral and written examinations on the subjects.
- (b) candidates shall be required to take examination in all lecture courses for which they are registered. A candidate who is absent without good cause from an examination for which he/she was duly registered, shall be deemed to have failed the examination. Where a candidate has been absent with good cause approved by the Senate on the recommendation of the Board, he shall be allowed to take the examination at the next available opportunity without penalty.
- (c) The examination shall not exceed three hours duration and must be administered at the end of the semester and at the time announced in the examination timetable.
- (d) The Chairman of the School Postgraduate Committee shall arrange for all marked scripts and mark sheet to be securely kept in the office of the Dean of the Postgraduate School. They may be destroyed after a minimum of five years.
- (e) Only courses grade A, B, and C are accepted in satisfaction of higher degree requirements. Courses graded below C do not yield unit credit toward a higher degree, irrespective of the overall grade-point average. Postgraduate Students must maintain a minimum grade point average of 3.0. in all Postgraduate course work undertaken at the University at the end of the session.
- (f) Students who obtain CGPA of less than 3.00 shall be required to withdraw from the University.
- (g) There shall be no resit examination in any Postgraduate Courses.

### **3.8.3 Reading and Defense of the thesis**

- (a) For the examination for each candidate, the Senate shall, on the recommendation of the Board of the Postgraduate School, appoint a Board of Examiners (of whom at least one shall be external to the University).
- (b) The oral defense will take place when the examiners have had time to critically evaluate the thesis. Each examiner will communicate one to the following verdicts to the Postgraduate School:
  - (i) Accepted for defense; any minor modifications will be communicated at the time of defense.
  - (ii) The thesis is not acceptable given the following reasons:
- (c) Thesis examination may be held at any time subject to the availability of examiners. The Board of Examiners shall render one of the following verdicts:
  - (i) The thesis is acceptable for the verdicts.
  - (ii) The thesis is acceptable with minor revisions which must be approved by the Internal Examiners on behalf of the Board of examiners.
  - (iii) The thesis must undergo major revisions. Once these have been made by the candidate, the thesis either:
    - (1) is read again by the same examiners but a new defense is not necessary, or
    - (2) undergoes the reading and defense processes in its entirety with the same examiners. If the candidate is not recommended for the degree after the second defense, he/she must withdraw from the University.
  - (iv) The thesis is not acceptable; the candidate must submit a new thesis.
- (d) All required revisions and corrections of the thesis must be carried out promptly. A candidate who cannot complete them and submit the final corrected or revised copies of the thesis to the School before the beginning of the next semester, shall register for that next semester
- (e) The examination results shall be presented in accordance with the regulations set out for each higher degree work.

## **3.9 THESIS REGULATIONS**

### **3.9.1 Standards of the Thesis**

- (a) The Master's thesis should reveal that the candidate is able to work in a scholarly manner and is acquainted with the principal works published on the subject of the thesis. As far as possible it should be an original contribution. However, a thoughtful and critical synthesis of the conclusions

of specialists on a particular problem related to the subject of specialization may be accepted.

- (b) A Doctoral thesis must constitute a significant contribution to knowledge, embody the results of the original investigation and analysis and be of such quality as to merit publication.
- (c) The thesis topic shall not exceed 18 words.

### **3.9.2 Registration of the Topic.**

- a) When the thesis topic has been approved by the School Postgraduate Committee, it shall be submitted to the Postgraduate School for registration. The form used for this purpose will bear the signature of the student's supervisor(s) and the Head of Department.
- b) The Secretary of the Postgraduate School will then notify the student that the thesis topic has been registered.

### **Advancement to Candidacy**

- a) Candidates in good standing (see regulation 3.8.2(e) shall, not later than the end of the second semester of registration,
  - (i) write a proposal of the research topic(s) of their choice for the consideration of the School Postgraduate Committee and subsequent approval by the Board of the Postgraduate School.
  - (ii) be assigned to supervisors by the Department in consultation with the Dean of the Postgraduate School through the Chairman of the School Postgraduate Committee.
- b) Candidates shall, with the assistance of their principal supervisors, register the title of the proposal research. The department shall provide, through the Chairman of the School Postgraduate Committee, the list of supervisors by completing the appropriate form obtainable from the office of the Secretary, Postgraduate School. This plan of study, if approved by the Board of the Postgraduate School on the recommendation of the School Postgraduate Committee, shall constitute the thesis requirements for the degree, and changes in the schedule will not be recognized unless approved by the Board of the Postgraduate School on the recommendation of the School Postgraduate Committee.

### **3.9.3. Writing of the Thesis**

The writing of the thesis must conform to the following specifications:

- a) The thesis shall normally be written in English language. Any exceptions will need the approval of the Board of the Postgraduate School prior to commencement of the research. Exceptions will be made only in most unusual circumstances where there is another language. Where approval

is given for the thesis to be written in any other approved language, a summary of the abstract in English language shall be provided.

- b) All copies shall be in double-spaced, typeset on one side of the paper only.
- c) The paper shall be of good quality and shall be A4 except for drawings and maps on which there is no restriction as to size.
- d) The margin on each sheet shall be not less than 32 mm on the left-hand side, 12.7 mm on the right, 25 mm at the top, and 19 mm at the bottom.
- e) There shall be a cover page showing:

The title of the work;

The author's name with qualifications;

The degree;

The date of submission;

University.

- f) The spine shall show the surname, degree and year only.
- g) For the Master's thesis the colour of the binding shall be navy blue. For the PhD thesis the colour of the binding shall be marron.
- h) All pages shall be numbered.
- i) Diagrams, charts, etc. should be included where possible, within the text, otherwise they may be clearly referred to in the text, numbered and folded for insertion in a pocket in the back inside cover or volume after binding. Pictures must be scanned.
- j) Each copy of the thesis shall have a title page showing the title of the works; the author's name; with qualification e.g. B.Sc, M.Sc etc. the degree; the date of submission; University and the words "A Thesis submitted in partial fulfillment of the requirements for the degree of (insert appropriate degree) the Federal University of Technology, Owerri" on the recommendation for the Board of the Postgraduate School.

### **3.9.4 Submission of the Thesis**

- (a) At the end of the course work, the candidate shall deliver a seminar prior to submission of thesis. A candidate who intends to submit a thesis must include on the prescribed form not less than three months before the proposed date of oral presentation the following:
  - i. A request for permission to submit the thesis;
  - ii. The registered title of the thesis.
  - iii. A synopsis of the work in not more than 350 words.

This form shall be submitted to the Secretary, Postgraduate School through the candidate's Head of Department on the recommendation of the Supervisor(s)

who shall certify the suitability of the synopsis and whether the residential and other requirements have been met.

- (b) At the time of submission of the thesis, the Supervisory Committee shall furnish the Postgraduate School with a statement certifying that it has read the thesis and finds it acceptable for submission to the members of the Board of Examiners.
- (c) A candidate shall furnish at least four bound typewritten or printed copies of the thesis which has been prepared in accordance with the appropriate format and other particulars approved by the Postgraduate School.
- (d) The Postgraduate School shall transmit copies of the thesis to the examiners and will receive their reports. If the reports are favourable, the School will organize the defense of the thesis (see also 3.8.2)
- (e) By registering for postgraduate studies at the Federal University of Technology, Owerri, a candidate agrees to the use of the thesis for research purposes. Thus, on submitting the thesis, the candidate will sign a document, available in the Office of the Dean of the Postgraduate School, thereby permitting the consultation and the lending of the thesis. By means of the same document, the author also authorizes the Federal University of Technology, Owerri (FUTO) to reproduce the thesis and to lend such reproductions at no cost to libraries or individual requesting them.

### **3.9.5 Distribution of the Thesis**

- (a) Four copies of successful thesis are to be submitted through the Chairman for the School Postgraduate Committee to the Secretary, Postgraduate School. The copies shall be distributed as follows:
  - One copy to the University Library;
  - One copy to the Postgraduate School;
  - One copy to the candidate's supervisor;
  - One copy to the Department.
- (b) The Postgraduate School will keep two copies of a rejected thesis.

### **3.9.6 Affirmation of Responsibility**

A candidate's thesis must contain a clear statement of his responsibility of the work, including the extent of his contribution of original work. All of the candidate's previously published work under joint authorship must be referenced in the thesis. A candidate must also certify that his original work contained in the thesis has not been submitted to this or any other institution for a degree.

## **4. DEGREE REGULATIONS**

### **4.1 DEGREE OF MASTER OF SCIENCE**

#### **4.1.1 Programme of Study**

- (a) A candidate shall pursue, within a department, a programme of advanced study approved by the Senate on the recommendation of the Board of the Postgraduate School. The programme shall be a minimum of 18 credit units of Postgraduate courses, and the preparation of a research thesis.
- (b) The study will normally be undertaken internally at the University. A candidate may be granted permission by the Board of the Postgraduate School on the recommendation of the School Postgraduate Committee to conduct part of the study outside the University. No candidate will be given such permission unless arrangements which the department deems adequate are made to ensure that some part of the time is spent within the University.
- (c) Each candidate shall be required to pursue a full time course for study of a period of not less than two Semesters.
- (d) Each candidate shall be required to complete all requirements for the award of the Master of Science degree (including satisfactory defense and submission of the Master's thesis) in not more than six semesters.
- (e) Candidacy for the Master's degree shall lapse automatically if regulation 4.1.1 (d) is breached. In exceptional cases reinstatement can be accomplished upon the recommendation of the Departmental Postgraduate Committee to the Board of the Postgraduate School. In this case extension shall not exceed two additional semesters, at the end of which candidature shall lapse finally.

#### **4.1.2 Transfer of Credit**

A maximum of four semester units earned elsewhere as a postgraduate student may be validated by the Department as the equivalence of specific Federal University of Technology, Owerri courses. The method of validation should be indicated - e.g. transcript information, or examination. A letter grade of B or better (60% - 100%) in the course is required for transfer credit. However the minimum residence requirement remains unchanged.

#### **4.1.3 The Master of Science Thesis**

- (a) Each candidate shall submit a thesis prepared in accordance with regulation (3.9.3)

- (b) There shall be a Board of examiners for the examination of each thesis comprising:
  - (i) the Chairman of the School Postgraduate Committee (or his designate) deputizing for the Dean of Postgraduate School,
  - (ii) the candidate's principal supervisor (s),
  - (iii) the departmental representative,
  - (iv) one external examiner (to be nominated by the option and appointed by the Senate on the recommendation of the Board of the Postgraduate School,
  - (v) one member of the Postgraduate School who is knowledgeable in the field.
- (c) Upon successful defense of the thesis, the candidate shall be required to submit four bound copies of the thesis through the Head of department and these shall be distributed in accordance with regulation 3.9.5 (a).

#### **4.1.4 Award of the Degree**

Upon the approval by the Senate of a recommendation by the Board of the Postgraduate School, the degree of Master of Science is conferred on a candidate who has satisfied the residence requirement, satisfactorily completed all approved work, maintained a cumulative grade point average of at least 3.00, presented an acceptable thesis, and fulfilled such other requirement as may be prescribed by the department.

### **4.2 Degree of Master of Engineering (M. Eng.), Master of Technology (M.Tech.) and Master of Business Administration (MBA)**

#### **4.2.1 Programme of Study**

- (a) A candidate for Master of Engineering and Master of Technology shall pursue in this University, under the direction of one Postgraduate option, a programme of studies approved by the Senate on the recommendation of the Board of the Postgraduate School. The programme shall include a minimum of 30 units of lecture and laboratory courses in addition to a project. Candidates without adequate industrial experience may be required to undergo extensive industrial study. For the Master of Business Administration, the minimum period is three semesters of course work in addition to a project.
- (b) Each candidate shall be required to complete all requirements for the degree in not more than eight Semesters.
- (c) Candidacy for the professional Master's degree will lapse automatically if regulation 4.2.1(c) is breached. In special cases reinstatement can be accomplished upon the recommendation of the School Postgraduate

Committee to the Board of the Postgraduate School. In this case extension shall not exceed two additional semesters at the end of which candidature shall lapse finally.

#### **4.2.2 Thesis Report**

A candidate's report must be presented in the form described in regulation 3.9.3. The report must be approved by the candidate's supervisor.

#### **4.2.3 Examination Committee**

A committee of four shall be appointed by the Dean of the Postgraduate School on the recommendation of the School Postgraduate Committee to examine the candidates. This is done at least six weeks before the examination. However, Master of Business Administration projects shall be orally examined.

#### **4.2.4 Oral Presentation of thesis Report**

- (a) Presentation of the report is open to any interested academic staff. However, the grading may be restricted to members of the Examination Committee.
- (b) A summary of the candidate's postgraduate marks should be made available to the Examination Committee at the time of the presentation.
- (c) The candidate will give a copy of the project report to the members of the Examination Committee at least three weeks before the presentation and one copy of the report will be left with the option representative so that any interested person may study it.
- (d) The candidate will present the report to the Examination Committee and will then respond to question from the members. Questions will centre on the work presented by the candidate, fields related to the work and on the course taken by the candidate.
- (e) At the conclusion of the presentation and examination, the Committee shall return a grade for the report and the examination. The Committee shall submit recommendations to the Dean of the Postgraduate School.
- (f) Upon successful defense of the project, the candidate shall submit four bound copies of the project report through the Chairman of the School Postgraduate Committee and these shall be distributed in accordance with regulation 3.9.5 (a).
- (g) Candidate may elect to do a thesis instead of a project. In this case thesis regulations shall apply (see 4.1.3).

#### **4.2.5 Award of the Degree**

Upon the approval by the Senate of a recommendation to the Senate by the Board of the Postgraduate School, the degree of Master of Engineering or Master of Technology or Master of Business Administration is conferred on a candidate who has satisfactorily completed at least three semesters of approved work at the University, maintained a cumulative grade —point average of at least 3.00, presented an acceptable project/thesis report, passed the oral examination and fulfilled such other requirements as may be prescribed by the department.

### **4.3 Degree of Doctor of Philosophy**

#### **4.3.1 Programme of Study.**

- (a) A candidate for the degree of Doctor of Philosophy shall pursue a programme of advanced study and research approved by the Senate on the recommendation of the Board of the Postgraduate School. The number of units of advance core course (above the master's level) required shall not be taken in less than 2 semesters for full time and a minimum of 3 semesters for part-time, a minimum of 6 units per semester for full time and a minimum of 3 units per semester for part-time and it shall not be less than 9.
- (b) The programme of study for Doctorate degree are more individualized than those for Master's degree, permitting more specialization within a field or the establishment of connections among fields. The field of study may be in a single department, except for essential related courses in other options, in several options, or in an interdisciplinary group.
- (c) Unless otherwise specified, six semester of residence are required for full-time and eight semesters for part-time. Only in exceptional circumstances shall the students spend less than six semesters of full-time residence at the University. Normally, the years of required full-time attendance shall be done consecutively.

In exceptional cases, and with the approval of the Postgraduate School, required full-time attendance may be interrupted for a period of time not to exceed one year. The time limit for completion of the programme, however, remains unchanged.

- (d) Each candidate shall be required to complete all requirement for the award of the degree (including satisfactory defense and submission of the Doctoral thesis) in not more than twelve semesters.

- (e) Candidacy for the doctorate degree shall lapse automatically if regulation 4.3.1(d) is breached. In special cases reinstatement can be accomplished upon the recommendation of the School Postgraduate Committee to the Board of the Postgraduate School. In this case extension shall not exceed two additional semesters, at the end of which candidature shall lapse finally.

#### **4.3.2 Graduation Requirements**

1. PGD: Minimum of 2 Semesters and maximum of 4 Semesters for Full Time Students. For Part Time Students, minimum is 4 Semesters and maximum of 6 Semesters.
2. M.Sc: Minimum of 3 Semesters and maximum of 6 Semesters for Full Time Students. For Part Time Students, minimum is 4 Semesters and maximum of 8 Semesters.
3. M.Phil.: Minimum of 3 semesters and maximum of 6 Semesters for Full Time Students.
4. Ph.D.: Minimum of 6 Semesters and maximum of 10 Semesters for Full Time Students. For Part Time students, minimum is 8 Semesters and maximum of 14 Semesters.
5. Number of Units Requirement for Graduation: 30 units for Masters; 24 units for M.Phil; and 12 units for PhD, excluding the unit for Project/Thesis/Dissertation)

#### **4.3.3 Transfer of Credit from Master's to PhD**

- (a) A Federal University of Technology Owerri postgraduate student who has completed the Master's degree may apply for transfer to the Doctoral programme. Transfer credit towards the Doctorate degree programme for postgraduate work completed in the Master's programme will be limited to one course (three units) provided the course has not been credited towards another degree. Such credit may be given on the recommendation of the student's option and with the approval of the Postgraduate School.
- (b) A maximum of eighteen semester units earned elsewhere as a postgraduate student may be validated by the department as the equivalence of specific Federal University of Technology, Owerri Master's level courses. The method of validation should be indicated, e.g. transcript and syllabus information or examination. A letter grade of B or better (60%-100%) in the course is required for transfer credit. However, no transfer credit towards the Doctorate degree programme will be granted for work done elsewhere.

- (c) A Federal University of Technology, Owerri, Doctoral student who has already received four semesters of residence credit may request up to two semesters for work to be done at another institution. The work must have prior approval of the option and the Board of the Postgraduate School, through the school Postgraduate Committee. The number of credits to be earned shall be determined before the student begins the course of study.

#### **4.3.4 Language Requirement**

The requirement serves to ensure that PhD candidates have the ability to acquire wide knowledge in their fields of study, and to enable them to keep up with foreign development in the field. Students should fulfill the language requirement (if required by the programme) for the PhD before advancement to candidacy and preferably before admission to the qualifying examination. Each postgraduate programme may have somewhat different foreign language requirements, not only with respect to the particular languages requirements, not only with respect to the particular languages required but also with respect to their number.

#### **4.3.5 Qualifying Examinations**

Before admission to candidacy, students must pass a series of qualifying examinations (written and oral) on the fundamentals of the field administered by the department and approved by the Senate on the recommendation of the Board of the Postgraduate School. The candidate must have completed the Master's programme, obtained at least a CGPA of 4.00 on a 5 point scale or 60% score average in all the courses taken at that level and the language requirement(s) must have been fulfilled. School Postgraduate Committees have the option of requiring performance levels higher than the minimum required by the Postgraduate School. A candidate would be allowed to take the examination in not more than two times after the previous semester; the repeat examination should be taken when next available.

#### **4.3.6 Advancement to candidacy**

- (a) Application is made on a form furnished by the Secretary, Postgraduate School, not later than the semester following the one in which the qualifying examinations were passed. The completed form, bearing the endorsement of the student's Chairman of School Postgraduate Committee is filled with the Dean of the Postgraduate School. All courses should have been passed and the candidate must have had a minimum CGPA of 4.00 and all requirement for the Doctorate degree (except the thesis) must have been completed before the student is advanced to candidacy.

- (b) Candidates in good standing (see regulations 4.3 and 4.3(a) shall, not later than the semester following the one in which the qualifying examinations were passed '
  - (i) write a proposal of the research topic(s) of their choice for the consideration of the School Postgraduate Committee and subsequent approval by the Board of the Postgraduate School.
  - (ii) be assigned to supervisors by the Department in consultation with the Departmental Postgraduate Committee.
- (c) candidates shall, with the assistance of their principal supervisors register the title of the proposed research. The department shall provide, through the Chairman of School Postgraduate Committee the list of supervisors by completing the appropriate form obtainable from the Office of the Secretary, Postgraduate School.
- (d) The Board of the Postgraduate School shall admit a student to candidacy for the degree of Doctor of Philosophy after the student has been admitted to work for the Doctorate degree and has been in residence for at least one semester thereafter, has initiated an approved program of study; has passed the written and oral examination; has fulfilled any relevant language requirements, and has shown ability and independence in carrying on research.
- (e) The approved plan of study shall constitute the thesis requirement for the degree and changes it the schedule will not be recognized unless approved by the Board of the Postgraduate School on the recommendation of the School Postgraduate Committee.

#### **4.3.7 The Doctoral Thesis**

- (a) At the completion of the Doctoral thesis before submission, the candidate shall be examined internally by the Departmental Postgraduate Committee.
- (b) If the candidate is successful in (a), he shall submit a thesis embodying the results of original investigation conducted by the candidate on the approved topic. The thesis shall constitute a significant contribution to the knowledge of the field, and is to be prepared in accordance with regulation 3.9.3.
- (c) Where a thesis or part thereof has been published, there shall be a statement in the publication indicating that the content of the publication

is in partial fulfillment of PhD degree requirements of the Federal University of Technology, Owerri.

- (d) The thesis must first be approved on behalf of the School Postgraduate Committee by a reading committee consisting of the three supervisors. Each member of the reading committee signs the signature page of the final copy of the thesis when he/she is ready to certify that the work is of acceptable scope and quality. This internal assessment shall precede regulation 3.9.4 (b).
- (e) Each Doctorate candidate shall be examined orally on the major subject, the scope of the thesis, and its significance in relation to the major subject.
- (f) A candidate shall, not less than three months before submitting himself or the thesis examination, notify the Secretary of the Postgraduate School in accordance with regulation 3.9.4.
- (g) All Doctorate thesis must be assessed externally. The external examiner(s) (who must not be one of the Supervisors) is (are) appointed by the Senate from appropriate specialists outside the Federal University of Technology, Owerri on the recommendation of the Board of the Postgraduate School. The external written report should have been received before the final oral examination takes place. The members of the Board of Examiners who are experts in the field shall also submit their appraisals of these, (see regulation 3.8.3).
- (h) For the final examination of each candidate (see regulation 4.3.6(d)), the Senate shall, on the recommendation of the Board of the Postgraduate School, appoint a Board of Examiners (of which least one shall be external to the University) comprising:
  - (i) The Dean of the Postgraduate School (or his designate) who shall be Chairman,
  - (ii) An external examiner,
  - (iii) The Chairman of the School Postgraduate Committee (or his designate),
  - (iv) One member of the Postgraduate Schools who is recognized expert in the field,
  - (v) The Head of Department,
  - (vi) The Candidates Supervisors.
- (i) The Board of Examiners shall evaluate the appraisals of the thesis, examine the candidate on the content and implication of the thesis, determine the

adequacy of the thesis, and must satisfy itself that the thesis document meets the proper standards of scholarship.

- (j) Upon successful defense of the thesis, the candidates shall be required to submit four bound copies of the thesis through the chairman of the School Postgraduate Committee to the Secretary of the Postgraduate School and these shall be distributed in accordance with regulation 3.9.5 (a).
- (k) If the defense is unsuccessful, the verdict of the PhD thesis will follow the format of the master's degree (see regulation 3.8.3.).

#### **4.3.8 Award of the Degree of Doctor of Philosophy**

Upon the approval by the Senate of a recommendation by the Board of the Postgraduate School, the degree of Doctor of Philosophy is awarded in recognition of a candidate's knowledge in a field of learning and for significant and original accomplishment in the field. The candidate's research must reveal high critical ability and power of imagination and synthesis.

### **5. ADDITIONAL REQUIREMENTS**

All of the procedures and regulations described above constitute the minimum requirements for the higher degrees as set by the Postgraduate School. Each department may adopt additional requirements, as approved by the Board of the Postgraduate School and the Senate, according to the demands of a candidate's field of study.

### **6. INVENTIONS**

The University has interest in any invention which results from research supported by funds or utilizing facilities administered by the University, whether such invention be made by a postgraduate student or a University employee, and reserves the right to require such student or employee to assign part of all of the right in any such invention to the University.

### **7. EXPENSES**

- (i) Fees for Postgraduate Studies shall be charged as may be determined by the University from time to time.

- (ii) Postgraduate supervision allowance be paid at the end of each session to all supervisors at a rate to be determined from time to time.

## **8. ADDITIONAL INFORMATION**

- i. Staff Mix by Rank: The staff mix should be in the ratio 30:50:20 for Professor/Reader, Senior Lecturer, Lecturer I with PhD.
- ii. Probation: A student with GPA of less than 3.0 (50%) at the end of any semester is deemed to be on probation.
- iii. Withdrawal: A student withdraws from the programme if he is on probation for 2 consecutive sessions.
- iv. Temporary withdrawal from Studies: A student may temporarily withdraw from programme for condonable reasons as may be defined by the Senate for a session each time and not exceeding 2 consecutive sessions.
- v. Resit: There is no resit for PG programme. Any student that fails any exams shall have an opportunity to retake or repeat at the next appropriate semester, not exceeding 2 attempts.
- vi. Inter University Transfer: It should be stated that inter university transfers are not encouraged. However, if a student transfers from one university to another, the student must satisfy the minimum duration and requirements for graduation in the new university.
- vii. Deferment of Admissions and Temporary Withdrawal by students: A fully admitted student who has paid all required fees may be granted deferment for one session each time and not for more than 2 consecutive sessions, except on health grounds.
- viii. Carrying Capacity: No Supervisor may be allowed to supervise more than 5 postgraduate students concurrently.
- ix. Result Presentation to the Senate: Results of all taught courses are to be presented to the Senate every Semester.
- x. Panel for Final Oral Exam (External): The minimum composition of the Panel shall comprise:
  - \* HOD
  - \* Supervisors
  - \* Internal Examiners
  - \* PG Representative
  - \* External Examiner
- xi. The number of students required to be supervised per supervisor should not be more five (5) at any given time.
- xii. Classifications of Postgraduate Diploma (PGD):

The classification of PGD shall be based on the cumulative grade point average (CGPA), earned at the end of the programme.

<b><u>Cumulative Grade</u></b>	<b><u>Class of Diploma</u></b>
4.50 – 5.00	Distinction
3.50 – 4.49	Credit
3.00 – 3.49	Merit
Below 3.00	Fail

- xiii. Annual Progress Report: All Postgraduate Students and Supervisors are to submit a progress report to the Postgraduate School/College annually.

## **9. ON-CAMPUS RESIDENCY RULES AND REGULATIONS**

### **9.1. OVERVIEW**

Federal University of Technology Owerri (FUTO) is a campus with statutory accommodation and housing provisions for postgraduate (PG) students who meet the requirements for on-campus boarding while studying for their higher degrees in the University. The residential practice in Federal University of Technology Owerri is designed to assist the psychological and ethical development of her students. The residential practice is an attempt to ensure students draw maximally from the serenity of the campus to enhance their personal and academic learning experience in the University. It is also an attempt to ensure focus on the total human development, personal relationships and cultural integration.

Every postgraduate student must be fully involved in the activities of the University community and contribute to the development of communal living amongst all levels of residents from roommates, floor-mates, wing-mates to hall-mates. Exhibition of any behaviour contrary to this expectation of communal living is highly prohibited in the University. Students are expected to consciously discourage other individuals from disrupting or interfering with the sense of communal living in the Hostels of Residence. It is expected that every PG student of Federal University of Technology Owerri will take pride in his/her residential life and care for its peace and serenity all the time. The organ of the University responsible for the administration of the residential guidelines is the Student Affairs Unit under the leadership of the Dean of Student Affairs. A University disciplinary committee will handle all violations of residential guidelines.

The PG student hostels are supervised by Hostel Officers who are employed for their understanding of the culture of the University. They also possess satisfactory maturity and basic skills to exercise good judgment in the conduct of their roles as wardens of the conduct and culture of the residential life of the PG students. These Hostel Officers are supervised by Hostel Administrators who in turn is managed by the Dean of Student Affairs. This residency staff are equipped to listen to complaints, attend to inquiries, incident maintenance issues, organize activities that foster communal life within the hostel of residence.

### **9.2. REQUIREMENTS FOR POSTGRADUATE STUDENT RESIDENCY**

All full-time PG students who meet the eligibility conditions for accommodation are required to live within the allocated space in the Hostel of Residence provided

for PG students only. Qualified students are expected to live for the period the allocation remains tenable which could be a minimum of a semester but not more than an academic session per time. The PG students Hostel of Residence shall not be for part-time PG or other students except otherwise stated with all payments duly made. Undergraduate students shall also not be accommodated (whether full time or part time). Exceptions to this can only be made with the approval of the Vice Chancellor. Family allotments are not provided to students by the University, all allotments are for students ONLY.

#### **A. Conditions for Residency**

All PG students are expected to make a formal application for a residential slot in the Hostel of Residence provided for PG students. In particular, attention is given to students who have fulfilled all requirements relating to fee payment, academic registration and completion of all residency agreement forms. All applications for accommodation will be within a time frame and all relevant documents (proof of academic registration and full payment of fees, completed residency agreement forms including a personal data form) must be attached for submission to the Dean of Student Affairs who in turn will communicate to the students upon decision from the University management.

There are no specialized options for residential allocations except where there are obvious cases for the physically challenged or those with proven and certified medical reasons. PG students may decide to live outside the campus. Allocated room within the University are not transferable. Students may terminate their Residency Contract subject to the conditions stated therein if they have satisfied the tenure for which the rooms were allocated, withdraw from the University; have been released by the University based on academic or disciplinary reasons.

The University reserves the right to impede allocation to applicants on the basis of previous or current disciplinary actions.

#### **B. Residency Agreements**

Postgraduate Students - PG students are not guaranteed rooms in the Hostel of Residence. Any room allocation will be based on completion of all forms and subject to available spaces.

Part-Time Post Graduate Students - Except otherwise specified, with special conditions and approved by the Vice-Chancellor, all allotments are reserved for full-time PG students.

Staff - The Dean of Student Affairs has a set of staff working under him that will serve as Hostel Assistants, Hostel Officers and Hostel Administrators. Hostel Staff have a work plan of 24/7 hours for their corresponding Hostel of Residence. Staff are put on shifts within this 24-hour work schedule. The responsibilities of the Hostel staff are precise in separate sections within this document.

Exceptional Accommodation Requirements/Policy - PG students who desire to request special accommodation allotment due to a disability, should notify the Dean of Student Affairs, through the Head of Department and Dean, with the specific request. Requests on the basis of medical need or situation should also be directed to the Dean of Student Affairs.

Documentation of a disability or medical condition will be required in order to establish the need for a special allocation of accommodation. Documentation must include an assessment by a suitable professional and certified by the University Medical Director. Students seeking special accommodation based on a disability, or requesting some service based on a medical or psychological condition, should inform the relevant officers of the Student Affairs. The final evaluation of the request rests with the University.

### **9.3. GUIDELINES AND PROCEDURES FOR ACCOMODATION**

#### *A. Agreement of Rules Guiding Peaceful Accommodation*

An occupant of a room in the PG student Hostel of Residence who accepts the conditions stated in the Residency Agreement, also consents to abide by the rules guiding a peaceful co-existence.

#### *B. Code of Conduct in the Hostel of Residence*

The behavior of all students in the University is centred on the acceptance and compliance with the core values of the University which bothers on Spirituality, Mental alertness, Honesty, Capacity Building, Obligation, Conscientiousness and Sacrifice. PG students are to ensure that their conduct on campus does not infringe on any rule or regulation established for the undergraduate students; in particular, no undergraduate student is allowed to visit the PG Hostel of Residence without an authorization letter duly signed. A PG student in the opinion of the University management, who cannot co-exist peacefully with others, after sufficient caution and warning, shall be evicted from the Hostel of Residence, in addition to other sanctions. All PG students are required to maintain standards of behaviour expected from students of a prestigious Institution such as Federal University of Technology Owerri. Improper behaviour will not be accepted in the

University such as excreting outside designated areas; Brushing of teeth outside the room; Littering of University premises; Barricading windows with wood or metal object; and any other behaviour that may be classified as indecent and may be in direct opposition to the University's core values.

#### *C. Absolute Quietude*

The time between 12 midnight and 5 a.m. are considered serene in the Hostel of Residence. Students are therefore to observe absolute quietude and expected to limit movements in the hostel to their floors only as they are not permissible to engage in any activity that may disturb other residents of the Hostel of Residence.

### **9.4. LEVEL OF NOISE**

Noise is not permitted in the Hotel of Residence at all. Radios, televisions, stereos and other electronic gadgets must be used at minimal level and the sound must not be heard outside the room. It is expected that hostels of residence should always have a good and conducive environment.

### **9.5. OCCUPANTS OF HOSTELS/ROOM**

Those allocated in a particular room are expected to live in the room. Students may be re-assigned or consolidated when there is a vacancy. The University has the right to increase the number of students assigned to any room. Students of the same gender live within the same hostel and community. Students may request for a change of room; this is done with a properly routed application to the Dean of students Affairs. This can be granted based on the availability of space and reason for the application. The University has the right to move students from one room to another when it appears in the student's best interest or the interest of other occupants in the room. The right for PG hostel accommodation is non-transferrable and not for sell. Students are not allowed to move into another room without the written approval of the Dean of students Affairs

### **9.6. ROOMMATE CONFLICT**

Quarrelling, assault, religious criticism and fighting are absolutely forbidden in the Hostels of Residence or in any other part of the University campus. Any contravention of this rule will be punished accordingly. If students experience a roommate conflict of any type, noise or any undue behaviour that requires help, they should contact their Hostel Officers or Hostel Administrator. Hostel Resident Staff will help mediate the conflict or refer students to appropriate authorities.

## **9.7. ABSENCE FROM STUDENT HOSTEL**

The entry point gates and doors to the Hostels of Residence will be shut by 10 p.m. daily and open by 5 a.m. daily. The gates will be open on emergency issues. Students are expected to be vigilant monitors of all activity within their residence as they could be held accountable for incidents that occur. PG students are expected to notify the Hostel Resident officials of their exit from campus and/or absence from the Hostels of Residence.

## **9.8. ALTERATIONS ARE NOT ALLOWED IN STUDENT HOSTELS**

PG students are not permitted to repaint, paint their rooms or make significant permanent alterations to furnishings placed in the rooms. PG students are not to tamper with installations in the room which may include window treatments. PG students are not to construct lofts, counters/bars, or other types of furnishings. Any writings or markings on the walls, ceilings, or doors as a result of posters, bills, and graffiti will be considered as damages and the concerned student will be charged for this act and sanctioned accordingly. Signs cannot be placed on Windows/Doors at any time. Empty or full cans or bottles should not be seen through the windows or on the window panes. Stickers may not be placed on either windows or the doors (inside or outside). Occupants will be subject to sanctions for the violation of any of these rules.

## **9.9. FURNISHINGS**

An inventory form must be filled by the occupant of a room before accepting the allocation. All installed and supplied furnishing must remain in the rooms for the period contained in the hostel agreement. PG students will be surcharged for missing or damaged furnishings. Common rooms/Lounges are equipped with furniture for the use of all PG students. None of these should be removed for any other purpose other than what it was provided for. Removal of furniture for personal use is not permitted and will be considered as theft if violated.

## **9.10. COMMON ROOMS / LOUNGES**

Common rooms or lounges are situated in each hostel for studying, relaxing Socializing, meetings, floor programs, and other activities. Some common rooms are identified as academic resource centers, or kitchenettes. All equipment and furnishings in lounges or common rooms are the property of the University.

## **9.11. ALLOCATED ROOMS AND ACCESS KEYS**

Duplicate of the keys allocated to a room is prohibited by PG student. PG students shall only use keys or access cards for spaces they are authorized to enter. If a key

is illegally duplicated, the occupants of the affected rooms will be surcharged for lock change and be subject to disciplinary action. If a student loses the key to an allocated room, the lock on the door will be changed and the student billed for the replacement cost.

## **9.12. ROOM CLEANING AND REQUESTS MAINTENANCE**

All PG Students shall take responsibility for cleaning the room allocated to him/her. All dirt and waste papers should be properly disposed in the trash bins in the Hostels. The Hostel keepers will be responsible for the evacuation of such bins at scheduled times. (In case of urgent evacuation is required kindly notify by calling the call Hostel Resident Officials) the other surroundings will be cleaned by the University cleaners, for all non-emergency requests for maintenance (e.g., light bulbs, broken or missing items), students should fill out the relevant forms domiciled with the Resident staff within the Hostel of Residence.

## **9.13. COOKING**

The Hostels was not designed for individual cooking. All PG students and residents are not allowed to cook in the hostels of resident. All PG students and Residents are expected to get their food from the authorized food vendors in the cafeteria section of their choice.

## **9.14. MALICIOUS AND ACCIDENTAL DAMAGES**

Malicious damage is a deliberate disruptive act of an individual that results in the damage of University's properties. Accidental damage is an unintentional act of damaging of University's properties. All types of damage are the responsibility of the students allocated to that property and repair or replacement costs will be charged accordingly. No student is expected to carry out the repair or replace without the written approval of the Dean of Student Affairs.

**Note: all repairs and replacement are done by the university in which the cost for** any damage that occurs in common areas of the Hostels of Residence will be shared among all the residents of that particular room, floor, wing or hostel as the case may be. Occupants of the Hostels of Residence are expected to help curb the common area damages by bringing up cases of damages to the Resident Staff. Students who are found to have high disruptive behaviour may have their Hostel accommodation revoked. The cost for damages is as advised by the Directorate of Physical Planning and Development (PP&D) of the University.

## **9.15. SECURITY AND SAFETY**

Every PG student is responsible for his/her personal property. Students are advised to register their valuables in the asset registration book in the Hostel of Residency

and promptly report any loss of items to alert security officials for immediate follow up. Students are expected to lock the doors to their individual rooms when they are not present or when they are sleeping or using the bathrooms. In addition, the University shall bear no financial liability for any loss of personal property. Owing to the potential danger to life and personal safety, as well as the likelihood of causing damage, students are prohibited from accessing roofs or overhang areas on all student residences and other University buildings and facilities. Students who access roofs will be subject to disciplinary action and may lose their accommodation in the hostel. In addition, possession and use of motorcycles or gas driven vehicles, gasoline,

Butane or other flammable liquids, barbecue grills (including propane gas grills), firearms, weapons of any type, and explosives are prohibited. Violation of these also attracts disciplinary actions.

**(i) Weapons:** No student shall possess or introduce to the campus any dangerous weapons including, but not limited to: firearms, explosives, knives (other than small pocket-type or table knife,) compressed air gun, BB guns, paint ball rifles or pistols; martial arts weapons, ammunition, dangerous chemicals, bows, arrows, items used as weapons in threats or actual acts of violence, or other potentially harmful objects.

**(ii) Interference:** No student shall interfere with the public and/or personal safety of others through negligent or intentionally improper acts including but not limited to propping open doors which are normally locked; intentionally damaging door locks or safety mechanisms; exiting or entering buildings through windows or unauthorized entrances.

**(iii) Threat to Safety:** No student shall engage in any activity or behaviour that creates a threat or a perceived threat to the safety and well-being of him/herself, the University, or others.

**(iv) Identification Cards:** All students are required to carry and present valid University identification when requested to do so by a University Official. No student shall alter or forge any identification card or other document presented to show proof of age.

**(v) (a)** Maximum Occupancy (residence hostels): Each resident assigned to a residence hostel space may host up to two guests at any time.

**(b)** Unauthorized Occupancy (residence hostels): Facilities not authorized for sleeping quarters (i.e. lounges, laundry rooms, common areas) may not be used for that purpose without the consent of the Hostel Administrators.

**(vi) Unauthorized Access:** Unauthorized entry into University facilities or property without explicit consent is prohibited. No student shall possess, without explicit authorization by the appropriate University entity, any keys or codes to any University facility or premises. No student shall provide unauthorized access to anyone without explicit authorization by the appropriate University entity. Restrooms with gender designations are for the use of people with that gender identity.

**(vii) Aiding, Assisting and/or Inciting in Prohibited Conduct:** No student shall aid, help, or otherwise assist another in violating any rule applicable to the Student Conduct Code. No student shall willfully incite others to commit any acts prohibited in the Student Conduct Code

## **9.16. HEALTH AND SAFETY**

**(i) Fire Safety:** No student shall cause or create a fire; attempt to set a fire; set off false fire alarms, unnecessarily discharge fire extinguishers; damage, tamper with, dismantle, or disconnect any fire safety system or equipment. No student shall act in a manner that disregards fire safety rules. Students must evacuate any University facility when the fire alarm is activated.

**(ii) Arson:** No student shall set fires, attempt to set fires, or act in a manner that disregards fire safety rules and results in a fire.

**(iii) (a) Prohibited Items (campus):** Any item or device that constitutes a threat to fire safety on campus is prohibited. This includes but is not limited to: fireworks, flammable liquids, portable stoves, grills and/or barbeques, hover boards, torches, etc.

**(b) Prohibited Items (residence hostels/facilities):** Any item or device that constitutes a threat to fire safety in any residence hostel or campus facility is prohibited. This includes but is not limited to: candles, incense, tart warmers, plug-in air fresheners, halogen lights, holiday/decorative string lights, multi-plug adapters, extension cords etc. Please consult the Residence Life Guide to Living on Campus for a more comprehensive list.

**(iv) Cooking and Appliances:** Cooking may only occur in University designated kitchens. Food that is cooking should not be left unattended for any reason and should be checked regularly. The following appliances are prohibited in any residence hostel room or University facility: toaster ovens, slotted toasters, hot plates, indoor grills, sandwich makers, rice cookers, and rotisserie ovens.

**(v) Pets/Animals:** No pets are permitted in the University Hostel by the students. On-campus residents may only have fish in a tank of no more than 10 gallons for experimental purposes.

#### **9.17. ALCOHOL/DRUGS/GAMBLING/SMOKING**

**(i) Alcohol:** The University prohibits the possession and consumption of alcoholic beverages in the Hostel. The sale, giving, serving, manufacturing, and dispensing of alcoholic beverages within the Hostel of residence is prohibited.

**(ii) Drugs:** The University prohibits the use, possession, manufacture, distribution, or dispensing of any substance defined by law of the Federal Government of Nigeria as illegal. No student shall possess substances defined as controlled, other than personally prescribed medications. No student shall abuse or improperly use over the counter drugs/substances. The use or possession of prescription drugs prescribed to another person is prohibited.

**(iii) Gambling:** No student shall gamble for money or other valuables on University property or in any university facility without the expressed authorization of the University.

**(iv) Smoking:** Smoking is prohibited inside the Hostels. This includes cigarettes, cigars, hookahs, electronic cigarettes, vaporizers, and any other smoking device/equipment.

#### **9.18. SEXUAL BEHAVIOUR**

Anything that connotes a sexual object in whatever form is prohibited in the University. No occupant of the room in the Hostels of Residence is permitted to walk half nude or completely nude in the common or open areas of the Hostels of Residence. Public display, viewing and producing of pornographic films and photographs are strictly prohibited in the Hostels of Residence as well as within the University environment. Any act of lesbianism or homosexuality is forbidden in the University. No act of sexual immorality will be tolerated by occupants of the Hostels of Residence anywhere on campus. To this end, all PG students are to declare their marital status upon completion of residency agreement forms.

#### **9.19. GUEST POLICY**

**(a) Guest Responsibility (campus-wide):** When a student has a guest or guests on campus, the student assumes responsibility for the conduct of that guest or guests.

**(b) Guest Responsibility (residence hostels):** Residents hosting guest(s) assume full responsibility for the actions of their guest(s) whether the guest has been formally

registered or not, and regardless of duration of visit. This may include liability for the cost of property damage caused by a guest and/or any judicial action instituted as a result of guests' behavior. All guests must sign in and out the residence hostels with their residential host present. All residential guests must be at least 17 years old. All guests must leave a valid photo identification at the residence hostel desk for the duration of their visit. Residential guests are not permitted to stay overnight for more than two (2) nights per week. Residential guests are not permitted in the residence hostels without being accompanied by their host.

## **9.20. ROOM/RESIDENCE INSPECTIONS**

Resident PG students in the Hostels of Residence will be expected to complete the Room Inventory Forms. This is to enable the student to verify the condition of the allocated room. This form represents the official record of the condition of the room when the student took possession of it. Upon vacation from the room, the residency staff goes with the occupant to inspect the condition of the room comparative to the original inventory form. Any difference in the condition of the room that is beyond wear and tear will be charged to the occupants of the room.

Residency or maintenance staff may inspect rooms at intervals besides the beginning or end of the residency agreement period to check compliance level of occupants with the established policies. Occupants must make themselves available for this exercise as it forms basis for future decisions. Occupants will be subject to disciplinary actions for any policy violation.

## **9.21. STUDENT RESIDENCE ENTRY**

Residency staff members may enter a student's residence with the student's voluntary consent. To protect privacy, students should keep their doors closed and ask visitors to identify themselves before admitting them into the room. If consent is not given, staff members can enter the room if one of the following conditions exists:

- a. There is a need for maintenance (e.g. electrical work);
- b. There is a need to check occupancy;
- c. There is an emergency health problem;
- d. There is a need to check for damages;
- e. There is a need to investigate possible violations of University policies or standards of conduct;
- f. There is a need to close the building (e.g., holidays, etc.); and

g. Student Residence Search.

A room search will be conducted only when there is a reason to believe that there is property or evidence within a particular room that is in violation of University policy and/or state or federal law, or material that is needed for evidence in a University disciplinary hearing. The Vice-Chancellor, Dean of Student Affairs, and Hostel Administrator in the Postgraduate Students Hostel of Residence are the only University officials who may authorize a search of a student residence. (Whenever possible, the search will be conducted in the presence of the student(s) whose residence is being searched). Searches will be conducted in the same manner as a standard entry into a student residence; however, all areas of the residence may be searched, including locked drawers and suitcases. Items confiscated during a search that are clearly in violation of University policy will be removed from the room and may be used as evidence in a disciplinary hearing. Since these items are part of the disciplinary process, their disposition will be determined by the Office of the Dean of Student Affairs at the conclusion of the process. The person requesting the search must state the nature of the item he or she is looking for. However, other items found that are clearly in violation of University policy may be confiscated as well. If the student is not present, a letter will be left for all items that have been removed from the room.

## **9.22. VACATION PERIODS**

All University residences are closed during Public holidays and end of semester breaks. Students wishing to remain on campus during these periods must request permission in writing from the Dean of Student Affairs, not later than two weeks before vacation date; such requests would be considered on a case-by-case basis, and the University Management will exercise discretion to grant or deny such requests. Students approved to remain in residence hostels when they are closed will be charged a daily fee that will be determined by the University Management and may be re-assigned to a temporary room during the period. Students are not expected to leave their personal property in the rooms when the hostels are shut. The University has no liability for personal property left in students' rooms during vacation periods. All resident students must vacate their rooms and remove all personal belongings within 24 hours of the end of each semester. Failure to leave the residence hostel will subject students to a charge to be determined by the University Management for every hour they remain on campus. All relevant dates are published well in advance in the University calendar to allow for proper planning. All University policies remain in effect during vacation periods. Additional restrictions will be communicated through the Dean of Student Affairs prior to the start of the vacation period.

## **10. SEXUAL HARASSMENT POLICY**

### **10.1. Background**

The mission of African Center of Excellence in Future Energy and Electrochemical Systems (ACE\_FUELS), Federal University of Technology Owerri (FUTO), Nigeria in educational excellence and public engagement is rooted in its vision of Scholarship in Action. The fulfillment of this mission is deeply tied to fostering a diverse community of outstanding faculty staff and students. It is also committed to ensure equal educational opportunity, employment, access to services, programs, activities and cross-institutional collaboration without regards to race, colour, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, or domestic violence victim status.

ACE-FUELS FUTO is committed to creating and maintaining a center dedicated to the advancement, application and transmission of knowledge and creative endeavors through academic excellence, where all individuals who participate in the programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. FUTO will respond promptly, fairly and effectively to reports of Prohibited Conduct as sexual misconduct and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates its Policy on Sexual Violence and Sexual Harassment hence the aim of this policy.

Sexual harassment is offensive or unwelcome conduct based on someone's sex, gender, sexual orientation, or gender identity and/or expression. It also refers to persistent and unwanted sexual advances where the consequences of refusing are potentially disadvantageous to the victim <sup>(6)</sup>. It includes offensive or unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature usually aimed at women though both gender can be a target of such offensive conduct. <sup>(7)</sup>. This Policy therefore will address FUTO responsibilities and procedures related to Prohibited Conduct in order to ensure an equitable and inclusive education and employment environment free of sexual violence and sexual harassment. Furthermore, conduct prohibited by the ACE-FUELS, is in accordance with The Sexual Harassment in Tertiary Educational Institutions Prohibition Act, 2016<sup>(5)</sup>. ACE-FUELS has therefore adopted this policy to fulfill its educational mission, meet its ethical and legal obligations to members of the center, and foster a productive environment for learning and working. Students or employees who believe that he or she has been sexually harassed should however, follow the reporting procedures and complaints would be filed as soon as possible after the alleged harassment. Late reporting should be avoided since it will impede the Center's ability to investigate.

## **10.2. Definitions and Policy Statement**

### **A. Definitions**

**Consent:** Consent to sexual activity is an active confirmation that requires that both persons affirms, are conscious and have voluntary agreement to engage in sexual activity <sup>(4)</sup>. It is the responsibility of each person to ensure they have the affirmative consent of the other to engage in the sexual activity. Lack of protest, lack of resistance, or silence do not alone constitute consent. Affirmative consent may be initially given but can be withdrawn at any time during sexual activity. The existence of a dating relationship or past sexual relations between the persons involved should never by itself be assumed to be an indicator of consent (nor will subsequent sexual relations or dating relationship alone suffice as evidence of consent to prior conduct). Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation could be due to lack of consciousness or being asleep, unable to communicate due to a mental or physical condition, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm. When consent is withdrawn or can no longer be given, sexual activity must stop.

**Complainant:** This is an individual that raises an issue, files report providing a notification or making a complaint about a matter that they wish the centre to consider and for which specific outcome/s or resolution/s are explicitly or implicitly expected.

**Duty of Care:** requires all Employees and Students to take reasonable care in view of reasonably foreseeable circumstances that may arise. Safety of Employees, Students and visitors on campus is the first priority in any situation.

**Employee:** means an individual employed by the University under an Enterprise Agreement or a common law employment contract.

**Respondent:** means a Students or Employee against whom claims relating to Sexual Harassment and Sexual Violence are made. A person alleged to have engaged in Prohibited Conduct and about whom a report of sexual violence, sexual harassment, other prohibited behavior, or retaliation is made

**Student:** means an individual enrolled in a degree, diploma or certificate course of the University, or an individual enrolled on a non-award basis, or through University Extension as a continuing education student, in units offered within degree, diploma or certificate courses of the University.

**Supervisor/Manager:** means an individual who is responsible for supervision of the Employee or Student.

**Vexatious Complaint:** means one that is made or pursued without reasonable grounds or made to harass or annoy, to cause delay or detriment, or for any other wrongful purpose.

**Confidential Resources:** The employees who receive reports in their confidential capacity such as CARE Advocates, environmental and Social safeguard officers, Licensed counselors in student counseling centers and in employee assistance programs, any persons with a professional license requiring confidentiality (including health center employees but excluding campus legal counsel), or someone who is supervised by such a person.

**Preponderance of Evidence:** A standard of proof that requires that a fact be found when its occurrence, based on evidence, is more likely than not.

**Responsible Employee:** Any ACE-FUELS employee who is not a Confidential Resource and who receives, in the course of employment, information that a student has suffered sexual violence, sexual harassment or other prohibited behavior and promptly notify

**Stalking:** This is a repeated conduct directed at a Complainant (e.g., following, monitoring, observing, surveying, threatening, communicating or interfering with property), of a sexual or romantic nature or motivation, that would cause a reasonable person to fear for their safety, or the safety of others, or to suffer substantial emotional distress.

### ***B. Sexual Misconduct***

The ACE-FUELS FUTO understands Sexual Misconduct to be instances of:

- i. Sexual Harassment
- ii. Sexual Violence (Sexual assault and Sexual threat)
- iii. Sexual Abuse

**Sexual Harassment** Sexual Harassment is defined in legislation as conduct with a sexual component which is unwelcome, unsolicited and unreciprocated (2.3). Conduct with a sexual component includes physical, visual, verbal and non-verbal behaviour. It includes a wide range of behaviours including but not limited to:

- i. sexual comments or jokes
- ii. displaying sexually graphic pictures, posters or photos
- iii. suggestive looks, staring or leering
- iv. propositions and sexual advances
- v. making promises in return for sexual favours

- vi. sexual gestures
- vii. intrusive questions about a person's private or sex life, and discussing your own sex life
- viii. sexual posts or contact on social media
- ix. spreading sexual rumours about a person
- x. sending sexually explicit emails or text messages
- xi. unwelcome/ unnecessary touching, hugging, massaging or kissing
- xii. criminal behaviour, including sexual assault, stalking, grooming, indecent exposure and sending offensive communications
- xiii. unwelcome behaviour or contact of a sexual nature which offends, intimidates, embarrasses or humiliates an individual
- xiv. unwelcome physical touching or familiarity, including deliberately brushing against someone, patting and embracing <sup>(7)</sup>.

ACE-FUELS FUTO thus refers sexual harassment as "unwanted conduct which has the purpose or effect of violating another person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for another individual." This can take many forms, occurs in a variety of circumstances and may be directed at an individual or group of individuals. It is not the intention of the harasser, but the conduct itself and the impact on the recipient, which determines what constitutes harassment. The impact of harassment can result in the recipient feeling discomfort or humiliation and may adversely affect the recipient's performance, undermine security or prospects, or create a threatening or intimidating learning or living environment. It may provoke aggressive, retaliatory attitudes and actions. Certain behaviour will be, by its nature or severity, unwelcome even on a single occasion.

The ACE-FUELS FUTO understands that:

- i. Sexual Harassment may be perpetrated or experienced by people of any sexual orientation or gender identity.
- ii. Sexual Harassment may be a single incident or a persistent pattern of unwelcome behaviour.
- iii. Sexual Harassment does not include: mutual attraction or/and consensual romantic involvement or friendship.
- iv. Behaviour constitute Sexual Harassment if individual relationships change and non-consensual, unwelcome and unreciprocated behaviours continue.
- v. Unwanted sexual touching and incidents that occurred before the age of 15 are not included; the University considers this Sexual Abuse.
- vi. This Policy shall be implemented in a manner that recognizes the importance of the rights to freedom of speech and expression and shall not be interpreted to prohibit expressive conduct that is protected by the free speech and academic freedom principles

### **C. Sexual Violence**

The ACE-FUELS FUTO understands Sexual Violence to be instances of:

- a) Sexual Assault
- b) Sexual Threat

Sexual Violence involving a physically violent and/or coercive component, or threats of physical violence, such as physical molestation or assault, may constitute a criminal offence. Any individual who is subjected to such incidents should seek advice and support concerning reporting the matter to the police and/or the Sexual Assault Referral Centre (SARC).

ACE-FUELS FUTO understands that:

- a) Sexual Violence may be perpetrated or experienced by people of any sexual orientation or gender identity.
- b) Sexual Violence may be a single incident or a persistent pattern of unwelcome behaviour.

### **D. Sexual Assault**

The ACE-FUELS FUTO understands Sexual Assault to be unwanted sexual acts or behaviours which an individual did not consent to, or was not able to consent to, through the use of physical force, intimidation or coercion, including but not limited to:

- i. aggravated sexual assault (sexual assault with a weapon)
- ii. attempted rape
- iii. indecent assault
- iv. penetration by objects and forced sexual activity that did not end in penetration
- v. penetration
- vi. rape (sexual penetration without consent) by violence or duress.
- vii. Recording, photographing, transmitting, or distributing intimate or sexual images without the prior knowledge and consent of the parties involved
- x. sexual assault by contact without the consent of the complainant,
- xi. by touching an intimate body part (genitals, anus, groin, breast, or buttocks) (a) unclothed or (b) clothed.

### **E. Sexual Threat**

The ACE-FUELS FUTO understands Sexual Threat to be an act of a sexual nature carried out against an individual's will through the use of physical force, intimidation or coercion made face-to-face.

## **F. Sexual Abuse**

The ACE-FUELS FUTO understands Sexual Abuse to be Sexual Harassment and/or Sexual Violence and/or any other sexual activity involving a child (under the age of 15), beyond their understanding or contrary to currently accepted community standards.

### **10.3. Other Prohibited sexual conduct**

#### *A. Invasions of Sexual Privacy which include*

- watching or enabling others to watch a person's nudity or sexual acts without the person's consent, especially in a place where that person has a reasonable expectation of privacy;
- making photographs (including videos) or audio recordings without the person's consent, or posting, transmitting or distributing such recorded material depicting that person's nudity or sexual acts in a place where that person has a reasonable expectation of privacy; or
- Using depictions of nudity or sexual activity to extort something of value from a person.

#### *B. Retaliation*

Retaliation includes threats, intimidation, reprisals, and/or adverse employment or educational actions against a person based on their report of Prohibited Conduct or participation in the investigation, report, remedial, or disciplinary processes provided for in this Policy.

### **10.4. Policy Statement**

#### **A. Sexual Harassment Policy**

Sexual harassment is unlawful under the Nigerian Sexual Harassment in Tertiary Educational Institutions Prohibition Act, 2016<sup>(5)</sup>. The Act defines Sexual harassment to include -

- (a) Sexual intercourse between an educator and a student where the student is below the age of 18 years or is an imbecile or of generally low mental capacity or physically challenged.
- (b) any unwelcome sexual attention from an educator who knows or ought reasonably to know that such attention is unwelcome to the student; or
- (c) any unwelcome implicit or explicit behaviour, suggestions, messages or remarks of a sexual nature that have effect of offending, intimidating or humiliating the student or a related person in circumstances which a reasonable person having regard to all the circumstances would have anticipated that the student or such related person would be offended, intimidated or humiliated;

- (d) any implied or expressed promise of reward by an educator to a student or related person for complying with a sexually oriented request or demand; or
- (e) any implied or expressed threat of reprisal or actual reprisal from an educator to a student or related person for refusal to comply with a sexually oriented request or demand.

It is also unlawful to treat someone less favourably because they have either submitted a complaint of sexual harassment or have rejected such behaviour. Under the Act, when an educator engages in unwanted conduct of a sexual nature that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them, he/she is guilty of violating the law.

ACE-FUELS SH policy is intended to be consistent with applicable local and federal laws and regulations. Procedures for resolution of any SH complaint will however, be determined by Designated Official. ACE-FUELS FUTO is committed to creating and maintaining a community free of sexual violence and sexual harassment. Sexual violence and sexual harassment violate both law and University policy. Any member of the ACE-FUELS FUTO may report conduct that may constitute sexual violence, sexual harassment, retaliation, and other prohibited behavior. The centre will respond promptly and equitably to such reports, and will take appropriate action to stop, prevent, and remedy the Prohibited Conduct, and when necessary, to discipline the Respondent.

ACE-FUELS FUTO therefore states that the Centre:

- i. Understands that, under the Nigerian Sexual Harassment in Tertiary Educational Institutions Prohibition Act, 2016, Western Equal Opportunity Act 1984, the Commonwealth Sex Discrimination Act 1984 and Fair Work Act 2009, Sexual Harassment in employment, education, accommodation and in the provision of goods services and facilities;
- ii. Recognizes the existence of a relationship of authority, dependency and trust between an educator and a student in an institution, breach of which is unlawful is unlawful.
- iii. Understands that an employer is required to take remedial and preventative action, including disclosure of necessary information, in response to allegations of Sexual Misconduct, including but not limited to where there is a threat of physical harm or danger to an individual (Western Australian Occupational Safety and Health Act 1984). The Centre's Duty of Care to Employees or Students may be compromised if no action is taken.

- iv. Has both legal obligations and a Duty of Care to all its Employees and Students which may take precedence over the desire of a Complainant for confidentiality. Duty of Care considerations will include an assessment of the safety of people involved in the matter, and may require Employee relocation or adjustment of duties and reporting lines, or the Centre timetable, while the matter is addressed
- v. Understands that a member of the Centre Community may, while performing duties as an Employee, as a Student or as any other individual while undertaking official duties for the Centre, experience Sexual Misconduct on premises outside of the Centre. ACE-FUELS FUTO will liaise with the responsible authority to ensure proper procedures will be followed and will continue to provide support services.
- vi. Understands that Sexual Misconduct conducted on a digital environment not managed by the Centre will be subject to this policy, where a Respondent is an Employee or Student, only where it impacts on their individual safety within the scope.
- vii. Understands that a member of the Centre Community may, while performing duties as an Employee, as a Student or any other individual while undertaking official duties for the Centre, experience Sexual Misconduct by an individual outside of the Centre Community. In such circumstances, ACE-FUELS FUTO will liaise with the responsible authority to ensure proper procedures will be followed and will continue to provide support services.
- viii. Understands that consensual romantic and sexual relationships which may exist between members of the Centre and the University community may give rise to conflicts of interest, such relationships between a student and Centre member or other employees or between employees are also subject to other University policies, such as The University Code of Conduct or Quality assurance policies.
- ix. Understands that retaliation against someone for reporting or participating in an investigation and related processes is prohibited.
- x. Understands that the Centre/ University will protect the privacy of individuals involved in a report of Prohibited Conduct to the extent permitted by law and by University policy and procedures. However, investigation may involve interviews with a number of persons to gather

relevant evidence, and extremely sensitive/ confidential information which may also require its disclosure during or following an investigation.

- xi. Understands that Nigeria does not allow or recognize Lesbian, gay, bisexual, and transgender (LGBT) rights. There is no legal protection against discrimination in Nigeria—a largely conservative country of more than 170 million people, split between a mainly Muslim north and a largely Christian south. Very few LGBT persons are open about their orientation, and violence against LGBT people is frequent (10).
- xii. Understands that both male and female same-sex sexual harassment/activity is illegal in Nigeria. The maximum punishment in the twelve northern states that have adopted Shari'a law is death by stoning. That law applies to all Muslims and to those who have voluntarily consented to application of the Shari'a courts. In southern Nigeria and under the secular criminal laws of northern Nigeria, the maximum punishment for same-sex sexual harassment/activity is 14 years' imprisonment.

## **B. Scope**

This policy covers all faculty, staff, and students of ACE-FUELS FUTO, and related third-parties (such as applicants for admission and employment, vendors, guests, and contractors). It extends to all the Centre premises and includes

- i. campuses
- ii. managed employee accommodation
- iii. managed student accommodation
- iv. sporting and recreational clubs and facilities to the extent that they fall within the Centre
- v. managed digital environments
- vi. individuals not employed by the University that undertake official duties for the University
- vii. activities and situations related to business that are not conducted on Centre premises, including but not limited to: field trips, conferences, students' camps, inter-Centre events, parties and other social functions.

## **C. Policy Process: Roles and Responsibilities**

All complaints of sexual harassment should be brought to the attention of the Social Safeguard Officer or appointed Centre director of student support or Dean of student affairs in the University. Early complaints will surely lead to early resolution which can benefit the complainant, the respondent and the Centre. All supervisory or teaching personnel who are informed of any sexual harassment complaint brought to their attention by a student or staff member shall direct the complaint to the Social Safeguard Officer or appointed Centre director of student support or Dean of student affairs in the University.

The following roles and responsibilities and complaint resolution process have been established to assist the Centre and the University in ensuring an educational environment and work place free from sexual harassment, discrimination, and discriminatory harassment.

### ***Duty to Report Complaints***

ACE\_FUELS FUTO members employed by the University (including student employees such as teaching assistants, resident assistants, hostel porters etc) have a duty to report Prohibited Conduct when they become aware of such conduct to the appropriate Designated Official above (see Appendix below for contact information). Members who have a duty to report Prohibited Conduct may be subjected to disciplinary or corrective action if they fail to fulfill this obligation. Optionally, students who are not employed by the University are highly encouraged to report complaints that they are aware of to the appropriate designated.

### ***Resolution of complaints***

Incidents reported to Designated Officials will be resolved through informal procedures or formal investigations. During resolution/or investigation, it is expected that the University community members cooperate.

### ***Responsibilities of Medical, Counseling and confidential support officials***

Students are encouraged to utilize the following resources for confidential discussion and support related to sexual harassment and its effects. However, the students must ensure University involvement, through either the informal or formal reporting process, as detailed in this policy since confidential officials are not in a position to report the harassment to University management or to intervene to end the misconduct. Confidential Resources include:

- i) University Professional Counseling Centre
- ii) Office of the Dean student affairs
- (iii) Medical Providers – University Health Centre
- (iv) Ordained Clergy

### ***D. Free inquiry and collective search***

ACE-FUELS has a compelling interest in free inquiry and the collective search for knowledge and thus recognizes principles of academic freedom as a special area of protected speech. Consistent with these principles, no provision of this Policy shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. However, freedom of speech and academic freedom are not limitless and do not protect speech or

expressive conduct that violates University/ Centre Sexual harassment policy and federal or State sexual misconduct laws.

### ***Policy Implementation***

The University Executive Officers (the Pro-Chancellor, Vice Chancellor and the Principal Officers) and other designees, have the authority to develop procedures and supplementary information to support the implementation of this Policy. It is their responsibility to apply appropriate and consistent interpretations of this Policy that do not result in substantive changes to the Policy. At each location, they must establish and implement local procedures consistent with this Policy. Exceptions to local procedures required by the Policy must be approved by the Executive Officer or designee.

### ***Approval to Policy Revision***

The University Executive Officers (the Pro-Chancellor, Vice Chancellor and the Principal Officers) and other designees approves this Policy and recommend any revisions thereof to the Policy in consistent with approval authorities and applicable Bylaws, Standing Orders, and Policies of the regents. They shall ensure that the Policy is reviewed regularly and updated in a manner that is consistent with other University policies.

### ***Policy compliance and actions approval***

The University Executive Officers at each location will designate the management office that is responsible for monitoring, enforcing, and reporting policy compliance subject to periodic auditing and monitoring by the Chief Compliance and Audit Officer. Actions within the Policy must be approved according to local procedures. Non-compliance to the policy however, is governed by the University Policy on Faculty Conduct and the Administration of Discipline which may result in educational efforts or employment or educational consequences up to and including informal counseling, adverse performance evaluations, corrective actions, and termination.

### **10.5. Code of Conduct**

The Vice-Chancellor may in a case of misconduct by a member of the staff which in the opinion of the Vice-Chancellor is prejudicial to the interest of the University, suspend such staff member and any such suspension shall forthwith, reported to the Council of University Executive Officers. The Council of University Executive Officers are to determine after trials, whether to reinstate such staff or to terminate the appointment or to take lesser disciplinary action against such person.

In situations where any student of the University/ACE-FUELS Center has been guilty of misconduct, the Vice-Chancellor may, without any prejudice to any other disciplinary powers conferred on him by statute or regulations, direct that :- the

student shall not take part in any activities of the University/ Center or make use of such facilities of the University/ Center as may be so specified, or that the student be rusticated in such manner as may be so specified or that the student be expelled from the University/ Center.

Generally, University/ ACE-FUELS status sanctions provide notice to students on how their behavior impacts their continuation at the University/Centre. These sanctions are designed to provide opportunities for students to reflect on their decision-making in order to make more informed decisions. Examples of University/Centre status sanctions include but may not be limited to the following:

**Warning:** In instances of less serious deviations from the University standards of conduct, the student(s) may be formally warned of the possible consequences of continuing such behavior.

**Disciplinary Reprimand:** This action is a formal admonition on behalf of the University community and is intended to clearly document in a student's or registered student organization's disciplinary file that the behavior has been deemed inappropriate.

**Disciplinary Probation:** This action signifies a change between good standing and suspension or expulsion from the University. A student or registered student organization is permitted to remain enrolled at or retain recognition by the University under stated conditions. Further violations may result in suspension or expulsion from the University.

**Interim Suspension:** This status is the temporary suspension of certain rights or privileges while a conduct case is pending, may be broad and inclusive or may be restricted to a specific location and/or function. It is based on the determination that the safety and well-being of the University community or specific persons are at risk.

**Rustication/ Indefinite Suspension:** This action results in the involuntary withdrawal of the student from the University, or in loss of University recognition for a registered student organization, for a specific or indefinite period of time, or until specific conditions have been met.

**Expulsion:** This action results in the permanent separation of the student, or registered student organization, from the University, its programs, and facilities. Residential status sanctions may also be applied on students living in campus housing. Such status sanctions also include:

**Residential Warning:** In instances of less serious deviations from the University/ Centre Policies, the student(s) may be formally warned of the possible consequences of continuing such behavior.

**Residential Reprimand:** This action is a formal admonition on behalf of the Centre where it will be clearly document in a student's disciplinary file that the behavior has been deemed inappropriate.

**Residential Probation:** This action signifies that a student is no longer in good standing with the University's residential living program and could be forced to relocate if another violation occurs.

**Residential Relocation:** This sanction indicates that the student has been reassigned to a new on-campus housing assignment, either permanently or for a specified period of time, and usually prohibits the student from returning to the former housing assignment.

**Residential Suspension:** The action indicates that the student has been temporarily removed from University housing for a specified period of time or until the completion of specific conditions. A residential suspension involves the student's removal from housing altogether; however, a student may reapply for housing at a later date. Access to residential facilities is usually prohibited during the residential suspension.

**Residential Expulsion:** This action results in the permanent separation of the student from University housing. A residential expulsion involves the student's removal from housing altogether. Access to residential facilities is prohibited

## **10.6. Complaint Initiation, Procedures and Response**

This section provides an overview of complaint initiation, the procedures the Centre/University uses to respond to reports of Prohibited Conduct. The Social Safeguard Officer has general responsibility for oversight of the reporting process and investigation of a report, other offices at each location will be involved and consulted as necessary.

To initiate a complaint, Complainant may file a complaint with the Centre/University which should be done as soon as possible following the alleged sexual harassment using procedures described below. Timely complaint filing gives the Centre/University the best chance to resolve the problem because any delay in filing a complaint may severely limit available remedies. However, If the respondent is no longer affiliated with the University (e.g., former student or former employee), the University will take appropriate action within its authority, including referring the Complainant to external reporting options. In addition, any person may make a report, including anonymously, of Prohibited Conduct to the Social safeguard officer (SSO), or to any Responsible Employee, or to another appropriate office such as the Academic Personnel Office, Student Affairs or Office of the Deputy Vice Chancellor Administration. The report shall be sent to the SSO but if the person to whom a report normally would be made is the Respondent, reports may be made to another Responsible Employee. Individuals making reports shall be informed about the confidentiality of reports, including when reports cannot be kept confidential as well as the range of possible outcomes of the report, including Health and Safety measures, remedies, and disciplinary actions that may be taken against the Respondent, and information about the procedures leading to such outcomes.

The specific procedures for reporting, investigating, and resolving Sexual misconduct are based upon the nature of the Respondent's relationship to the student or staff. The procedures irrespective of the subject provide for a thorough and impartial investigation that afford all parties notice and opportunity to present evidence in determining whether a policy violation has occurred. Furthermore, the SSO will make an initial assessment of the report soon after receiving a report to determine whether the report alleges an act of sexual misconduct as defined in Section 4. Following that, the SSO will make an immediate assessment of the health and safety of the individual and the campus community and implement necessary temporary remedies immediately necessary and provide to the Complainant a written explanation of rights and reporting options (including the right to make reports to the police), and available campus and community resources. In addition, the University may exercise jurisdiction over conduct that occurs off-campus but affects the learning or working environment; or that would violate other University Policies had it occurred on campus. Consequently, all referenced procedures, whether for students or staff generally follow three steps while the centre applies the preponderance of evidence standard in determining whether this policy has been violated

#### **A. Step 1- Interim Resolution**

Once a complaint has been reported and until the resolution of the matter, the University Designated Official with consultation of Social Safeguard Officer (SSO) may take interim measures to protect the safety and well-being of Members of the University community as well as to ensure non-retaliation for all parties while informal or formal proceedings are pending. Examples of interim measures include separation of the parties, no-contact directives, and alternative academic or housing arrangements. Advisors. The Complainant and the Respondent may be advised and accompanied by advisors of their choice during any meeting related to the complaint. The advisor may not participate directly in any meeting or contact the Designated Official.

In this procedure, an estimated timeline for resolution of complaints would be within 60 days from when the Centre /University received notice of the grievance. However, during semester breaks when witnesses may not be available or disciplinary panels cannot be convened, the case may become complex, or may result to other comparable situations. In such situation, the 60-day timeframe may be adjusted to accommodate these circumstances and the SSO will notify the parties and provide an anticipated completion date. However, the 60-day time frame does not include the time needed for the University to process appeals.

### ***B. Alternative/Informal Resolution***

The goal of informal resolution is to resolve concerns at the earliest stage possible, with the cooperation of all parties involved. This may include inquiry into the facts, but typically does not include a formal investigation. Alternative Resolution may be especially useful when: a report is made by a third party or anonymously; a Formal Investigation is not likely to lead to a resolution; both parties prefer an informal process; or a case involves less serious violations. The Complainant has the right to request a Formal Investigation at any time, but the SSO has final authority for determining whether to initiate a Formal Investigation. Both the Complainant and Respondent may be accompanied by an advisor throughout the process.

The SSO may initiate an Alternative Resolution process/ informal effort which may include addressing the Respondent directly; participating in a facilitated meeting with the appropriate University official; or participating in mediation. The informal resolution could include by way of example: separating the parties; referring the parties to counseling; referral for disciplinary action; a settlement agreement; conducting targeted preventive educational and training programs; conducting a follow-up review to ensure that the resolution has been implemented effectively or providing remedies for the individual harmed by the alleged sexual harassment. If the matter is resolved informally to the satisfaction of all parties, the Designated Official shall maintain a record of the complaint and its resolution. However, the centre/University encourages, but does not require, informal resolution when possible. The Designated Official may prefer to bypass the informal procedures depending on the severity of the allegation or complexity of the complaint.

### ***C. Formal Resolution***

Formal resolution is usually carried out when informal process is unsuccessful or not appropriate as determined by the Designated Official, the Complainant, or the Respondent. This often results to filing of a formal complaint with the Designated Official for investigation. If the Complainant requests that no investigation occur, the SSO shall determine whether the allegations nonetheless require an investigation to mitigate a potential risk to the campus community. If proceeding with an investigation without the participation of a Complainant, the SSO shall attempt to maintain the identity of the Complainant confidential from the Respondent or inform the Complainant that such confidentiality cannot be maintained. If determining not to proceed with an investigation, the Complainant shall be informed of the limited ability to provide remedies. However, if the SSO determines to conduct a Formal Investigation, the Complainant and Respondent will be provided with a written summary of the allegations, the procedures that will be followed, resources available to them, and a copy of the Policy. The investigation shall be completed promptly, typically within 90 business days of its

initiation, unless extended by the SSO following tangible reasons with a written notice to the Complainant and Respondent stating the projected new timeline.

Depending on the nature of the allegations, the investigation could include interviews with the Complainant, the Respondent and/or witnesses; review of written documentation and relevant policies; review of evidence; and any other steps necessary for thorough investigation of the allegations. During the investigation, the Complainant and Respondent will have an equal opportunity to identify witnesses and evidence that the SSO (or designee) may consider. Disclosure of facts to persons interviewed shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation may be advised to maintain confidentiality when essential to protect the integrity of the investigation. At the conclusion of the investigation, the investigator will prepare a written report that includes a statement of the allegations and issues, the positions of the Complainant and Respondent, a summary of the evidence, an explanation of why any proffered evidence was not investigated, and findings of fact and an analysis of whether a violation has occurred. The Designated Official/ SSO will issue simultaneous, written notifications of the outcome of the investigation and its rationale to the concerned parties, including referral to the appropriate disciplinary procedures; any available appeal rights and procedures and how to obtain a copy of the Investigation Report. The range of sanctions includes, but is not limited to a written censure, a ban from specific areas of campus, loss of specific privileges, community service, transfer or loss of on-campus housing privileges, disciplinary probation, mandatory training, suspension, dismissal and disciplinary action up to and including termination from employment. The Centre/ University shall then take prompt and effective steps reasonably calculated to stop the violation, prevent its recurrence, and remedy its effects as appropriate.

## **10.7. FRIVOLOUS CHARGES AND CONFIDENTIALITY TO COMPLAINTS**

### **A. *Frivolous Charges***

The Centre/ University encourages reporting of violations of this policy in good faith. It frowns at using the policy to bring false or frivolous charges against students, faculty, or staff. In such situation, charges may be subject to disciplinary action to those who bring such false report. However, failure to prove a complaint, does not itself constitute a false or frivolous complaint.

### **B. *Confidentiality to Complaints***

ACE\_FUELS/ University will maintain the confidentiality of information shared throughout the complaint process. Although for the purpose of fact-finding or efforts to resolve the complaint, disclosures may be required. In the limited

instances where disclosures must be made by the University, it shall be limited to those persons necessary to proceed in the fact-finding process or to otherwise address the grievance. All persons involved in the grievance will be advised of the importance of confidentiality throughout the process. Complainants in certain cases may request that their names be kept confidential and that the Centre/University take no action on their harassment complaint. The SSO will evaluate each request and advise the Complainant on the limiting effect of such action in terms of inability of the Centre/ University's to respond fully to the matter, including pursuing disciplinary action against the Respondent. Nevertheless, in most instances, the University will honor such confidentiality requests unless in situations where it may impede its ability to provide a safe and nondiscriminatory environment for the Centre/University Community.

## **10.8. Good Practices for Prevention of Sexual Misconduct**

One of the good practice to prevent sexual misconduct in the University or Centre is to encourage students to report incidents of sexual assault and harassment for their safety, manage their long-term physical and mental health, and to collate and analyze data to help improve services and prevention. In other words, ACE-FUELS FUTO must adopt transparent and robust disciplinary procedures and sanctions; have properly resourced student support services (psychological, medical and academic), and develop a range of ongoing prevention strategies reinforced by visible university leadership.

In addition to the above user-friendly reporting mechanisms, the following good practices would be adopted by ACE-FUELS as a preventive mechanism to encourage those affected by sexual harassment, sexual assault, threat and abuse or cyber bullying <sup>(9)</sup>;

### **A. Awareness-raising**

Using events that encourages diversity, encourage integration and signpost support is one of the major ways of challenging harassment. The centre/ University should include sexual harassment and related issues into its core training/ orientation event to let staff and students to have an idea on complaint procedures and details of contact personnel such that they will recognize and effectively deal with sexual harassment, in person and online. In addition, the Centre will map out a diversity week at the beginning of the programme to enable students and staff to learn about different cultures and perspectives. The Centre would also organize workshops to make them more aware of risks associated with their online activities.

There would also be posting of harassment policies and resources through accessible locations as email communications, intranet, cafeteria messages, walkway, notice boards, porters lobby in hostels and bathrooms etc.

### ***B. Mitigating hotspot situations***

The Centre/ Universities can enhance the protection of their students particularly in locations where problems are concentrated tagged the hotspot areas. An annual campus safety audit would be undertaken, with student input to help identify the problems students face and the areas where they feel particularly unsafe. The University will ensure that the centre building will have maximum number of windows and doors in class rooms, offices and other spaces to ensure adequate visibility. There will be separate and adequate sanitary facilities, improved lighting in and around the campus, frequent removal of bushes as well as placement of CCTV in these areas.

### ***C. Management service and delivery***

ACE-FUELS will develop an anonymous online system that allows victims to record an incident and disclose when they are ready such as Callisto. Students will be trained and encouraged to create a secure, time-stamped record of their report, and will receive an alert if another student names the same perpetrator. The Centre/ University will conduct regular victimization survey and use a centralized recording system to keep track of the nature and prevalence of these incidents.

### ***D. Partnership support***

ACE-FUELS FUTO will create partnership comprising relevant internal support staff (e.g. Dean Student affairs, Chief security officer; Student union president; etc.) as well as representatives from relevant external organizations and agencies (e.g. the police, NHI, local authority and charities). The Centre will ensure regular meetings with this group and have information-sharing agreements in place so that they can collectively direct their combined knowledge and resources to support student safety and wellbeing. This scheme will surely encourage the sharing of good practice to other university/ member universities seeking solutions to similar problems such that they can learn from each other.