

SOME RULES AND REGULATIONS FOR STUDENTS

Punctuality and Regularity

Students must be punctual and regular at all lectures and other official programmes, which they are expected to attend so that they can participate fully and effectively in such activities.

Since attendance in lectures is compulsory, the University does not condone truancy. In this regard, lecturers are expected to keep accurate attendance of students in every lecture.

Plagiarism

This is a serious academic offence and a form of violation of international copyright laws to which Nigeria is a signatory. It is committed by taking and using someone else's ideas, words, arts, drawings, etc., without due acknowledgments as one's own. Students who write term papers, projects, theses, dissertations, etc., without due acknowledgment, must ensure that they do not plagiarize other people's works as this will incur serious sanctions, including termination from the affected academic programme without prejudice to any court charges that might be instituted against the offender.

Robbery and Stealing

Any student accused of robbery or stealing within or outside the University will be suspended immediately from the institution, pending the outcome of investigation by appropriate authorities which must be completed within three days. Upon conviction, the affected student will be dismissed from the University. An accused that is completely exonerated by a competent authority may be re-admitted but will have to make up for lost Semesters or sessions.

Safety of Lives and Property

No student should bring to the University Campus or Halls of Residence, dangerous weapons or items such as guns, ammunitions, axes, machetes, fireworks, daggers, sharp objects, and poisonous substance, charms, etc., that could cause harm to himself or to other members and property of the Institution. Violation of this rule could attract expulsion from the University without prejudice to court charges that might be preferred against the offenders.

Use of Cell Phones

While cell phones may be brought to the University, owners should switch them off before entering lecture rooms, laboratories or the library. Violation of this rule could result in the offender being asked to leave the lecture room, laboratory or the library and the cell phone confiscated. Repeated violations could attract more severe sanctions, including expulsion.

Falsification of Documents

It is a serious offence to falsify records, receipts for payments, or other relevant documents; this could attract serious penalties, including expulsion. Gaining admission with forged documents attracts instant expulsion at anytime the offence is discovered.

Fraudulent Practices

Fraud in any form is a crime against society that cannot be condoned by the University regardless of where it is committed. Any student found guilty of this crime will be expelled from the University.

Sexual Harassment

Any student who is guilty of this offence shall face appropriate disciplinary action that might include suspension from the University for a specified period. Any proven case of rape shall attract expulsion from the University without prejudice to whatever penalty a competent court of jurisdiction might impose on the *culprit*.

Fighting and Bullying

No matter what the circumstance may be, fighting is forbidden on campus as in any Hall of Residence. The person who starts the fight runs the risk of being expelled from the University. Besides, bullying, harassment, disrespect or threat by students towards one another, are prohibited and offenders shall be severely sanctioned. Disrespect or threat towards lecturers or other University personnel is equally forbidden with similar sanctions.

Criminal Offences

A proven incidence of the following offences shall be deemed criminal and shall lead to summary dismissal from the Halls of Residence, and invariably from the University:

- Membership of any secret society or cult.
- Possession of firearms and/or live bullets, or any other dangerous weapons like daggers, swords, axe, acid, etc.
- Possession of hard drug and/or trafficking in hard drugs
- Sexual assault—including rape or any other form of sexual immorality.
- Theft
- Burglary
- Fraud
- Forgery
- Murder
- Destruction of University property under any pretence.
- Any other offence that could be classified as criminal.

Channels of Communication for Students

Where it becomes necessary for any student or group of students to correspond with the University administration on non-academic matters, it shall always be routed through the Director, Directorate of Students' Services and Support.

Students who are at any time in doubt of what to do or wishing to be properly informed about their own welfare or the state of the University should first seek audience with the Director, Directorate of Students' Services and Support.

Change of Name

After registration, a student is not permitted to change his/her name. He/she will graduate with the names with which he/she is registered upon admission into the University.

Boycott of Lectures

Under no circumstance should students or lecturers boycott lectures. Only the University Senate can declare lecture-free days. Any student who flouts this rule automatically loses his/her studentship without any formality whatsoever.

DRESS CODE

The University attaches great importance to modest and good dressing. Our students will be encouraged to develop and imbibe a personal lasting philosophy of dressing and grooming in conformity with the University values.

DRESS CODE FOR MALE STUDENTS

1. All male students should be appropriately dressed for University activities and occasions. They must be corporately dressed during special occasions which include lectures, matriculation, special ceremonies, founder's day, convocation, public lectures, church services and examinations. To be corporately dressed connotes a shirt and necktie, a pair of trousers, with or without a jacket, and a pair of covered shoes. Every student dressing in western attire must wear a neck tie to match. The tie knot must be pulled up to the top button of the shirt.
2. At all times wearing of long-sleeved shirts, without buttoning the sleeves is not allowed.
 - a) Flying of shirts collars is prohibited.
 - b) Shirts must be properly tucked into the trousers.
3. ***Wearing of the following items (clothing and shoes, etc) is strictly prohibited:***
 - a) Scarves, braided hair or earrings in the University.
 - b) Pulling down of one's trousers to the hip line.
 - c) Piercing of any part of the body.
 - d) Tattooing on any part of the body.
 - e) Bangles, rings of any kind, hand and leg chains.
 - f) Face-caps except for sports and other related events.
4. Male students may wear African traditional attires on Fridays and weekends.
5. Traditional dresses may be worn with leather slippers or half shoes.
6. Students are to have well cut hair that is combed regularly. When they wear beard it must be neat and well-kept.
7. Male students may wear jeans with covered shoes only. The jeans must be of one colour, not frail at the edges, not torn at any part or patched.
8. Jeans, if worn, must be with proper shoes (not with canvas or sandals).
9. Male students may wear French suits.
10. All male students are expected to wear covered shoes to the University Chapel, examinations and University assembly except when wearing traditional dresses.
11. Wearing of slippers and half shoes is not allowed within the University premises from 6:00 a.m. – 6:00 p.m. on Mondays to Thursdays.

12. Wearing of T-shirt is only allowed for sporting activities and on weekends when there are no official University activities.
13. Dressing is not complete without the wearing and displaying of identity card.
14. No student should walk around the hostel without wearing a pair of trousers or shorts and a normal shirt or T-shirt.

COMPLIANCE BY EXAMPLE IS THE COLLECTIVE

RESPONSIBILITY OF STAFF AND STUDENTS

DRESS CODE FOR FEMALE STUDENTS

1. All female students must be corporately dressed during special occasions, which include lectures, public lectures, special ceremonies, matriculation, convocation and examination. To be corporately dressed means a smart skirt suit, a dress shirt on a smart skirt or a smart dress with a pair of covered shoes.
2. All dresses and skirts must be three (3) inches BELOW THE KNEES.
3. ***Wearing of the following items (clothing and shoes) is strictly prohibited:***
 - Sleeveless dresses or dresses with very tiny singlet – like straps (spaghetti strap) without a jacket.
 - Strapless blouses.
 - Dropping shawls or scarves over sleeveless dresses or dresses with very tiny singlet-like strap (spaghetti strap) in the lecture and examination halls and the University environment.
 - Over-clinging clothing, including body hugs, hip stand and any clothing made from stretchy and elastic material.
 - Revealing blouses, especially low-cut blouses, ordinary transparent dresses and blouses that do not cover the navel.
 - Shoes that make noise such as stiletto shoes in the lecture and examination halls and the University environment.
 - Trousers of any kind.
 - Blouses that reveal parts of the underwear and the back while seated.
 - Bangles, rings of any kind, hand and leg chains.
 - The use of face-caps except for sports.
 - Painting of any part of the body, wearing artificial nails and having long nails.
 - Wearing of bullero tops on sleeveless, spaghetti, boob-tube, alter-neck and monostrap.
4. Slippers and half-shoes are confined to the halls except when wearing traditional dresses.
5. Pyjamas, night dress or gown is restricted to the same floor within the hostel.

6. Female students are advised to wear hairstyles that are neat and becoming of a decent and joyful Redeemer's University student. Coloured hair and coloured attachments are strictly prohibited. Attachment when used should be moderate in length not exceeding the level of the shoulders.
7. Earrings and necklaces may be used by female students provided they are not extravagant types. Not more than one earring must be worn in each ear.
8. Female students may wear low sandals or covered corporate shoes.
9. Track suits, tennis shoes or sneakers should only be worn for sports activities.
10. Piercing of any part of the body, other than the ear (for earrings) is strictly prohibited.
11. Clothing and jewelry that do not conform to the prescribed dress code will be confiscated.
12. Skirts must be worn with slips underneath.
13. Female students may wear traditional African attires only on Fridays and weekends.
14. Traditional African dresses must be worn with leather slippers or half shoes
15. Wearing of T-shirt is only allowed for sporting activities and on weekends when there are no official University activities.
16. Female students may wear jeans skirt or gown with cover shoes or sandals only. The jeans must be of one colour, clean, not frail at the edges, not torn at any part and patched.
17. No students should move from one block to another or go to any office within the hostel without being properly dressed.
18. Dressing is not complete without the wearing and displaying of identity card.

A. EXAMINATION RELATED OFFENCES AND PENALTIES		
1.	Impersonation	Rustication for 2 Semesters
2.	Assault on invigilators/ examination attendant a. If a student physically attacks or assaults an invigilator. b. If a student is involved in any unruly behaviour leading to the disruption of an examination.	Rustication for 2 Semesters & letter of apology to those concerned. Rustication for 2 Semesters & letter of apology to those concerned.
3.	Coming to the examination hall with prepared answered sheet/script	Rustication for 2 semesters.
4.	Smuggling question papers out of examination halls	Rustication for 2 Semesters.
5.	Being found in the examination hall with jotted notes, cribs or chips on the body, under the locker or in the vicinity, writing relevant materials on palms and other places has committed an offence.	Rustication for 2 semesters.
6.	SOLICITING FOR THE ASSISTANCE OF FELLOW STUDENTS: Any student caught soliciting information or assistance, e.g. copying, exchange of answer sheets or question papers in the examination hall has committed an offence.	Rustication for 2 semesters.
7.	DESTRUCTION OF EVIDENCE RELATED TO EXAMINATION MISCONDUCT: Any student who destroys evidence relating to an examination misconduct has committed an examination offence.	Rustication for 2 Semesters
8.	SPYING IN THE EXAMINATION HALL: Any student caught spying the work of another student, or cheating on some other student's paper has committed an offence.	Letter of Warning for First Offender. Persistent Offender: More serious punishment to be determined by the Disciplinary Committee.
9.	FAILURE TO APPEAR BEFORE EXAMINATION MISCONDUCT PANEL: A student who fails to appear before duly constituted Examination Misconduct and Irregularities Committee is subject to disciplinary measure.	Expulsion.
10.	INFLUENCING INVIGILATORS/EXAMINATION OFFICIALS If a student is found attempting to gain favour by influencing an invigilator or examination officials through oral, written	

	or other means, the students involved have committed an offence.	If backed up with evidence, the student should be sanctioned by the Disciplinary Committee.
11.	CONSULTING RECOMMENDED BOOKS OR LECTURE NOTES: Any student caught consulting any books or lecture notes during examinations, except otherwise directed by the Examiner, has committed an offence.	Rustication for 2 Semesters.
12.	UNAUTHORIZED CHANGING OF SITTING POSITION: If a student fails to consult the invigilator before changing his/her sitting position, such a student has committed an offence.	Letter of Warning.
13.	REFUSAL TO COMPLETE EXAMINATION MISCONDUCT FORMS Any student who refuses to complete Examination Misconduct Form has committed an offence.	Rustication for a minimum of 1 Semester.
14.	STEALING QUESTION PAPERS, MARKING SCHEME AND OTHER EXAMINATION MATERIALS: Stealing of question papers, marking scheme and other examination materials from a University official is a serious offence.	Expulsion.
15.	RE-SUBMISSION OF USED MATERIALS: Any student who re-submits a test paper, an essay, a report or an assessment for a course after such had already been graded or is being graded has committed an offence.	Letter of Warning and award of zero for that Assessment.
16.	COMING LATE INTO THE EXAMINATION HALL: If a student comes thirty minutes late after the commencement of an examination, he or she has committed an offence.	Without genuine reason, the student is not allowed into the examination hall, and scored zero in that academic exercise; If student has genuine reason, he/she is allowed to retake the exam at the next available opportunity without penalty.
17.	AIDING AND ABETTING OTHERS: Any student caught aiding and abetting other students to copy from unauthorized material while examination is in progress has committed an offence.	Rustication for 2 Semesters.

18.	INVOLVEMENT IN ANY FORM OF ACTIVITY THAT IS RELATED TO EXAMINATION LEAKAGE IS AN OFFENCE:	Expulsion.
19.	DISOBEYING ANY LAWFUL EXAMINATION INSTRUCTIONS: Any student found disobeying any lawful examination instructions from examination officials while the examination is in progress, such as failure to stop writing or writing before the examination starts has committed an offence.	Letter of warning.
20.	A student who had been issued a letter of warning for one semester or session on account of examination misconduct(s) and is subsequently found guilty of any other offence under examination.	Rustication for 1 Semester + the penalty for the offence.
21.	FALSE MEDICAL CERTIFICATE Submitting false medical or other certificate(s) or obtaining such certificate(s) under false pretence for examination purposes is an offence.	Rustication for 1 Semester.
22.	Sitting for an examination for which a candidate is not qualified, such as not meeting the percentage attendance at lecture/practical.	The result of the student in the course shall be cancelled.
23.	Leaving the Examination Hall without the Permission of the Invigilator	The student shall be scored zero in the examination.
24.	Failure by a candidate to submit his/her answers script after taking part in an examination.	Rustication for 2 Semesters.
25.	Any behaviour in the laboratory or workshop during examinations, in a manner violating safety regulations or constituting threat to the safety of others in the laboratory or workshop.	Disciplinary measure as recommended by the appropriate Committee.
26.	Other types of examination misconducts/offences not specifically listed above but related.	Disciplinary measure as recommended by the appropriate Committee.
B. GENERAL RULES AND REGULATIONS FOR STUDENTS		
	Students' related Offences	3rd Review (Senate Committee) Recommended Sanctions

27.	Punctuality and Regularity	Lecturers are to keep accurate attendance of students at lectures.
28.	Plagiarism	<p>The staff and students should be educated on plagiarism.</p> <p>The Students' project work should be subject to the University minimum benchmark and Lecturers should ensure that students' long essay meet such benchmark.</p>
29.	Robbery and stealing	Suspend within 3 days (i.e. before determination of case), and if found guilty expulsion; if not guilty re-absorb back to school to make-up for lost period.
30.	Threat to Safety of lives and property	Expulsion if found guilty.
31.	Use of Cell Phones	First offender is to be sent out of the lecture class or the school event; Repeated Offender to be rusticated for 1 Semester.
32.	<p>Falsification of Documents:</p> <p>It is a serious offence to falsify records, receipts for payments, or other relevant documents; or</p> <p>Gaining admission with forged documents</p>	<p>Falsification could attract rustication for a specific period or expulsion;</p> <p>If admission documents are forged, this attracts instant expulsion at any time the offence is discovered, with no option for re-admission.</p>
33.	<p>Fraudulent Practices:</p> <p>Fraud in any form is a crime against society that cannot be condoned by the University regardless of where it is committed.</p>	Expulsion, if found guilty.
34.	Sexual Harassment:	Any student who is guilty of this offence shall face appropriate disciplinary action in line with the provision of Redeemer's University Policy on Sexual Harassment (Section 3.3).

35.	Fighting and Bullying: No matter what the circumstance may be, fighting is forbidden on the campus as in any Hall of Residence. The person who starts the fight runs the risk of being expelled from the University. Besides, bullying, harassment, disrespect or threat by students towards one another, are prohibited and offenders shall be severely sanctioned. Disrespect or threat towards lecturers or other University personnel is equally forbidden with similar sanctions.	Expulsion, if found guilty.
C. SUMMARY OF OTHER OFFENCES AND SANCTIONS		
36.	Serious Misconduct: Cultism, possession of firearms, theft, burglary, fraud, forgery, murder, destruction of university property, other criminal offences, and being convicted by a court.	Expulsion; *Any student convicted by a Court cannot be re-admitted to the University.
	Students' Related Offences	Approved Sanctions
37.	OFFENCES Making a noise in the Library and Lecture Room	Reprimand.
38.	Eating in the Library	Reprimand.
39.	Eating in the Lecture Room	Reprimand.
40.	Lateness to morning devotion	Reprimand.
41.	Absence at morning devotion	Reprimand.
42.	Lateness to midweek service	Reprimand.
43.	Absence at the midweek service	Reprimand.
44.	Lateness to Sunday Service	Reprimand.
45.	Absence at Sunday Service and other important University Programmes	From Reprimand to Rustication for 1 Semester.
46.	Littering the University premises	Reprimand.
47.	Class Tardiness	Reprimand.

48.	Violation of Dress Code	Reprimand.
49.	Using profane language	Reprimand.
50.	Posting of Posters/Articles without permission	Reprimand.
51.	Non-display of identity card on campus	Reprimand.
52.	Wearing of necklace by male students	Reprimand & Confiscation of the item.
53.	Violation of the decent use of bathroom and toilet	Reprimand.
54.	Dirtiness and filthiness of rooms and surroundings	Reprimand.
55.	Painting of any part of the body, artificial nails and having long nails	Reprimand & Confiscation of items used.
56.	Being found outside the hostel after hostel gate has been locked	Reprimand.
57.	Non submission of key while leaving on vacation	Reprimand & Surcharge for replacement.
58.	Non submission of key when leaving the hostel	Reprimand.
59.	Cooking in the Hall of Residence with electric kettle or any other cooking appliances	Reprimand & Confiscation of used items.
60.	Raising too high the volume of sound system	Reprimand & Confiscation of items if repeated.
61.	Possession of unauthorized property in the hostel	Reprimand & Forfeiture of property.
62.	Failure to switch off all electrical appliances before leaving the room	Reprimand & Surcharge if it resorted to damage of University property.
63.	Putting on handset during lectures, worship, formal gathering and in the Library	Reprimand in the first instance & confiscation if it persists.
64.	Leaving Campus without permission	Rustication for 1 Semester.
65.	Overstaying Exeat	Withdrawal of right for further Exeat in the Semester.
66.	Driving on campus during academic session	Impounding the vehicle & a warning letter.

67.	Hosting/Entertaining visitors in the room without permission	Reprimand to Rustication for 1 Semester.
68.	Sleeping off Campus without permission	Rustication for 1 Semester.
69.	Being found sitting, standing or walking with the opposite sex in an undignified/compromising manner	Reprimand to Rustication for 1 Semester.
70.	Other sexual misconduct except sexual harassment	Reprimand to Rustication for 1 Semester.
71.	Passing items across hostel barrier	Reprimand.
72.	Being found by the hostel barrier at odd time	Reprimand.
73.	Disruption of teaching or any official gathering	Expulsion.
74.	Defacing University property and refusal to remove posted advertisement 48 hours from the time of an event.	Reprimand & Surcharge.
75.	Consumption or being in possession of non-prescribed & non-addictive drugs (certified/evidenced by the Head of the University Health)	Confiscation and Reprimand.
76.	Destruction of the University property	Reprimand & Repair/Replacement.
77.	Tearing off page(s) of books in the Library	Reprimand & Replacement or rustication for 1 Semester.
78.	Vandalizing lecture room property	Reprimand & Repair/Replacement or rustication for 1 Semester.
79.	Offering of money, or other enticements in exchange for higher grades	Rustication for 2 Semesters.
80.	Action(s)/Conduct that tarnish(es) the image of the University within and outside the University	Rustication for 2 Semesters to outright Expulsion depending on the gravity of the misconduct.
81.	a. Discovery of pregnancy without valid marriage documents b. Abortion c. Male involved in a or b above	a. Leave of absence for 2 Semesters for the pregnant student. b. Abortion – Expulsion. c. Male involved – Rustication for 2 Semesters.

82.	Disrespect to constituted authority	Reprimand to Rustication for 1 Semester.
83.	Destruction of University or Staff property	Rustication for 2 Semesters plus Surcharge.
84.	Changing locks and duplicating room keys	Reprimand to Rustication for 1 Semester.
85.	Entering the room of the opposite sex	Rustication for 2 Semesters.
86.	Pilfering	Reprimand & Restitution
87.	Stealing	Expulsion.
88.	Membership of an outlawed organization such as Secret Cults	Expulsion.
89.	Possession of dangerous weapons such as gun, cutlass, etc.	Expulsion.
90.	Being in possession of / Consumption of Hard Drugs	Expulsion.
91.	Being in possession of / Consumption of Alcoholic Drink	Rustication for 1 Semester.
92.	Being in possession of / Smoking of Cigarette	Rustication for 1 Semester.
93.	Fighting	Expulsion.
94.	Use of threat of violence on anybody	Reprimand to rustication for 1 Semester.
95.	Falsification of documents/Forgery	Expulsion.
96.	Non-disclosure of previous matriculation	Reprimand to forfeiture of one of the studentships.
97.	Sexual Harassment	Sanctions as prescribed by the University Policy on Sexual Harassment.
98.	Jumping the fence or gate.	Rustication for 1 Semester.
99.	Wearing of trousers by female students except on approval	Rustication for 1 Semester.
100.	Tattooing on any part of the body after becoming a student	Reprimand to 1 Semester Rustication.
101.	Watching or being in possession of pornographic material of any kind.	Reprimand to Rustication for 1 Semester.
102.	Unauthorized Gathering	Written Reprimand.

103.	Organizing and participating in student unrest/demonstration.	Rustication for 2 Semesters to outright expulsion.
104.	Fraudulent practice of any kind	Expulsion.
105.	Any act of indiscipline attracting another letter of warning to an already existing letter of warning.	Expulsion.

Notwithstanding the provisions in this Handbook, nothing shall prevent the University authority from taking any disciplinary action(s) that it may deem fit or appropriate against any erring or offending student on any matter.