

1.0 A BRIEF HISTORY OF THE POLYTECHNIC

The Bayelsa State Polytechnic ,Aleibiri was established in 2014 by the Bayelsa State Government through the Bayelsa State Polytechnic(**ESTABLISHMENT**) law, 2014. The law was passed by the State House of Assembly and assented to by the Executive Governor of the State, His Excellency (Hon) Henry Seriake Dickson on the 30th day of April, 2014. The Bayelsa State Polytechnic (**AMENDMENT**) Law, 2018 was also amended and enacted by the State House of Assembly and signed into law on 2nd August 2018. The Pioneer Rector of the Polytechnic, Prof. Promise Mebine was appointed on the 4th day of December, 2017 by the Governor. The present Ag Rector Engr Godpower F. Odubo a resourceful, dynamic and hardworking man complemented by equally industrious Governing Council to develop the Polytechnic.

The Polytechnic was set up primarily to produce middle and higher level technical manpower for the nation's economy. By its establishment, government desires that the nation's drive towards technological development would be attained at a fast pace. The Polytechnic will provide courses of instruction, research and training in Science, Technology, Engineering, Commerce and Management and in other such fields of applied learning relevant to the industrial development of the State and Nigeria in the area of industrial, Agricultural production, distribution and for research in the development and adaptation of various techniques.

1.1 Location of the Polytechnic

The Bayelsa State Polytechnic is situated at Aleibiri town of Bolou Toru Creek in Ekeremor Local Government Area, with a distance of approximately 51km from Yenagoa, the Capital City. The Polytechnic is geographically located on Longitude 4.946 N and Latitude 5.684 E. The Polytechnic situated in Aleibiri Town can be accessed from Yenagoa through the Sagbama/Toru-Orua Road, and from Delta State through Bomadi Road.

Bayelsa State covers an estimated area of 10,773 square kilometers and lies at latitude 4.45'North and Longitude 6.05'East. It has a population of 1,704,515, (2006 Census) with a population density of 158 people per square kilometer. It accounts for 1.3% of Nigeria's total population. Other major cities and towns are; Kaiama, Amassoma, Brass, Nembe, Ogbia, Odi, Otuoke, Sagbama, Oporoma, Sabagria. The local population engage in fishing and farming on a subsistence and commercial level. The Bayelsa State Government is otherwise the main employer of labour in the State.

1.2 Organizational Structure

The Bayelsa State Polytechnic has an Organizational Structure which is in line with that of other Nigerian Polytechnics. The organizational structure of the Polytechnic include:

- i. The Visitor: The visitor of the Polytechnic is the Executive Governor of the state.
- ii. Governing Council
- iii. Rector
- iv. Academic Board
- iv. Deputy Rector Administration
- v. Deputy Rector Academics

- vi Registrar
- vii Bursar
- viii Polytechnic Librarian
- ix Deans
- x Directors
- xi Departmental Heads
- xii Congregation

1.3 The Principal Officers.

- Rector
- Deputy Rector Administration
- Deputy Rector, Academics
- Registrar
- Bursar
- Polytechnic Librarian

2.0 ADMINISTRATION OF THE POLYTECHNIC

2.1 Governing Council

The Governing Council of the Polytechnic is responsible for the management of the affairs of the Polytechnic and in particular, the control of the property and finances of the Polytechnic; and also has power to do anything which in its opinion is necessary to facilitate the carrying out of the activities of the Polytechnic and promote its best interests

The Council consist of a Chairman and the following members;

- i. One person from the Academia
- ii. One person from the State Chapter of the Manufacturers' Association of Nigeria or a related body
- iii. One person to represent professional bodies whose disciplines are taught in the Polytechnic
- iv. One person selected from the State Public Utility or Corporations;
- v. The Rector of the Polytechnic
- vi. One representative of the Ministry charged with responsibility for matters relating to industries;
- vii. One representative of the Academic Board of the Polytechnic;
- viii. One representative of the State Ministry of Education; and
- ix. Eight other persons, at least one of whom shall be a woman, to be selected each on merit based on his contribution to the development of industry, technology or commerce or special interest in technical education.

2.2 Academic Board

The Academic Board takes charge of all academic activities of the Polytechnic. It is empowered by the Law for the direction and management of academic matters of the Polytechnic including the regulation of admission of students, the award of certificates and diplomas, scholarships, prizes and other distinctions. The Academic Board is responsible for regulations relating to teaching, study and research, including the use of the Library and to conduct all examinations. The Chairman of the Academic Board is the Rector and the Registrar is the Secretary. Other members are the Deputy Rectors, Deans and Directors

of Institutes, Heads of Departments, all Chief Lecturers, two elected representatives of each School from Senior Lecturer and above, the Polytechnic Librarian and such member of staff as may be appointed by the Rector.

2.3 School Board of Studies

There shall be a Board of Studies for each School, which shall report to the Academic Board. In addition to other duties, it makes recommendations to the Academic Board on academic matters and advises the Dean on the general academic and administrative affairs of the school. The Dean of the school is the Chairman and the Secretary is the Administrative Secretary of the School. All teaching staff of the School are members.

2.4 Departmental Board of Studies

The Departmental Board makes recommendation to the School Board of Studies on academic and administrative matters affecting the Department. The Head of Department is the Chairman of the board and all teaching staff are members while the Administrative Secretary is the Secretary of the board.

2.5 Management Committee

This Committee is set up by the Rector to advise on matters relating to the management and administration of the Institution as may be referred to it by the Rector.

2.6 Congregation

The congregation is made up of the Rector, Deputy Rectors, and every full-time academic and non-academic staff of the Polytechnic who holds a University degree or its equivalent. The congregation expresses by resolution or otherwise its opinion on all matters affecting the interest and welfare of the institution's staff.

2.7 Administrative Departments

The following are the existing Administrative and Service Departments and units for the Students and Staff of the institution.

- Office of the Rector
- Office of Deputy Rector (Administration)
- Office of the Deputy Rector (Academics)
- Registry Department
- Bursary Department
- Internal Audit Unit
- Works and maintenance Services Department
- Medical Services Department
- Students Affairs Unit
- Security Department
- Library Department

3.0 ACADEMIC SET-UP IN THE POLYTECHNIC

The Polytechnic has been structured to run the School System. The Polytechnic currently has the following Schools and Departments.

3.1 School of Commerce & Management

Departments:

Accountancy

Mass Communication

3.2 School of Engineering Technology

Departments:

Electrical/Electronic Engineering Technology

Computer Engineering Technology

3.3 School of Applied Sciences

Departments:

Computer Science

Statistics

3.4 School of Foundation Studies

Departments:

General Studies

Interim joint Matriculation Board (IJMB)

Institute of Continuing Education (ICE) SSCE/GCE

3.5 Other Academic Units

Entrepreneurial Development Centre

Students Industrial Work Experience Scheme

Academic Planning/ Quality Assurance Unit

4.0 GENERAL MINIMUM ENTRY REQUIREMENT FOR ADMISSION INTO VARIOUS PROGRAMMES

4.1 Entry Requirements for ND

A candidate may be accepted for admission following satisfactory performance in the Unified Tertiary Matriculation Examinations (UTME) with the relevant subject combinations. Candidates must possess the Senior Secondary School Certificate, or its equivalent, with at least five passes at credit level including English Language and Mathematics obtained at not more than two sittings.

4.2 Entry Requirements for HND.

Applicants for the HND programmes must have the National Diploma of Bayelsa State Polytechnic, Alebiri or any other recognized Polytechnic accredited for the programme, with a minimum of lower credit in the relevant discipline.

Minimum of one year Post National Industrial Work Experience in an approved Establishment, industry or Business Organization is required from all HND candidates.

5.0 ENTRY REQUIREMENTS AND MODE OF STUDY FOR PROGRAMMES OFFERED

5.1

SCHOOL OF COMMERCE & MANAGEMENT	
Entry Requirements	
Programmes	DEPARTMENT OF ACCOUNTANCY
Full-Time and Part-Time	National Diploma (ND) (i) G.C.E. Ordinary O level or its equivalent (Teachers Grade II, WASC., SSCE.) with four credit passes English Language Mathematics, and any other three subjects from the following in not more than two sittings: Economics, Business Studies, Principles of Accounts, Commerce, Government, Geography, Statistics, Biology, Agricultural Science and Literature in English. Or (ii) Four credit passes in relevant subjects as stated in (i) above obtained at the final examination of an NBTE Recognized Preliminary ND Programmes offered by the Polytechnics and similar post-secondary technical institutions.
Programmes	DEPARTMENT OF MASS COMMUNICATION
Full-Time and Part-Time	National Diploma (ND) Five (5) G.C.E. (O level), WASC, NECO or NABTEB subjects passed at not more than two sittings. The subjects must be passed at Credit level and should include English Language, Literature in English, Mathematics and any two others such as Economics/Commerce, Business Methods, Principles of Accounts, Geography, Office Practice, Government, Biology/Agricultural Science, Chemistry, Physics, History/Government, Typewriting, Shorthand.

5.2

SCHOOL OF APPLIED SCIENCES	
Entry Requirements	
Programmes	DEPARTMENT OF COMPUTER SCIENCE
Full-time and Part-Time	<p>National Diploma (ND)</p> <p>(1) Four O, level credit passes in SSCE or its Equivalent Examination which must include English Language and Mathematics, Physics and any other two subjects from the following in not more than two sittings:</p> <p>(2) Four credit passes in NBTE recognized preliminary National Diploma course offered in a Polytechnic or similar post-secondary technical Institution. The credit passes must include mathematics, physics English and any other subject.</p> <p>(3) A pass in Computer Foundation Examination (CFE) of computer professionals registration council of Nigeria (CPN). The student must be prima fascia qualified as in (1) above.</p>
Programmes	DEPARTMENT OF STATISTICS
Full-time and Part-Time	<p>National Diploma (ND)</p> <p>(1) Four credit level passes in the West African School Certificate, Senior Secondary School Certificate or General Certificate of Education (GCE) Ordinary level and National Examination Council (NECO), TCII, NTC, in not more than two sittings. The subject must include mathematics and any three of the following: Statistics, Geography, further mathematics, Chemistry, Physics, Biology, Agricultural Science, Economics. At least, pass in English language is compulsory.</p> <p>(2) Candidates who have successfully completed the Boards recognized Pre-National Diploma (Science and Technology) course. Such students must have passed mathematics, English language and any two subjects listed in (1) above.</p>

5.3

SCHOOL OF ENGINEERING TECHNOLOGY	
Entry Requirements	
Programmes	DEPARTMENT OF ELECTRICAL/ELECTRONIC ENGINEERING TECHNOLOGY
Full-time and Part-Time	<p>National Diploma (ND)</p> <p>1. Four credit level passes at senior school certificate examination (SSCE) or its equivalent at not more than TWO sittings. The four subjects must include Mathematics, Physics and any TWO other science subjects. At least a pass in English Language is required.</p>

	<p>2. The National Technician Certificate (NTC) in electrical trade with credit passes in Mathematics, Physics and ONE other subject. Also, a pass in English Language is mandatory.</p> <p>3. Four credit passes in an NBTE recognised preliminary ND course offered in a Polytechnic or similar post-secondary technical institution. The credit passes must include Mathematics, Physics and any TWO other science subjects. Candidates must in addition obtain at least a pass in English language.</p>
Programmes	DEPARTMENT OF COMPUTER ENGINEERING TECHNOLOGY
Full-time and Part-Time	<p>National Diploma (ND)</p> <p>1. Four credit level passes at senior school certificate examination (SSCE) or its equivalent at not more than TWO sittings. The four subjects must include Mathematics, Physics and any TWO other science subjects. At least a pass in English Language is required.</p> <p>2. The National Technician Certificate (NTC) in electrical trade with credit passes in Mathematics, Physics and ONE other subject. Also, a pass in English Language is mandatory.</p> <p>3. Four credit passes in an NBTE recognised preliminary ND course offered in a Polytechnic or similar post-secondary technical institution. The credit passes must include Mathematics, Physics and any TWO other science subjects. Candidates must in addition obtain at least a pass in English language.</p>

5.4

SCHOOL OF FOUNDATION STUDIES	
Entry Requirements	
Programme	
Programmes	INTERIM JOINT MATRICULATION BOARD (IJMB)
	Entry Requirements
Accountancy Banking and Finance Marketing Business Management Economics Political Science Sociology	Five O, level credit passes in SSCE or its Equivalent Examination which must include English Language in not more than two sittings:

<p>Law International Studies/ Public Admin. Public Administration Mass Communication Geography Urban and Regional Planning Archaeology</p>	
<p>Computer Appreciations Computer Hardware Maintenance Computer Programming Data Base Management/ Administration Computer Networking Electrical Installations Project Management Electrical Installation Fine and Applied Art</p>	<p style="text-align: center;">INTERNATIONAL INSTITUTE FOR INFORMATION AND COMMUNICATION TECHNOLOGY (IICT)</p> <p style="text-align: center;">Entry Requirements (Certificate Programme)</p> <p>Candidate must possess minimum Three O level credit passes in SSCE, NECO, GCE, NABTEB or its Equivalent.</p>

DEPARTMENT OF COMPUTER ENGINEERING TECHNOLOGY

YEAR ONE

1ST SEMESTER ND I

Course Code	Course Title	L	T	P	CU	CH
GNS 101	Use of English 1	2	0	0	2	2
MTH 112	Algebra and Elementary Trigonometry	1	1	0	2	2
GNS 127	Citizenship Education	2	-	-	2	2
MEC 112	Technical Drawing	0	0	2	4	4
MEC 113	Basic Workshop Technology and Practice	1	0	2	3	3
EEC 114	Report Writing	1	0	3	4	4
EEC 112	Introduction to Computer Science	1	0	2	3	3
EEC 117	Computer Hardware 1	1	0	2	3	3
EEC 111	Electrical Graphics	1	0	3	4	4
EEC 115	Electrical Engineering Science 1	1	0	2	3	3
GNS 105	Introduction to Library	2	0	0	2	2
COM 113	Introduction to Computer Programming	2	0	2	4	4
	TOTAL	15	1	20	36	36

YEAR ONE

2ND SEMESTER ND I

Course Code	Course Title	L	T	P	CU	CH
GNS 102	Communications Skills	2	0	0	2	2
MTH 211	Calculus	2	0	0	2	2
COM 121	Scientific Programming Language using OO Java	2	0	4	6	5
CTE 121	Digital Computer Fundamentals 1	2	0	0	2	2
EEC 124	Electronics 1	1	0	2	3	3
EEC 121	Electrical Engineering Science II	1	0	2	3	3
EEC 126	Electrical and Electronics Instrument I	1	0	3	4	4
EEC 128	Telecommunications I	1	0	2	3	3
EEC 129	Electrical Installation of Building	1	0	2	3	3
COM 126	PC Upgrade and Maintenance	1	0	5	6	6
GNS 128	Citizenship Education II	2	0	0	2	2
BAM 126	Introduction to Entrepreneurship	1	0	2	3	3
	TOTAL	19	0	22	39	40

SCHOOL OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING TECHNOLOGY
YEAR TWO

1ST SEMESTER ND II

Course Code	Course Title	L	T	P	CU	CH
GNS 201	Use of English II	2	0	0	2	2
MTH 112	Logic and Linear Algebra	2	0	0	2	2
CTE 211	Micro Computer Fundamentals	2	0	3	5	5
CTE 212	Computer Workshop Practices I	0	0	3	3	3
EEC 234	Electronics II	1	0	3	4	4
EEC 236	Electrical and Electrical Instrument I	1	0	2	3	3
EEC 238	Telecommunications II	1	0	2	3	3
EEC 239	Electric Circuit Theory I	1	0	2	3	3
CTE 213	Digital Computer Fundamentals II	3	0	3	6	6
CTE 214	Computer Architecture	1	0	1	2	2
EED 216	Practice of Entrepreneurship	1	0	2	3	3
	TOTAL	15	0	22	37	37

YEAR TWO

2ND SEMESTER ND II

Course Code	Course Title	L	T	P	CU	CH
GNS 202	Communications Skills II	2	0	0	2	2
MTH 122	Trig. and Analytical Geometry	2	0	0	2	2
EEC 247	Computer Hardware II	1	0	2	3	3
EEC 245	Electronic Maintenance & Repair	1	0	2	3	3
EEC 244	Electronics II	1	0	3	4	4
CTE 221	Computer Programming (Assembly Language)	1	0	3	2	4
CTE 222	Computer Workshop Practice II	0	0	3	1	3
CTE 223	Operating Systems	3	0	0	3	3
EEC 224	Computer Power Systems	2	0	0	2	2
CTE 225	Project	0	0	6	6	6
	TOTAL	13	0	19	28	32

SCHOOL OF ENGINEERING TECHNOLOGY

DEPARTMENT OF ELECTRICAL/ELECTRONIC ENGINEERING TECHNOLOGY

YEAR ONE

1ST SEMESTER ND I

Course Code	Course Title	L	T	P	CU	CH
GNS 101	Use of English	2	0	0	2	2
MTH 112	Algebra and Elementary Trigonometry	1	1	0	2	2
SDV 201	Business Entrepreneurship	2	0	0	2	2
MEC 111	Technical Drawing	0	0	4	1	4
MEC 112	Basic Workshop Technology and Practice	1	0	2	3	3
EEC 114	Report Writing	1	0	3	2	4
EEC 112	Introduction to Computer Software	1	0	2	2	3
EEC 117	Computer Hardware 1	1	0	2	2	3
EEC 111	Electrical Graphics	1	0	3	2	4
EEC 115	Electrical Engineering Science 1	1	0	2	2	3
	TOTAL	11	1	18	19	30

YEAR ONE

2ND SEMESTER ND I

Course Code	Course Title	L	T	P	CU	CH
GNS 102	Communications Skills	2	0	0	2	2
MTH 211	Calculus	1	1	0	2	2
MEC 124	Machine Tools Technology & Practice	1	0	2	2	3
EEC 122	Electrical Power I	1	0	2	2	3
EEC 123	Electrical Machine I	1	0	2	2	3
EEC 124	Electronics I	1	0	2	2	3
EEC 125	Electrical Engineering Science II	1	0	2	1	3
EEC 126	Electrical and Electronics Instrument I	1	0	3	2	4
EEC 128	Telecommunications I	1	0	2	2	3
EEC 129	Electrical Installation of Building	1	0	2	2	3
	TOTAL	11	1	17	19	29

SCHOOL OF ENGINEERING TECHNOLOGY

DEPARTMENT OF ELECTRICAL/ELECTRONICS ENGINEERING TECHNOLOGY

YEAR TWO

1ST SEMESTER ND II

Course Code	Course Title	L	T	P	CU	CH
GNS111	Citizens Education	2	0	0	2	2
MTH 202	Logic and Linear Algebra	1	1	0	2	2
EEC 232	Electrical Power II	1	0	2	2	3
EEC 233	Electrical Machines II	1	0	2	2	3
EEC 234	Electronics II	1	0	3	2	4
EEC 236	Electrical and Electronics Instrument II	1	0	2	2	3
EEC 238	Telecommunications II	1	0	2	2	3
EEC 239	Electric Circuit Theory I	1	0	2	2	3
	TOTAL	7	1	12	13	20

YEAR TWO

2ND SEMESTER ND II

Course Code	Course Title	L	T	P	CU	CH
GNS 202	Communications II	2	0	0	2	2
MTH 122	Trig. and Analytical Geometry	1	1	0	2	2
EEC 247	Computer Hardware II	1	0	2	2	3
EEC 242	Electrical Machines III	1	0	2	2	3
EEC 244	Electronics III	1	0	3	2	4
EEC 249	Electrical Circuit Theory II	1	0	2	2	3
EEC 280	Project	0	0	3	1	3
	TOTAL	7	1	12	13	20

SCHOOL OF COMMERCE AND MANAGEMENT

DEPARTMENT OF ACCOUNTANCY

YEAR ONE

1ST SEMESTER ND I

Course Code	Course Title	T	P	CU	CH
OTM 101-102	Technical English I	2	2	4	4
BFN 111	Element of Banking I	1	1	2	2
GNS 111	Citizenship Education	2		2	2
BAM 112	Business Mathematics	1	2	3	3
BAM 113	Principles of Law	1	2	3	3
BAM 211	Principles of Management I	1	2	3	3
BFN 112	Principles of Economics	2	1	3	3
ACC 111	Principles of Accounts	1	3	4	4
OTM 113	Information Communication Technology I	1	3	4	4
BFN 115	Introduction to Insurance	1	1	2	2
	TOTAL	13	18	30	30

YEAR ONE

2ND SEMESTER ND I

Course Code	Course Title	T	P	CU	CH
OTM 201-202	Technical English 2	2	2	4	4
BFN 121	Element of Banking 2	1	1	2	2
BAM 126	Introduction to Entrepreneurship	1	1	3	3
GNS 121	Citizenship Education	2	0	2	2
BAM 122	Business Mathematics 2	2	1	3	3
BAM 214	Business Law	1	2	3	3
BAM 221	Principles of Management 2	1	2	3	3
BFN 122	Principles of Economics 2	2	1	3	3
ACC 121	Principles of Accounts 2	1	3	4	4
OTM 214	Information Communication Technology 2	1	3	4	4
GNS 105	Use of Library	1	1	2	2
BFN 125	Principles and Practice of Insurance	1	1	2	2
	TOTAL	16	19	35	35

SCHOOL OF COMMERCE AND MANAGEMENT

DEPARTMENT OF ACCOUNTANCY

YEAR TWO

1ST SEMESTER ND II

Course Code	Course Title	T	P	CU	CH
ACC 214	Taxation I	1	2	3	3
BFN213	Business Research Methods	2	1	3	3
BAM 212	Business Statistics I	2	1	3	3
ACC213	Auditing I	2	1	3	3
ACC 212	Cost Accounting I	1	3	4	4
ACC211	Financial Accounting I	1	3	4	4
BAM 216	Practice of Entrepreneurship	1	2	3	3
BAM 424	Company Law	2	1	3	3
	TOTAL	12	14	26	26

YEAR TWO

2ND SEMESTER ND II

Course Code	Course Title	T	P	CU	CH
BAM 222	Business Statistics II	2	1	3	3
BFN 211	Business Finance	1	2	3	3
ACC 223	Auditing II	2	1	3	3
ACC 222	Cost Accounting II	2	2	4	4
ACC 224	Taxation II	1	2	3	3
ACC 221	Financial Accounting II	1	3	4	4
ACC 225	Public Sector Accounting	1	1	2	2
ACC 229	Project	0	6	6	6
	TOTAL	10	21	30	30

SCHOOL OF COMMERCE AND MANAGEMENT

DEPARTMENT OF ACCOUNTANCY

HND PROGRAMME IN ACCOUNTANCY

1ST SEMESTER HND I

YEAR ONE

COURSE CODE	COURSE TITLE	T	P	CU	CH
ACC 311	Accounting Theory & Practice	1	3	4	4
ACC 312	Advanced Costing 1	2	2	4	4
ACC 313	Executorship & Bankruptcy Law	1	1	2	2
ACC 315	Quantitative Techniques	1	2	3	3
ACC 316	Public Finance	1	2	3	3
ACC 317	Management Information System 1	1	1	2	2
HBF 427	Managerial Economics	3	1	4	4
OTM 412	Business Communication 1	2	2	4	4
	TOTAL	12	14	26	26

2ND SEMESTER HND I

YEAR ONE

COURSE CODE	COURSE TITLE	T	P	CU	CH
ACC 321	Advanced Financial Accounting 1	1	3	4	4
ACC 322	Advanced Costing 2	2	2	4	4
ACC 324	Advanced Taxation 1	1	2	3	3
ACC 326	Public Sector Accounting 1	2	2	4	4
ACC 327	Management Information System 2	1	1	2	2
HBF 413	Management Information System 1	2	1	3	3
BAM 413	Business Research Methods	1	1	2	2
OTM 424	Professional Ethics and Social Responsibility	2	2	4	4
	TOTAL	12	14	26	26

1ST SEMESTER HND II

YEAR TWO

COURSE CODE	COURSE TITLE	T	P	CU	CH
ACC 411	Advanced Financial Accounting 2	2	2	4	4
ACC 412	Auditing and Investigations	2	2	3	3
ACC 413	Financial Management 1	2	2	3	3
ACC 414	Advanced Taxation 2	2	1	3	3
ACC 415	Management Accounting 1	2	2	4	4
BAM 418	Small Scale Business Management	1	1	2	2

ACC416	Public Sector Accounting 2	1	2	3	3
OTM 424	Business Communication 2	2	2	4	4
	TOTAL	14	14	27	27

2ND SEMESTER HND II

YEAR TWO

COURSE CODE	COURSE TITLE	T	P	CU	CH
ACC 421	Advanced Financial Accounting 3	2	2	4	4
ACC 422	Audit Practice & Assurance Services	2	1	3	3
ACC 423	Financial Management 2	2	2	4	4
ACC 424	Multi-disciplinary Case Study	2	1	2	2
ACC 425	Management Accounting 2	2	2	4	4
ACC 428	Project	1	3	3	3
OTM 322	Professional Career Development	2	2	4	4
	TOTAL	11	13	24	24

SCHOOL OF COMMERCE AND MANAGEMENT

DEPARTMENT OF MASS COMMUNICATION

YEAR ONE

1ST SEMESTER ND I

Course Code	Course Title	L	T	P	CU	CH
GNS 111	Citizenship Education	2	-	-	2	2
GNS 101	Use of English	2	-	-	2	2
MAC 111	English for Mass Communication I	2	-	-	2	2
MAC 112	Foreign Language	2	-	-	2	2
MAC 113	Basic Computer Application for Mass media I	2	-	1	3	3
MAC 114	Introduction to Mass Communication	3	-	-	3	3
MAC 115	Introduction to News Reporting and Writing	2	-	2	3	3
MAC 116	Indigenous Language	2	-	-	2	2
MAC 117	Introduction to Broadcasting	2	-	-	2	2
MKT 111	Fundamentals of marketing	2	-	-	2	2
	TOTAL	21	-	3	23	23

2ND SEMESTER ND I**YEAR ONE**

Course Code	Course Title	L	T	P	CU	CH
GNS 102	Communication in English I	2	-	-	2	2
GNS 121	Citizenship Education	2	-	-	2	2
MAC 121	English for Mass Media II	2	-	-	2	2
MAC 122	Foreign Language	2	-	-	2	2
MAC 123	Basic Computer Application for Mass media II	1	-	2	3	3
MAC 114	Computer Graphics for Mass Media	2	-	1	3	3
MAC 125	Intermediate News Writing & Reporting	2	-	1	3	3
MAC 126	Principles of Public Relations	2	-	-	2	2
MAC 127	Principles of Advertising	2	-	-	3	3
EED 128	Introduction to Entrepreneurship	2	-	-	2	2
MAC 128	History of the Nigerian Mass Media	2	-	-	2	2
	TOTAL	21	-	4	26	26

SCHOOL OF COMMERCE AND MANAGEMENT**DEPARTMENT OF MASS COMMUNICATION****YEAR TWO****1ST SEMESTER ND II**

Course Code	Course Title	L	T	P	CU	CH
GNS 201	Use of English	2	-	-	2	2
GNS 211	Introduction to Sociology/Psychology	2	-	-	2	2
MAC 211	English for Mass Media II	2	-	-	2	2
MAC 212	Introduction to Research Methods	2	-	-	2	2
MAC 213	Copy Editing	1	-	2	3	3
MAC214	Feature Writing	1	-	2	3	3
MAC 215	Mass Media & Society	2	-	-	-	2
MAC 216	Mass Communication Ethics	2	-	-	2	2
MAC 217	Broadcast Production I	2	-	1	2	2
EEE 218	Practice of Entrepreneurship	3	-	-	3	3
MAC 100	SIWES	-	-	2	2	-
	TOTAL	19	-	7	23	23

YEAR TWO**2ND SEMESTER ND II**

Course Code	Course Title	L	T	P	CU	CH
GNS 202	Communication in English I I	2	-	-	2	2

GNS 222	Economics	2	-	-	2	2
GNS 225	Geography of Nigeria	2	-	-	2	2
MAC 222	Speech Communication	1	-	1	2	2
MAC 223	Newspaper and Magazine Production	2	-	1	3	3
MAC 224	Photography and Photo Journalism	2	-	1	3	3
MAC 225	Broadcast Production II	2	-	1	3	3
MAC 226	Mass Communication Laws	2	-	-	2	2
MAC 227	Investigative& Interpretative Reporting	2	-	1	3	3
MAC 228	Mass Media, Democracy and Governance	2	-	-	2	2
MAC 229	Practical Project	-	-	2	2	-
	TOTAL	19	-	7	26	24

SCHOOL OF APPLIED SCIENCES
DEPARTMENT OF STATISTICS
YEAR ONE

1ST SEMESTER ND I

Course Code	Course Title	T	P	Total	Prerequisite
STA 111	Descriptive Statistics	3	4	7	
STA 112	Elementary Probability Theory	2	3	5	
MTH 111	Logic and Linear Algebra	2	3	5	
MTH 112	Functions and Geometry	2	3	5	
COM 101	Introduction to Computing	3	3	6	
STA 113	Technical English	1	1	2	
GNS 111	Citizenship Education	1	1	2	
	TOTAL	14	18	32	

YEAR ONE

2ND SEMESTER ND I

Course Code	Course Title	T	P	Total	Prerequisite
STA 121	Descriptive Statistics II	3	4	7	STA 111
STA 122	Statistical Theory	2	3	5	STA 112
STS123	Demography I	2	3	5	
MTH 121	Calculus I	2	3	5	
COM 123	Computer Packages I	2	4	6	
GNS 121	Citizenship Education II	1	1	2	
	TOTAL	12	18	30	

SCHOOL OF APPLIED SCIENCES

DEPARTMENT OF STATISTICS

YEAR TWO

1ST SEMESTER ND II

Course Code	Course Title	T	P	Total	Prerequisite
STA 211	Statistical Theory II	2	2	5	
STA 212	Elements of Sampling Theory	2	3	5	
STA 213	Economics and Social Statistics I	2	3	5	
STA 214	Industrial Statistics	2	3	5	
MTH 212	Calculus II	3	3	5	
MTH213	Linear Algebra	2	3	5	
COM 215	Computer Packages II	2	4	6	
	TOTAL	14	22	36	

YEAR TWO

2ND SEMESTER ND II

Course Code	Course Title	T	P	Total	Prerequisite
STA 221	Design and Analysis of Experiments I	2	3	5	
STA 222	Sampling Techniques I	2	3	5	
STS223	Applied General Statistics I	2	3	5	
STA 224	Biostatistics I	2	3	5	
MTH 222	Mathematical Methods I	2	3	5	
COM 224	Management Information Systems	2	2	4	
STA 225	Small Business Management I	1	1	2	
STA 226	Project		5	5	
	TOTAL	13	23	36	

SCHOOL OF APPLIED SCIENCES
DEPARTMENT OF STATISTICS
(HIGHER NATIONAL DIPLOMA)

1ST SEMESTER

YEAR ONE

S/NO	COURSE CODE	COURSE TITLE	T	P	Total	Prerequisites
1	STA 311	Statistical Theory 111	2	3	5	
2	STA 312	Applied General Statistics 11	2	3	5	
3	STA 313	Statistical Inference and Scientific Methods	2	3	5	
4	STA 314	Operations Research 1	2	3	5	
5	MTH 314	Mathematical Methods 11	2	3	5	
6	COM 312	Database Design 1	2	3	5	
7	STA 315	Technical English 11	1	1	2	
8	GNS111	Citizenship Education 111	1	1	2	
		Total	14	20	34	

2ND SEMESTER

YEAR ONE

S/NO	COURSE CODE	COURSE TITLE	T	P	Total	Prerequisites
1	STA 321	Statistical Theory 1V	2	3	5	STA 311
2	STA 322	Sampling Techniques 11	2	3	5	
3	STA 323	Design and Analysis of Experience 11	2	3	5	
4	STA 324	Statistical Management and Operations	2	3	5	
5	STA 325	Biometrics	2	3	5	
6	MTH 322	Mathematical Methods 111	2	3	5	MTH 314
7	COM 322	Database Design 11	2	3	5	COM 312
		Total	14	21	35	

SCHOOL OF APPLIED SCIENCES
DEPARTMENT OF STATISTICS
(HIGHER NATIONAL DIPLOMA)

1ST SEMESTER

YEAR TWO

S/NO	COURSE CODE	COURSE TITLE	T	P	Total	Prerequisites
1	STA 411	Operations Research 11	2	3	5	STA 311
2	STA 412	Sampling Techniques 111	2	3	5	
3	STA 413	Econometrics	2	2	4	
4	STA 414	Economic and Social Statistics 11	2	3	5	
5	STA 415	Industrial Statistics 11	2	3	5	
6	MTH 416	Medical Statistics	2	2	4	MTH 314
7	STA 417	Design and Analysis of Experiments 111	2	3	5	COM 312
8	STA 418	Small Business Management 111	1	1	2	
		Total	15	20	35	

2ND SEMESTER

YEAR TWO

S/NO	COURSE CODE	COURSE TITLE	T	P	Total	Prerequisites
1	STA 421	Operational Research 111	2	3	5	STA 411
2	STA 422	Demography 11	2	3	5	
3	STA 423	Non- parametric Statistics	2	3	5	
4	STA 424	Statistical Computing	2	3	5	
5	STA 425	Time Series Analysis	2	3	5	
6	MTH 426	Multivariate Methods and Stochastic Process	2	3	5	
7	STA 427	Project		5	5	
		Total	12	23	35	

SCHOOL OF APPLIED SCIENCES
DEPARTMENT OF COMPUTER SCIENCE
YEAR ONE

1ST SEMESTER ND I

Course Code	Course Title	L	T	CHW	CH	Prerequisite
COM 101	Introduction to Computing	2	2	4	60	None
COM 112	Introduction to Digital Electronics	2	2	4	60	None
COM 113	Introduction to Programming	2	2	4	60	None
STA 111	Descriptive Statistics I	1	2	3	45	None
STA 112	Elementary Probability Theory	2	1	3	45	None
MTH 111	Logic and Linear Algebra	1	1	2	30	None
MTH 112	Functions and Geometry	2	1	3	45	None
OTM 112	Technical English I	2	2	4	30	None
GNS 127	Citizenship Education I	2	0	2	30	None
	TOTAL	16	13	29	405	

YEAR ONE

2ND SEMESTER ND I

Course Code	Course Title	L	T	CHW	CH	Prerequisite
COM 121	Scientific Programming Language using OO Java	2	2	6	90	COM 101, 113
COM 122	Introduction to Internet	2	2	4	60	COM 101
COM 123	Computer Application Packages I	2	4	6	90	COM 101
COM 124	Data Structure and Algorithms	3	1	4	60	Com 113
COM 125	Introduction to System Analysis	2	1	3	45	None
COM126	PC Upgrade & Maintenance	1	5	6	75	None
GNS128	Citizenship Education II	2	0	2	30	GNS 127
	TOTAL	14	2	30	465	

SCHOOL OF APPLIED SCIENCES
DEPARTMENT OF COMPUTER SCIENCE
YEAR TWO

1ST SEMESTER ND II

Course Code	Course Title	L	T	CHW	CH	Prerequisite
COM 221	Computer Programming using OO Basic	2	3	5	75	COM 113
COM 212	Introduction to System Programming	2	3	5	75	COM 101
COM 213	Commercial Programming Language using OOCOBOL	2	3	5	90	COM 113
COM 214	File Organization and Management	2	1	3	45	COM 101
COM 215	Computer Packages II	2	4	6	90	COM 123
COM 216	Computer System Troubleshooting I	1	4	5	75	None
OTM 217	Technical English II	2	1	3	45	None
	TOTAL	13	19	32	480	

YEAR TWO

2ND SEMESTER ND II

Course Code	Course Title	L	T	CHW	CH	Prerequisite
COM 221	Computer Programming using OO FORTRAN	2	4	6	90	COM 113, 101
COM 222	Seminar on Computer and Society	2	-	2	30	None
COM 223	Basic Hardware Maintenance	2	3	5	75	COM 112
COM 224	Management Information System	2	2	4	45	COM 101, 103
COM 225	Web Technology	2	4	6	90	COM 122
COM 226	Computer System Troubleshooting II	1	4	5	75	COM 216
COM 229	Project	0	4	4	60	COM 123
STA 226	Small Business Start Up	2	1	3	30	None
	TOTAL	13	22	35	480	

SCHOOL OF APPLIED SCIENCES
DEPARTMENT OF COMPUTER SCIENCE
HND PROGRAMME IN COMPUTER SCIENCE

1ST SEMESTER

YEAR ONE

COURSE CODE	COURSE TITLE	T	P	CWH	CH	Prerequisites
COM 311	Operating System 1	2	2	4	60	COM 101
COM 312	Database Design 1	2	3	5	75	COM 212
COM 313	Computer Programming Using C++	2	2	4	75	COM 113
COM 314	Computer Architecture	2	1	2	60	COM 112
STA 314	Operations Research 1	2	2	4	60	STA 113
STA 311	Statistics Theory 1	1	3	3	30	STA113
OTM 315	Business Communication 1	2	2	4	30	GNS 101,201
	TOTAL	13	18	31	360	

2ND SEMESTER

YEAR ONE

COURSE CODE	COURSE TITLE	T	P	CWH	CH	Prerequisites
COM 321	Operating System 11	2	2	4	60	COM 311
COM 322	Database Design 11	2	3	5	75	COM 312
COM 323	Assembly Language	2	2	4	75	COM 124
COM 324	Introduction to Software Engineering	2	1	2	60	COM 311, 311
COM 326	Introduction to Human Computer Interface (HCI)	2	2	4	60	COM 101
STA 321	Statistics 11	1	3	3	30	STA311
OTM 412	Business Communication 11	2	2	4	30	GNS 201
	TOTAL	13	18	31	360	

SCHOOL OF APPLIED SCIENCES
DEPARTMENT OF COMPUTER SCIENCE
HND PROGRAMME IN COMPUTER SCIENCE

1ST SEMESTER

YEAR TWO

COURSE CODE	COURSE TITLE	T	P	CWH	CH	Prerequisites
COM 412	Computer Programming (OO PASCAL)	2	3	5	75	COM 101
COM 413	Project Management	2	3	5	75	None
COM 414	Computer Construction	2	3	5	75	COM 212
COM 415	Data Communication and Networks	2	3	5	75	COM 101
COM 416	Multimedia	1	4	5	75	STA 314
STA 411	Operational Research 11	2	3	5	75	
	TOTAL	13	19	30	450	

2ND SEMESTER

YEAR TWO

COURSE CODE	COURSE TITLE	T	P	CWH	CH	Prerequisites
COM 422	Computer Graphics and Animation	2	3	5	75	COM 324
COM 423	Introduction to Artificial Intelligence and Expert Systems	2	3	5	75	COM 324
COM 424	Professional Practice in IT	1	3	4	60	None
COM 425	Seminar on current topics in Computing	2	0	2	30	COM 225
COM 426	Small Business Start Up	2	1	3	45	None
COM 429	Project		6	6	90	COM 413
	TOTAL	9	16	25	375	

6.0 SERVICES

6.1 THE LIBRARY

The Library provides reading materials and space for staff and students and conserves information to support the academic and research programmes of the Polytechnic. This Polytechnic is one of the few Tertiary Institutions in Nigeria with a functional e-library.

The Library is open to only registered users. Registration with the Library is open to all students who have been fully registered with the Polytechnic Library. A registered student with a borrower's card can borrow books for fourteen (14) days at a time. This could be renewed where necessary. Library services are extended to both Academic and Non-Academic Staff who are duly registered with the library.

6.1.1 Library Operating Hours

Monday	-	Friday	8:00am - 6:00pm (During Academic Session)
Saturday	-		10:00am - 4:00pm
Monday	-	Friday	10:00am - 4:00pm (During Vacation)

The Library closes for official national public holidays. The library may be open for a longer period during examination.

6.1.2 Library Registration Procedures

Every student admitted into the Polytechnic is required to register with the library as part of his/her registration in order for him/her to be able to use the library facilities.

Registration procedure for use of the library;

- Students must produce original school fees receipt at the circulation desk.
- They must also produce original course registration print-out with their matriculation number on it.
- Obtain collection borrowers' registration card, fill, sign and stamp it with the HOD and a guarantor who must be a staff of the Institution but not a Library staff.
- Return the completed form to the Circulation Librarian with three identical passport-size photographs.
- Collect Laminated Library Card.

6.1.3 Library Discipline

- i. Books are not to be taken out of the Library without due process.
- ii. All books borrowed should be returned on or before the due date.
- iii. Library identity and borrowing cards are not transferable.
- iv. All borrowings and renewals must be done personally.
- v. The Library identity card must be brought to the Library and produced upon demand.
- vi. Submit all books to the porter for inspection when leaving the Library.
- vii. Fines are paid at the rate of ₦100.00 per day when a book is overdue.
- viii. Books lost, damaged, mutilated or defaced should be reported immediately and paid for at the estimated cost of replacement as determined by the Librarian.
- ix. All cases of stealing of books/ library materials should face the disciplinary Committee to be constituted by the Polytechnic Librarian.

- x. All Library materials must be treated with great care including the reading tables and chairs.
- xi. Seats should not be RESERVED in the Library for friends or colleagues.
- xii. SILENCE must be observed in the Library at all times.
- xiii. Bags, briefcases, umbrellas, e.t.c should not be brought into the Library. They must be kept in the pigeon holes provided for such at owner's risk.
- xiv. Smoking, drinking, eating and sleeping are not allowed.
- xv. Use of any form of naked light such as candle is prohibited.
- xvi. Respect all Library staff on duty.

7.0 ACCOMMODATION OF STUDENTS

The Polytechnic provides no hostel accommodation for students for now. Students are therefore required to make personal arrangement within its neighboring communities.

8.0 MEDICAL FACILITIES

There is a Medical Centre for the treatment of members of the Polytechnic Community (staff & students). Cases that are serious are referred to approved Government Hospitals.

9.0 SPORTS, GAMES AND RECREATION

The Polytechnic takes keen interest in the student's health, fitness and welfare. It encourages all students and staff to take part in recreational activities and to participate in well-known games and athletics competitions. Programmes of activities are organized through the Directorate of Students Affairs.

10.0 STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

The SIWES is a skill-training programme designed to expose and prepare students for the work environment they are likely to meet after graduation. The unit shall coordinate the participation of students in the mandatory industrial attachment. The scheme is also designed to expose students to work method and experience in handling industrial equipment and machinery. This shall provide students the opportunity to prepare for employment after graduation. The scheme shall also serve to improve the course content of academic programmes in the Polytechnic.

10.1 Placement of Students

The Industrial Attachment Unit of the Polytechnic in conjunction with the Committee on SIWES allocates students to various companies, Federal and State Parastatals where attachment spaces have been secured for them. Students can make their own arrangements for Industrial Attachment and forward same to the unit for necessary documentation.

10.2 SIWES Orientation

Orientation programmes are organized for the students eligible for industrial attachment. Principal Officers of the Institution, Industrial Trust Fund (ITF) representatives and personalities from Industries are invited to brief eligible students on various aspects and practices in an organization's life.

10.3 Supervision of Students:

Personnel from the SIWES and Departmental representatives visit the various locations monthly to assess students' performance. Comments by visiting supervisors are entered in the Students'

Log Book. Supervision of students will promote effective linkages and collaboration between the Polytechnic and Industries.

10.4 Duration of Industrial Attachment Programme

Students of the Polytechnic undergoing relevant courses available at the National Diploma (ND) level are expected to undergo 4 months Industrial Attachment.

10.5 Student ITF Allowance

The Industrial Training Fund (ITF) provides allowance for students undergoing courses in Engineering, Environmental Studies, Technology and Sciences

11.0 ACADEMIC POLICIES AND REGULATIONS

11.1 The Semester System

Under the semester system, each academic year consists of two semesters. Each semester runs for approximately 16-18 weeks (classes, amid-semester break and semester examination). The calendar of events is designed by the Academic Planning Unit in conjunction with Academic Board and published by the Office of the Registrar.

11.2 Requirements for Students Registration

A candidate shall only be registered as a student of the Polytechnic upon payment of the prescribed Registration Fee and the production of admission documents duly signed by the appropriate authority.

In addition, students must register their courses at the beginning of every session. Students shall be attended to in their respective Schools/Departments where the Head of Department shall display a list of appropriate courses and their codes. Representative from the Admission Office will be at each venue to make registration materials available to students. In addition, accounts staff from the Bursary Department shall also receive bank tellers and issue receipts to students. A very important condition for registration is the payment of approved school fees per session. Fees may be charged to cater for the following: Tuition, Caution, Accommodation, Development, Departmental, Certificate Verification, Identity Card, Sports, Medical Services, Library, Examination, Laboratory, Student handbook and Facilities/ Maintenance etc.

Newly admitted students may also be required to pay an Acceptance Fee. All fees are subject to review from time to time as may be approved by the Institution.

All fees should be paid into designated banks, tellers obtained must be tendered during registration. Nonpayment of school fees within the stipulated period of registration attracts penalty of late registration. Auditors shall at any time request for payment receipts and these must be promptly provided.

There is no refund of fees paid if (a) a student voluntarily withdraws from the Institution or (b) is sent away on disciplinary grounds or (c) The Polytechnic is closed down.

11.3 Orientation Programme

An Orientation course is usually organized for fresh students every session. This programme is intended to enable new students settle and adjust to Polytechnic life. Students are introduced to the functions of the various Departments and units of the Polytechnic. Rules, Regulations and Procedures, which control activities in the Institution, are also explained during this programme.

11.4 Change of Programme of Study

Students are normally admitted to the Polytechnic to pursue a specific programme of study for which they satisfy the admission requirements. However, any student who desires to change his/her programme of study may be permitted to do so under the following conditions:

- (a) If a vacancy exists in the programme into which he/she seeks a change.
- (b) If he/she satisfies all entry requirements for that programme prior to entering the Polytechnic with the exception of sitting and passing the Unified Tertiary Matriculation Examination for that particular programme.

11.5 Academic Advisers

The Head of Department shall assign every student to an academic adviser at the beginning of every academic year. The student should visit his/her academic adviser; at least twice in each semester for the purposes of appraising his/her general academic and related matters and reviewing his/her progress. Each academic adviser is expected to publish at the beginning of each semester, days and period during office hours when his/her students can visit him/her.

11.6 Academic Ceremonies

11.6.1 Matriculation Ceremonies

The Polytechnic conducts Matriculation Ceremonies for fresh students during which students are initiated as members of the Polytechnic with a pledge of loyalty to the ideals of the Institution.

11.6.2 Convocations

The Polytechnic also conducts Convocation Ceremonies during which conferment of awards, Certificates, Diploma and Honours are made as approved by the Academic Board and Council.

12.0 REGULATIONS GOVERNING THE CONDUCT OF EXAMINATION

12.1 School Examination Committee

Every School has an Examination Committee. The School Examination Committee ensures that the School Examination Time-Table is ready at least two (2) weeks before the beginning of every examination. This Committee is responsible for the publication of the list of invigilators, preparation of the Examination Hall and ensures that the official stamps of the Exams & Records and that of the School are on every booklet for the examination. The responsibility for conducting the examination rests with the School.

12.2 Admission to Examinations

Only candidates who are registered as students in accordance with the Polytechnic Regulations and have paid all prescribed fees shall be admitted into examinations. Since the attendance at lectures, tutorials, laboratory and workshop practical, studio sessions, etc. are compulsory, all such candidates are required, in addition to paying the prescribed fees, to have a minimum of 75 percent class attendance in the subject to be examined to qualify for examination.

12.3 Attendance at all Examinations

All students shall present themselves at the Examination hall, thirty (30) minutes to the commencement of all examinations. No student shall be allowed to enter into any examination hall without his/her identity card. No student shall be allowed to enter into any examination hall with unauthorized materials. There shall be no lending and borrowing at any time and no form of communication between students during any examination.

12.4 Responsibilities of the Chief Invigilators

All chief invigilators must be present at the Examination Hall thirty (30) minutes to the examination to ensure that students are checked into the Examination Hall. They shall ensure that examination begins and ends on time. They shall be responsible for the collection of answer scripts, attendance registers, mark sheets etc., from the Dean of the School at least thirty (30) minutes before the examination. They shall ensure that the examination is effectively supervised from the beginning to the end. They shall ensure that students sign the attendance register in triplicates before the end of examinations.

They shall ensure that all blank spaces on the attendance register are crossed out for accurate records. They shall return all unused answer scripts and other materials to the Dean of the School.

All Chief Invigilators must ensure that Examiners are ready with their question papers thirty(30)minutes prior to the commencement of any examination and be present at commencement in the examination hall to effect corrections were necessary.

In the event that students are caught cheating or found in any form of examination malpractices, the answer scripts and other related materials shall be taken away from them and fresh answer scripts given to them to continue. The Chief invigilator shall report the incident in writing to the Dean of the School within twenty-four (24) hours of the end of examination. The Dean of the School will bring this to the notice of the Polytechnic Disciplinary Committee, which shall investigate and interview all associated with the incident. The report shall be submitted to the Academic Board for review and ratification.

12.5 Guides for Invigilators

Invigilators shall check ID Cards and Examination Cards bearing Examination Numbers and Student's Name and Department. Students shall be searched and assigned to their seats. Verbal warnings shall be issued to discourage students from copying and to remind them of the implication of examination malpractice. No borrowing of any kind is allowed and invigilators should make sure this is enforced to the letter. Any invigilator caught not enforcing this order shall be disciplined accordingly.

No student shall be allowed to leave the examination hall within the first 30 minutes of entering or the last ten (10) minutes of the examination. No talking or whispering is allowed. A student wishing to ask for any explanation shall raise his/her hand to attract the attention of the invigilator.

The attendance sheet shall be taken to each student for signature by the invigilator, who should confirm that the student signs against his/her number. The invigilator must ensure that the register agrees with the physical count of candidates present. The invigilator shall collect the answer script from any student who finishes before the end of the examination and make sure he/she signs the attendance register before leaving the examination hall.

At the end of the examination all candidates shall remain at their seats while the invigilators collect the answers scripts, which must agree with the number of students on the attendance register. Discrepancies (if they exist) must be resolved before permitting the candidates to leave the examination hall.

12.6 External Examiners

Semester examinations in the final years of the ND, HND and all other terminal qualifications as may be determined from time to time by the Academic Board have to be moderated by External Examiners approved by the Academic Board on the recommendations of the respective School Board of Studies.

The External Examiners shall submit a written report to the Rector at the conclusion of the exercise. The Rector shall bring the report to the notice of the Academic Board and notify the Dean of the School/ Head of Department within the first four weeks of the first semester of the academic year. No one person shall serve as external examiner for the same programme for a period of more than two years consecutively.

13.0 INSTRUCTIONS TO CANDIDATES

Candidates shall be punctual to every examination. Candidates who come late to the examination hall shall be admitted only at the discretion of the Chief Invigilator. No candidate shall be allowed into the hall thirty (30) minutes after the commencement of the examination. It is reiterated that candidates shall not leave the examination hall during the first thirty (30) minutes and the last ten (10) minutes of the examination.

Thereafter, candidates may, with the permission of the invigilator, leave the hall temporarily and shall be accompanied by an attendant. Candidates shall only bring to the examination hall their own writing materials i.e. ink, pens and pencils. No other material shall be permitted, except otherwise stated by the examination authorities in a particular paper.

Candidates wishing to ask question on issues that require clarification shall raise their hands to attract the attention of the invigilator. Candidates shall not be allowed to smoke in the examination hall.

The use of scrap papers shall not be permitted. All rough work must be done in the answer booklet and neatly crossed through.

Candidates are advised to ensure that they insert, at the appropriate places, the title of the examination, their examination number, and the number of the attempted questions before submitting their scripts to the invigilator.

Candidates are advised to write legibly, and to begin each question on a new page. Candidates shall not be allowed to take away from examination hall any used/unused answer scripts.

Cell phones (personal handsets) are not allowed into examination halls. A candidate may be excluded from the examination if the examination authorities are satisfied that such candidate is behaving in a manner prejudicial to the quiet and orderly conduct of the examination. The immediate examination authority (invigilator) shall write a report of such incident to the Dean of School. The School Disciplinary Committee shall review the written report, which must be subsequently endorsed by the Academic Board.

14.0 MISCONDUCTS DURING EXAMINATIONS.

Any action taken in violation of the proper conduct during examination is considered examination misconduct. It entails involvement or participation in any part or combination of parts of the activities highlighted in the under listed articles.

14.1 Category A.

- i) All unauthorized discussions or written communication or sign (e.g. exchange of paper) during examination.
- ii) The use of handsets, programmable calculator, organizer or any electronic device.
- iii) All attempts to curry the favour of any examination official with the intention of seeking unauthorized assistance (e.g. writing notes, name or mark etc on answer booklet to solicit for marks)
- iv) The use of any unauthorized paper (i.e. paper not provided by the invigilator) during examination.
- V) All unauthorized movements, changing of sitting positions and departure from examination hall with or without examination materials.
- Vi) Copying from the work of another student with or without consent.
- Vii) Writing an examination in a hall other than the one officially assigned

14.2 Category B.

- i) Destroying, swallowing or mutilating any object which can be used as evidence against anyone involved in examination malpractice.
- ii) Flouting or disregard of lawful instructions from examination officials.
- iii) Refusal to complete the official form which reports cases of examination misconduct upon apprehension for examination malpractice.
- iv) Writing an examination paper on behalf of another student.

14.3 Category C.

- i) Referring to notes or books within or outside the examination hall.
- ii) Either receiving from (or giving assistance to) another candidate using some written materials related to the examination paper.

- iii) Transferring a copy of the questions set in the paper or the solutions to anyone.
- iv) Being in possession of fake documents in the examination hall.
- v) Communicating with or influencing any staff or official with the intention of gaining marks.
- vi) Providing assistance to any other candidate to copy from unauthorized material.
- vii) Being in possession of any (written, photocopied or cyclostyled) material or notes written on the body, apparel, chairs, desks, tables, drawing boards or instruments such as mathematical set , calculators or, etc during the period of examination .
- viii) Moving answer script or continuation sheet or any other material relevant to the examination into or out of the examination hall.
- ix) Assisting a candidate in the execution of practicals.

15.0. DISCIPLINARY ACTION

A candidate apprehended for examination misconduct which falls outside the cases specified in (14.1-14.3) shall if found guilty be subjected to appropriate disciplinary action.

In situations where a candidate is found guilty of an offence which is not considered a serious case by the disciplinary committee, the cancellation of all or parts of the paper in respect of which the offence was committed or denial from taking part in subsequent examinations may be recommended as punishment.

If the continued presence of a student in an examination hall would adversely affect the smooth conduct of the examination, the invigilator shall after obtaining the consent of the Dean take appropriate disciplinary action and after wards hand in a written report of the action taken to the disciplinary committee of the school.

16.0 SPECIFIC MEASURES TO BE TAKEN AGAINST CANDIDATES INVOLVED IN EXAMINATION MISCONDUCT.

Anyone found guilty of breaching any section of the afore-mentioned examination misconduct shall face the following penalties.

16.1 Category A

The penalty for engaging in examination misconduct enumerated 14.1 above is an outright cancellation of the examination paper and the candidate shall be considered to have failed the examination.

16.2 Category B

The penalty for engaging in the examination misconduct enumerated in 14.2 above attracts rustication for one year.

16.3 Category C.

Any student found to have committed any of the offences listed in 14.3above shall face expulsion from the Institution.

However, where a student is caught indulging in any kind of examination misconduct which is not highlighted in (14.1 – 14.3), the Disciplinary Committee shall take appropriate disciplinary action against him/her using its discretion if the candidate is found guilty of committing the offence.

17.0 PROCEDURE FOR HANDLING CASES OF EXAMINATION MISCONDUCT.

Any student caught in the examination hall for engaging in acts which violate the rules and regulations guiding the proper conduct of examination (stipulated in Section 14.0) shall have his\her school identity card, the exhibit (incriminating material) and examination script impounded immediately by the invigilator. The invigilator and the candidate shall both sign on the exhibit (s) which shall be attached to the seized script (s). The invigilator shall compel the student to fill the relevant forms for reporting cases of examination misconduct and there after provide the candidate with a fresh answer script to continue the examination. At the end of the relevant examination paper, the invigilator shall hand over the two answer scripts and the examination misconduct forms to the chief invigilator who would in turn hand them over to the Dean of the school. The matter would be treated by the Polytechnic Disciplinary Committee and the report of its finding together with necessary recommendation shall be submitted to the Academic Board for further action.

18.0 SUBMISSION AND COLLECTION OF ANSWER SCRIPTS

i) Students must submit their answer scripts in person to the invigilator before leaving the examination hall and sign the attendance sheet as a proof that they participated in the examination and submitted their scripts.

ii) A student who completes writing the examination ahead of the stipulated time may submit his\her answer script not earlier than one hour after starting the examination if he\she so desires and after that leaves the venue of the examination immediately.

iii) A student who submits his/her scripts as in 18(ii) above must also hand over the question paper to the invigilator before leaving the examination hall. The student shall not be allowed back into the examination hall until the end of the period allowed for the examination when the question paper shall be returned back to him/her.

19.0 SPECIAL EXAMINATION

Where an examination is considered special (e.g. open book examination, oral examination, laboratory, test, field work, practical work, open air work, surveying, etc) students must adhere strictly to the examiners instruction as regards the number, types, nature of books, work aids, instruments or papers that will be required so as to allow for the conduct of the examination under ideal conditions.

20.0 ILL-HEALTH

i) Any student who requires any form of special attention or supervision on account of ill-health or who feels that his\her health situation will affect his\her participation in the examination is advised to complain in writing backed up with a medical report signed by a Medical Officer from a government owned Health Institution through the Head of Department to the Dean of the School, before the date of the examination.

ii) Where a student falls ill prior to, or during the examination period; and was attended to at the Sick-Bay, the Institution Medical Director shall submit a written report on the student to the Dean of the School within 48 hours of attending to the student.

iii) A student who falls ill while writing an examination is required to immediately notify the invigilator who will take necessary action.

iv) In case a student is referred to a specialist or a referral hospital, an external report on the student shall be submitted, and counter signed with comments (where the need arises) by the Institution Medical Director. This should be forwarded to the Dean of the student concerned who shall make appropriate recommendation to Academic Board.

21.0 PROCESS OF HANDLING STUDENTS PETITIONS.

Any student having a peculiar problem with the conduct of the examination shall forward a petition to the Head of Department. The petition should reach the Head of Department not later than three days after the conclusion of the examination. Petitions received later than the period stated here will not be attended to. Where a student has a grievance concerning examination results, he/she should forward a written complaint, addressed to the Rector with a copy each submitted to the Dean of school and the School Examination Committee. The student is required to make this appeal not later than one month after the release of the results.

22.0 REVIEW OF EXAMINATION PAPERS:

Cases where the student's complaint about the semester examination results necessitates a review of scripts which have been marked already shall be handled as follows:

- i) A fee of two thousand naira (#2000) per script must be paid into the Institution account and the receipt of payment must go along with the written complaint from the student to the Rector.
- ii) The Rector may direct the Dean of the relevant School to take necessary action by constituting a committee to investigate the complainant's case and report back to the Rector.
- iii) The outcome of the investigation and re-assessment shall be made known to the complainant (student) within four weeks of submission of the complaints.
- vi) where the outcome of the investigation/re-assessment shows that the views expressed by the candidate in his/her petition in connection with the examination results are true, the student is entitled to a refund of the fee (two thousand naira per script) paid earlier.

23.0 REGULATION AND EXAMINATION

For each of the courses that a student takes, he /she shall be examined and graded during the semester in which the course is offered. Based on the aggregate of the student's appropriate score (Grade Point Average) will be credited to him/her for the semester. No student shall be absent from any examination for which he/she is due except on account of ill-health certified by a Medical Practitioner approved by the Institution or for some other reasons approved by the Academic Board.

23.1 Course Work and Assessment (CA)

Course work assessment shall be based on performance in the following:

- (a) Class Work (Test and Quiz, etc.)
- (b) Homework or project assignments
- (c) Practical (workshop and Lab/Studio and Field)

23.2 Semester Examination (SE)

In any Semester Examination, the student shall be examined on materials covered in that semester.

In addition to the final examination, which will be held at the end of each semester, tests and other assignments shall be conducted during the semester. For a course involving theory along

with laboratory and other practical work (where applicable), the composition of the final score shall be according to the course unit and content.

The final grade, which a student earns, will be the sum of his/her score CA and SE. To pass a course, a student must have a CA score. In all, the sum of both the CA and semester Examination scores must not be less than 40marks.

23.3: Evaluation and Grading System

i) Grading

Grading is done using the four (4) point grading system and a student's performance in any semester is recorded as the grade point Average (GPA), which is a fraction of the course unit and the weighted grade point (WGP). The table below shows the letter grades in use and their corresponding percentage scores and weighted grades.

SCORES (%)	LETTER GRADE	WEIGHTER GRADE POINT (WGP)
75-100	A	4.00
70-74	AB	3.50
65-69	B	3.25
60-64	BC	3.00
55-59	C	2.75
50-54	CD	2.50
45-49	D	2.25
40-44	E	2.00
00-39	F	0.00

23.4 Grade Point Average

A student grade point average (GPA) of a student in any examination is obtained by dividing the sum of his\her weighted grade point (WGP) by total units of the courses taken. Consider the table which shows a hypothetical case of the first semester performance of ND 1, Computer Science student who has taken 6 courses.

COURSE CODE	COURSE UNIT (CU)	RAW SCORE (%)	LETTER GRADE	WEIGHT GRADE POINT (WGP)	CWGP (CUXWGP)
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COM 101	2	64	BC	3.00	6.0
COM 112	4	58	C	2.75	11.0
COM 113	4	54	CD	2.50	10.0
MTH 111	2	62	BC	3.00	6.0
MTH 112	2	73	AB	3.50	7.0
STA 112	4	87	A	4.00	16.0
	18				56

In this case,

$$\text{GPA} = \frac{\text{Sum of cumulated weighted grade points}}{\text{Total units of courses taken}}$$

$$= \frac{6+11+10+6+7+16}{2+4+4+2+2+4} = \frac{56}{18} = 3.11$$

23.5 The Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) is the weighted average of the GPA of all the semesters.

$$\text{CGPA} = \frac{\text{CWGP(For all Semester)}}{\text{TCU (Registered for all semesters)}}$$

Example:

The table below shows how the CGPA is computed

SEMESTER	TOTAL COURSE UNIT	TOTAL (CWGP)
1	18	56
2	21	60
TOTAL	39	116

$$\text{CGPA} = \frac{116}{39} = 2.98$$

23.6 Absenteeism Grade:

- If a student absents himself/herself from examination without an official permission a score of ZERO represented by ABS will be recorded for the student in that course.
- If a student is absent from a registered course with official permission, NE (No. Entry) will be recorded for the student.

23.7 Incomplete Grade

Incomplete grade is defined as a condition which prevents a candidate from completing the course Work/Examination, in the first instance. The letter "X" will be used to designate incomplete

results for a student who for legitimate and approved excuses was absent from an examination. The students will be expected to clear “X” result at the next available examination of the course unless otherwise approved by the Academic board, after which he/she will be awarded an “F” grade if it is not cleared.

24.0 CONDITIONS FOR STUDENTS’ PROMOTION/PASS/FAIL

24.1 Probation/Withdrawal

Probation shall be by warning in writing, in the first instance, if the student’s GPA is less than 2.00 at the end of any semester. If a student’s CGPA is less than 1.5 in the subsequent semester immediately following the warning, he/she shall be asked to withdraw.

If the student’s CGPA falls between 1.5 and 1.99, he/she shall be asked to repeat the session. A Pass Grade in any repeated course shall replace the failed grade and the credit hours shall not be cumulated.

The minimum number of credit units to be registered in each semester must not be more than twenty one (21). This condition shall however not apply to graduating students.

No student is permitted to register for a course of which the prerequisite course has not been passed.

Any student who fails to sit for an examination without a written approval by the Registrar will be deemed to have taken the examination and will be awarded an “F” grade.

Only students with a CGPA of 2.00 and above at ND I HND I shall be promoted to second year (ND 2, HND 2) of the programme.

Any student who is not qualified for repeat shall be advised to withdraw from the programme.

Any student whose CGPA falls below 2.00 at the end of the semester examination shall in the first instance be warned in writing and subsequently advised to repeat/withdraw from the programme.

It should be noted that the Institution does not give room for resit of examinations thus, all courses failed shall be repeated.

24.2 Withdrawal from the Polytechnic

A student whose CGPA drops below 1.50 after being on Academic Probation will be required to withdraw from the Institution. A student shall be allowed to stay in the Institution for a period of four (4) academic sessions (i.e. 8 semesters), at the end of which, if a student still has courses not passed, he/she shall be asked to withdraw, except for proven medical reasons.

24.3 Voluntary Withdrawal/Deferment of Admission

A registered student who has matriculated may choose to defer his/her admission from the Institution temporarily. In this case, the student is required to inform the Institution in writing through the head of Department of his/her intention to withdraw from the Institution. The student may also apply in writing for re-admission. However, the period for re-admission shall not exceed

the subsequent two academic sessions. Such application should be sent to the Registrar, at least two months before the commencement of the academic year in which he/she intends to resume his/her studies. Re-admission will be subjects to vacancy in the programme concerned. For re-admission to be effective, the student must receive a written approval of his/her application from the Registrar.

Any registered student who absents him/herself from examination without due permission from the school authorities is deemed to have voluntarily withdrawn from the Institution.

25.0 ELIGIBILITY FOR AWARD OF DIPLOMA

- i. A student during a specified period of study/residency, must earn a minimum CGPA of 2.0 plus pass grades in all courses of the programme to qualify for the award of a Diploma (ND, HND).
- ii. Any industrial training programme, if prescribed must be satisfactorily completed before being eligible for the award.

25.1 Classification of Diploma

Classification	CGPA
Distinction	3.50 – 4.00
Upper Credit	3.00 – 3.49
Lower Credit	2.50 – 2.99
Pass	2.00 – 2.49
Fail	0.00 – 1.99

26.0 ACADEMIC TRANSCRIPT

- i. Academic Transcript shall only be sent to Employers, Institution of Higher Learning and Scholarship Boards on request, and not to individuals. A request for Academic Transcript shall only be honoured on payment of prescribed fees by the applicant, in the Bursary, and the receipt attached to the application sent to the Registrar. A request for transcript shall be in writing and sent to the Registrar either by the individual student, employer, Institution of Higher Learning or Scholarship Board.
- ii. Transcript prepared by the Exams & Records unit shall be sent to the Head of Department for verification, and thereafter forwarded to the Registrar for confirmation and signature before dispatch.
- iii. For the avoidance of doubt, request for Academic Transcript to more than one Institution /Board attracts multiple fees as may be prescribed from time to time by the Institution.
- iv. Note any request for Academic Transcripts not properly made shall be rejected.

27.0 GENERAL REGULATIONS

The Polytechnic admits a large body of students from varied background; thus, the following rules and regulations are intended to guide students' behaviour. In order to achieve academic

excellence, law and order is the panacea for creating an acceptable learning environment. Aside from educating the students academically, the Institution is also interested in the development of the character of the students to become useful citizens.

Students shall assume obligations of performance and behaviour relevant to the Institution's mission, processes and functions as soon as they admitted into the Institution. Students who violate the Institution's set down rules and regulations are subject to disciplinary action. In the exercise of its authority in terms of disciplinary actions, the Institution is committed to fundamental principles of fair hearing and justice.

It is therefore the prerogative of the Rector through the Academic Board to make decisions on the correct application of general policy statements and procedures specific to students under specific set of circumstances to interpret and apply the provisions of the Students Hand Book.

27.1 DEFINITIONS

i. Student

The term student is referred to person(s) enrolled or registered to any programme of the Polytechnic. The Institution reserves the right to dismiss any student prior to his/her enrolment by rescinding that student's admission upon finding a cause to do so.

ii. Misconduct

The term misconduct is any action taken by a student that endangers or threatens the health or safety of another or the Polytechnic Community, or, the educational mission of the Institution, or, any behavior that violates the prescribed standards of conduct.

iii. Suspension

The term suspension means immediate separation of the student from the Institution for a period of time as a result of behavior that is potentially dangerous to the health and safety of the Institution Community, or its reputation and educational mission. During this period, a student is denied registration for classes, attending classes or visits to the Institution.

iv. Expulsion

The Term Expulsion is a statement to the student that he or she is unqualified to continue as a student. This action severs a student's relationship with the Institution immediately and makes the student ineligible to be considered for re-instatement or fresh admission for a period of not less than five years.

27.2 Code of Conduct for Students

The Polytechnic emphasizes that:-

- i. Students are expected to take part in the Polytechnic programmes and activities, which should enable them to:-
 - a. Broaden their interests and goals
 - b. Develop individual talents in working with others
 - c. Practice skills in organizing and administering group functions
 - d. Learning behavior that is acceptable to society through observation of rules, and interaction with others.
 - e. Experience success and earn recognition from others
 - f. Develop responsibility and self –discipline in planning and carrying out activities
- ii Every student of the Institution is required to maintain high standard of personal

discipline by; -

- a. Conducting him/herself in an orderly manner and displaying a high sense of responsibility within and outside the Polytechnic premises
- b. Maintaining personal cleanliness and appearing in proper dressing at all times
- c. Co-operating with other students and staff to keep walls, grounds, and the general Polytechnic premises clean and not littering with papers, cards, sachet bags, etc.
- ii. The Polytechnic is an academic community where the right to legitimate expression of differing opinions and beliefs are guaranteed, provided such right does not translate to;-
 - a. Imposition of opinion by one group of students upon others who dissent.
 - b. Flagrant violation of rules and regulations.
 - c. Disrespect for constituted authorities of the Institution.
 - d. Incite ful messages intended to cause disunity or disrupt the peace existing in the Institution
 - e. Creating sectionalism or religious intolerance of any kind
- iii The Institution demands that all students obey the laws of the land in all ramifications. Where a student is found wanting, whether within or outside the Institution premises, the Institution shall if necessary, take appropriate interim disciplinary action pending the determination of the matter in a Court of competent jurisdiction.

27.3 Offences Requiring Suspension or Expulsion

- i. Possession of dangerous weapons and hard drugs
- ii. Threat or Violence directed towards an individual or group of individuals on campus that disrupts Institution activities.
- iii. Assault or Battery of a fellow student or employee.
- iv. Defacing property (e.g. graffiti, gumming, posting or similar affixing signs or posters to Institution buildings or structures or property in unauthorized places)
- v. Unauthorized setting of burn-fires
- vi. Intentional disruption of, interference with teaching, or other Institution activities, programmes or events.
- vii. Academic dishonesty such as all forms of examination malpractice and Willful plagiarism
- viii. Rioting, inciting to, not assembling to, and raiding Institution units.
- ix. Vandalism – Behaviour likely to result to destruction, damage and misuse or abuse of properties within or owned by the Institution.
- x. Forgery, Alteration or Misuse of Institution’s documents, records, furnishing false information to the Institution with intent to deceive or mislead, possessing or use of forged or altered identification cards.
- xi. The unauthorized taking or possession of the property of another (stealing).
- xii. Lewd, indecent or obscene dressing and conduct
- xiii. Disorderly behaviour capable of interfering with the academic atmosphere or learning environment such as fighting or other violent conduct and nuisance.
- xiv. Sexual Harassment.
- xv. Excessive or disruptive noise or unapproved amplified sound that disrupts or disturbs the normal functioning of the Institution.
- xvi. Unauthorized use of Institution property or facilities.
- xvii. Hostile communication such as threatening another, verbally or otherwise.
- xviii. Hijacking of public or private vehicles on campus or outside the premises
- xix. Illegal detention of persons (kidnapping)

- xx. Gambling, Drunkenness, Sale of Alcoholic Beverages, and Smoking in all unauthorized places such as Lecture Halls, Library, Laboratories, Offices, and Workshops

27.4 Criminal Offences

A student who individually or collectively commit any criminal act, shall where necessary, be handed over to the law enforcement agencies for prosecution in accordance with laws of the Federation.

27.5 Student Identity Card

- i. Identity Card shall be issued to a validly registered student undergoing programme not less than three (3) months upon payment of the prescribed fees. Where a student loses his/her Identity Card, he or she shall only be issued a new one on production of a certified Police report in addition to payment of the prescribed fees.
- ii. Students are advised for the purpose of (i) above and the issuance of Certificates to always write and spell out their names in full, first name first and in capitals, followed by the middle name, if any, then the surname
- iii. The Institution shall not be responsible for any misspelt or misplaced names in either Certificates or identity card arising from non-compliance with this rule.
- iv. A student can change his/her name by swearing to an Affidavit and submitting the publication with attendant documents relating to the change of name not later than first semester of the final year of study.

27.6 Channels of Communication

- i. Students or students' association who may wish to have access to the Rector or to write requesting for or petitioning against anything except Academic matters shall do so through the Dean of Students Affairs.
- ii. Student Organizations, Union or Individuals who may wish to issue press release or address any press conference must make copies available to the Rector through the Dean of Students Affairs.
- iii. On welfare matters in campus life, students shall channel all request through the proper official of the student union to the Dean of Students Affairs. Nothing however prevents the student from reporting specialized cases direct to the appropriate authority such as, Librarian, SIWES Unit, or the Head of Security Unit.

28.0 SAFETY IN THE POLYTECHNIC

The Institution places a high premium on the safety of lives, maintenance of equipment, safe system of work, premises, and facilities. To this end, all students are obliged to:-

- i. Take reasonable care to avoid injury to themselves or others by their activities.
- ii. Maintain high vigilance in respect of life and property by supplying useful information.
- iii. On no account should any unauthorized person tamper with or alter in any way electrical installations in any part of the Institution facilities.
- iv. No student shall tamper or cause another to tamper with the Institution vehicle(s) at any time.
- v. Individuals, Organizations, Clubs, etc may be permitted to hire Institution vehicles upon payment of prescribed fees and making the corresponding undertakings laid down for the purpose. The Institution vehicle(s) may be used by students for academic programmes only on prior approval by the Institution authority. In cases of tourism such as sight-

- seeing, academic visits or excursions, a staff of the Department responsible for the excursion/visit shall accompany the students when Institution vehicle(s) is/are used.
- vi. At the close of the semester, expulsion from or upon the severance of connection with any part of the Institution, students are required to return immediately all Institution property in their possession to the appropriate officer.
 - vii. Failure to submit Institution property at the close of academic year shall be punishable by way of surcharge or other penalty as may be prescribed from time to time.
 - viii. If any property or equipment is lost or broken while in the student's care or use, or, the student causes unplanned expenditure to the institution, such a student would be held responsible for the cost of replacement, repair or refund.

28.1 Expectant/Nursing Student-mothers

- i. The Polytechnic makes no provision for child bearing/caring on campus by students. To this end, expectant student-mothers are required to make independent arrangement outside the Institution premises.
- ii. Subject to the discretion of the Academic Board, no private examination or rescheduling shall be made for Expectant/Nursing Student Mothers.

29.0 STUDENTS' AFFAIRS UNIT

The students' affairs unit is the bridge between the Institution management and the student union government. The unit is made up of three departments namely the welfare, sports and guidance/counseling.

The students' affairs unit is headed by a Dean (an academic staff), while the three departments are headed by registry staff.

- i. The welfare department is in charge of all students unions, clubs, societies and professional associations.
- ii. The sports department is headed by a chief coach responsible for all sporting activities within and outside the Institution, for example, the Institution participation in Nigerian Polytechnics Games (NIPOGA), the West African Polytechnic Games (WAPOGA) and all other sporting activities.
- iii. The guidance/counseling department caters for all students in the Institution in terms of counseling in academics, psychological, and other related matters.

29.1 Regulations for Clubs and Societies

Students wishing to form a society or club shall apply for registration to the Dean, Students Affairs. Details of the proposed name of the society/club, its officers and constitution must be furnished when application is made. The club/society shall not operate until such approval has been granted.

All clubs and societies shall renew their registration at the beginning of every session. Failure to do this means the club/ society no longer function on campus and all their proposed activities would not be allowed. Also, any revision of the constitution of a society / club should be presented through the Students affairs office to the Rector for approval.

It is mandatory that senior staff are appointed as Patrons and Advisers to Associations, clubs and societies.

The societies/clubs should submit proposed programmes of activities that will contribute to the academic, cultural, social and recreational life of the Institution to the Rector through the Students Affairs office.

A list of approved clubs/societies shall be published annually.

29.1.1 Secret Societies

The Institution frowns at the existence of secret societies or cults on campus. All secret societies/ cults remain banned in the Institution. It is a criminal offence to belong to any secret society/cults

29.1.2 Nocturnal Meetings

Nocturnal meetings at night are banned in the Institution.

29.1.3 Students' Unionism

Membership of student union is open to all registered students'. However, active participation in union activities shall be voluntary.

Members of the executive council of the union, the speaker of the house, and the chief Judge of the Judiciary and all principal officers of the students' union shall be elected from the union members whose current cumulative Grade point Average (CGPA) is not below 2. 50.

All members seeking election into any post shall be screened by the Institution Management through constituted Electoral commission/ committee.

The annual dues/charges or membership fee shall be an amount determined by the house and approved by Management.

The accounts of the union are subject to auditing as may be directed by the Rector from time to time. Any mismanagement of union funds would be appropriately penalized.

All activities of the union shall be approved by the Institution Management. The Student's Union leaders are responsible to the Institution authorities through the Dean Students' Affairs. Proposed amendments of the students' union's constitution shall be approved by the Rector through the Director of Students Affairs.

For elections into executive positions, the Returning Officer shall be a senior officer and two members of the electoral committee shall be senior staff of the Institution nominated by the Rector.

29.1.4 Approved Students' Union Officers

The students' union Government is divided into three (3) councils which are:

- (a) The executive council
- (b) The student's Representative Assembly (Parliament)
- (c) The Judicial council

30.0 STUDENTS DEMONSTRATION, PROTEST E.T.C

The Polytechnic recognizes the crucial importance of maintaining open communication and dialogue in the process of identifying and resolving problems which may arise from the dynamics of life in the Institution.

All students of the Polytechnic community are therefore free to discuss all questions of interest to them and to express opinions freely. Equally important, however, is the legitimate right of any member of the community to dissent, to disagree, to hold contrary opinion, or to think differently from others on any issue. This is an integral aspect of the Institution education and academic freedom. Students are free to support causes by all orderly means as long as they do not disrupt the regular and essential operations and activities of the Institution. Such disruptions would violate the responsible exercise of free enquiry and expression. Accordingly, the following regulations have been made to guide student's action relating to demonstrations, protests, boycotts etc.

30.1 Procedures of Protests/Demonstration

No section of the students' body may organize a demonstration unless the proposed demonstration is approved by the entire students' union EXCO and supported by 2/3 membership of the student representative Assembly.

All organizers of demonstrations and related protests shall, after a final decision has been taken to organize a demonstration, inform the Registrar and Rector, through the president, about the proposed demonstration at least 72hours before the action starts.

This is to allow the Institution management to discuss the matter with the members of the Student's Union Executive Council before giving approval for peaceful protest where necessary. Students shall be held responsible individually or collectively for breach of these regulations.

The notice to the Rector must give information about: -

- i. The reason for the proposed demonstration.
- ii. The measures taken to ensure that essential services will not be disrupted.
- iii. Assurance of non- violence either to persons or properties.

The Polytechnic authorities/Rector shall have powers to dissolve the students union and / or any of its organs, when they have breached their Constitution while the appropriate disciplinary body is investigating such breaches. In the case of such dissolution of the student union and /or any of its organs, there may be re- election of new members depending on the circumstances of the situation.

31.0 STUDENTS' PUBLICATIONS

In keeping with the basic principles of democratic society, the Institution deliberately encourages responsible freedom of expression and speech, research, literacy habits and publications by students. However, the permission of the Rector must be obtained through the Students Affairs Office before any student's publication is produced or circulated on campus. Such publications may include magazines, newsletters, periodicals, handbills, notices, cartoons or articles for the press, radio or television.

31.1 Rules Governing Students' Publications:

The following general regulations shall govern all students' publications:

- i. All applications for any publication should first pass through the Students Affairs Office to the Rector.
- ii. Manuscripts of all students' publications should accompany the application to the Rector through the Students Affairs Office at least 72 hours before printing and releasing same for public consumption.
- iii. Three (3) copies of all students' publications should be forwarded with a covering letter to the Library to safeguard students' organizations from denying responsibility for such publications when a problem arises.
- iv. Only students' organizations registered with the Institution may produce any publication or printed matter bearing the name of the Institution.
- v. Only publications produced by registered students' organizations may be sold or circulated on campus provided such publications are marked "for internal circulation only."
- vi. All students' publications must state clearly on the editorial page that the opinions expressed therein are not those of the Institution or its entire students' body.
- vii. All students' publications must carry the name of the organization responsible for the publication and individual names of the members of the editorial board and their addresses.

31.2 Prohibited Publications:

The following types of publications are prohibited in the Institution and their publishers will be subject to disciplinary action and/or prosecution:

- i. Publications which are defamatory or scandalous.
- ii. Publications which are obscene or pornographic.
- iii. Publications which are likely to incite violence.
- iv. Publications which are not properly titled or signed.
- v. Publications which do not bear the name and address of the author or are in any way anonymous.

31.3 Penalty for Circulation of Unauthorized Materials:

- i. Any students' organization which publishes or circulates or sells any printed material which contains any defamatory or scandalous or pornographic or obscene material or any material likely to incite violence shall be banned.
- ii. Any students' organization which publishes or circulates or sells any publication in or outside the campus without the prior approval of the Institution shall be banned.
- iii. Any students' organization which places any publication outside the approved boards or designated places shall be banned.
- iv. Any students' organization which publishes or circulates any article or material tending to tarnish the image of the Institution or its staff or fellow student(s) shall be banned.
- v. Any student or students involved in the publication or circulation of any prohibited material shall be subject to suspension or expulsion depending on the gravity of the case as may be determined by the Students Disciplinary Committee.

32.0 USE OF POLYTECHNIC FACILITIES

In other to ensure that Institution facilities are properly managed, Deans of schools and Heads of Departments have been delegated to establish regulations and procedures governing the use of Institution facilities in their Schools and Departments as the case may be. Students are advised to acquaint themselves with such regulations and procedures in existence in their Schools and Departments. In addition, the following general rules shall govern the use of Institution facilities:

- i. The Institution Auditorium may be reserved by registered students' organizations and bona fide students with the permission of the Students Affairs Office.
- ii. Applications to use Classrooms or other departmental facilities may be directed to the Dean of Students Affairs through the Head of Department concerned in accordance with the regulations pertaining to it.
- iii. Applications to use the Institution sporting facilities must be made to the Dean of Students Affairs at least two weeks in advance.
- iv. Applications for the use of Institution facilities by non-members of the Institution community shall be directed to the Registrar who shall consult the Chief Security Officer before granting permission.
- v. No reservation shall be regarded as finalized until notification has been received in writing from the Dean of Students Affairs or the Registrar as the case may be.
- vi. No permission shall be granted to use any Institution facility for any purpose which is not compatible with the functions of the Institution.
- vii. All persons and organizations are treated on equal basis of first-come-first-serve in the granting of permission to use Institution facilities except that official Institution activities shall be given precedence over all other activities.
- viii. All persons and organizations granted permission to use Institution facilities shall be held responsible for any damage.
- ix. All persons and organizations requiring special arrangement, equipment or staffing will be required to inform the Registrar who shall inform the respective department, school or directorate and all departmental regulations and procedures shall be complied with.
- x. All persons and organizations selling tickets or requiring drinks (only non-alcoholic drinks are permitted on campus) shall ensure strict compliance with the regulations of the Institution and those of the Bayelsa State Internal Revenue Service.
- xi. All fees and charges prescribed for the use of Institution facilities shall be paid to the Bursary which shall issue receipts for all such payments.
- xii. Permission to use Institution facilities does not imply approval of the activity by the Institution and so on no account must Institution facilities be used by any person or organization for carrying out any illegal activity.

33.0 STUDENTS DISCIPLINE

In addition to the Students Disciplinary Committee, each School/Unit/Department shall have a Disciplinary Committee which shall monitor and investigate cases of misconduct or violation of regulations and make recommendations for appropriate punishment.

33.1 Students Disciplinary Committee:

There is a Student Disciplinary Committee that deals with cases of serious misconduct which may be referred to it by the School/Unit/Departmental Disciplinary Committee. Any student appearing before the Students Disciplinary Committee should appreciate the enormous powers of the Committee which may range from suspension to expulsion depending on the gravity of the offence.

Any student aggrieved by any decision of the Student Disciplinary Committee may appeal to the Academic Board in writing and the decision of the Academic Board shall be final in all cases involving any student.

34.0 DISCIPLINARY POWERS OF THE RECTOR:

The Rector shall have power to suspend a student or Student Union EXCO or Student Assembly or Club or Association as soon as they have breached their Constitution while the appropriate disciplinary body is investigating such breaches.

In the exercise of his disciplinary powers, the Rector may appoint a Disciplinary Committee in writing consisting of members of the Institution as he may deem fit or he may empower a Department or School or any similar Unit to recommend appropriate punishment other than expulsion from the Institution for any misconduct occurring in the Department, School or other academic Unit.

34.1 Penalty for Students' Misconduct

Where it appears to the Rector that any student has been guilty of misconduct, the Rector may direct:

- i. That the student shall not, during such period that may be specified in the directive participate in such activities of the Institution as may be so specified.
- ii. That the student shall be suspended for such a period as may be specified in the directive.
- iii. That the student shall be expelled from the Institution on grounds other than misconduct provided the action of the student complained of appeared to the Rector to be prejudicial to the maintenance of peace, order and discipline of the Institution or is disgraceful in respect of staff or student of the Institution.

35.0 CONDITIONS FOR DEPRIVING STUDENTS OF AWARDS:

Subject to the right of appeal to the Governing Council from the decision of the Academic Board, the Academic Board may deprive a student of any diploma, certificates, scholarship, bursary, medical prize or other academic titles, distinction or award whatsoever conferred upon him/her by the Polytechnic, if after inquiry, the Academic Board is satisfied that the student has gained admission into the Polytechnic or obtained the award by making false representation concerning any matter required of him/her as a pre-requisite to being admitted or obtaining that award

Any award whatsoever granted to any student by the Polytechnic shall be withdrawn or withheld where the Academic Board is not satisfied on academic or other grounds that it is necessary to do so.

36.0 ENFORCEMENT OF DISCIPLINE:

The Rector shall have the responsibility to ensure that peace and order is maintained within the premises of the Institution. It shall be lawful for the Rector to take such action at all times as he may deem necessary or expedient to maintain peace, protect property, promote and protect the safety and welfare of the students and staff of the Institution.

36.1 Discipline:

The Rector may take or direct disciplinary action against any student found guilty of any misconduct.

36.2 Types of Misconduct:

Misconduct in these regulations shall include the following:

- i. Membership of any cult group;

- ii. Willful destruction or damage of Institution property;
- iii. Stealing property of any kind;
- iv. Fighting with staff or fellow student;
- v. Assault on staff or fellow student;
- vi. Willful failure to submit Institution property to the appropriate officer at the close of semester;
- vii. Loud and distracting noise at unauthorized time and locations;
- viii. Unauthorized meetings and demonstrations;
- ix. Obscene and defamatory publications;
- x. Examination malpractice;
- xi. Loitering around the staff quarters;
- xii. Other acts which the Institution may adjudge as misconduct.

37.0 EMERGENCY CLOSURE OF THE POLYTECHNIC

The Rector, acting normally in consultation with the Academic Board or otherwise, may direct the closure of the whole or any part of the Institution for such period as he may deem necessary for reasons of any emergency such as the outbreak of an epidemic or some other natural disaster. For such good cause as the security of the Institution may require, the Rector shall within forty-eight hours notify the Chairman of the Governing Council of such closure and receive directives in furtherance of the action taken.

38.0 STUDENTS' CODE OF CONDUCT

All students must:

- i. Obey the laws, rules and regulations of the Polytechnic.
- ii. Respect the rights of all other stakeholders in the Institution.
- iii. Not engage or be a member or encourage membership of any secret cult.
- iv. Adhere strictly to the Polytechnic calendar by respecting resumption dates.
- v. Present himself/herself for lectures, practical, workshops and examinations at the appointed time and venue.
- vi. Switch off all cell phones during lectures, practical, workshops and examinations.
- vii. Register promptly for course and attain not less than 70% attendance to lectures/practical and workshops to qualify for the semester examination.
- viii. Not buy handouts or collect money or sell handouts on behalf of any staff.
- ix. Not present to or write for other person's assignments, projects or term papers.
- x. Not get involved in any form of examination malpractice or to impersonate or be impersonated or to abet or aid others in doing so.
- xi. Respect all copyright laws and acknowledge same when used.
- xii. Not photocopy textbooks and other materials without the permission of the authors or publishers.
- xiii. Not use classrooms and other Institution property for unauthorized activities such as religious and ethnic meetings and parties.
- xiv. Dress decently at all times as responsible students of the Institution by not wearing dresses that expose thighs, upper arms and parts of the chest or dresses that are suggestively tight or are transparent.
- xv. Be polite to staff, other students and members of the public.
- xvi. Not tamper with classrooms, laboratories and workshop fittings.
- xvii. Not post notices and other publications on walls other than designated notice boards.
- xviii. Not remove classroom, laboratory and workshop furniture without authorization.

xix. Not do anything that will tarnish the image of the Institution.