

# **COVENANT POLYTECHNIC**

P M B 7065, ABA

ABIA STATE

Students Handbook

On

Academic policies &

Regulations

2006

**TEMPORARY CAMPUS**

COVENANT POLYTECHNIC

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# **STUDENT'S HANDBOOK**

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Polytechnic, Aba.

## **Foreword**

This handbook on academic policies and regulations is intended to provide fresh students with vital information that will assist them to go about their studies smoothly in the Polytechnic. Some students do not know exactly what is expected of them in terms of regular attendance to classes, conduct during examinations, the importance of class assignments and weighting attached to laboratory and workshop practice in the Polytechnic system of education.

This handbook explains clearly the grading system used in the Polytechnic, how to compute the Grade Point Average (GPA), the Cumulative Grade Point Average (CGPA), conditions under which a student can be disqualified from taking examination, and how to request for the remarking of answer scripts (where necessary).

Most importantly this handbook unequivocally brings to the forefront what constitutes an examination malpractice and appropriate punishments apportioned to such an offence.

I hope that this 2006 edition of the handbook which have provided a special section for the Pre-national Diploma will remain very valuable to students and will help stem the increasing incidents of examination malpractice now rampant in the country's educational system. It is therefore advisable that every student of the Covenant Polytechnic, Aba goes through this booklet thoroughly and endeavour to abide by the regulations therein for a successful learning.

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## **PRINCIPAL OFFICERS OF THE POLYTECHNIC**

RECTOR

DEPUTY RECTOR

REGISTRAR

CHIEF LIBRARIAN

BURSAR

DIRECTOR OF WORKS &  
MAINTENANCE SERVICES

DIRECTOR OF HEALTH SERVICES

## **SCHOOL OF MANAGEMENT SCIENCES**

DIRECTOR	Principal Lecturer
HEAD, Department of Accountancy	Senior Lecturer
HEAD, Department of Banking & Finance	Principal Lecturer.
HEAD, Department of Business Administration & Management	Principal Lecturer.
HEAD, Department of Insurance	Senior Lecturer
HEAD, Department of Secretarial Studies	Senior Lecturer

## **SCHOOL OF ENGINEERING**

DIRECTOR	Chief Lecturer
HEAD, Department of Mechanical Engineering	Principal Lecturer
HEAD, Department of Civil Engineering	Senior Lecturer
HEAD, Department of Elect. /Electronics Engineering	Lecturer 1

### **SCHOOL OF FOUNDATION STUDIES**

DIRECTOR	Principal Lecturer
HEAD, Department of PRE-ND (Business)	Senior Lecturer
HEAD, Department of PRE-ND (Science)	Senior Lecturer
HEAD, Department of General Studies	Senior Lecturer.
HEAD, Department of Legal Studies	Principal Lecturer

### **SCHOOL OF APPLIED SCIENCES**

DIRECTOR	Principal Lecturer
HEAD, Department of Science Laboratory Technology	Senior Lecturer
HEAD, Department of Mathematics/Statistics	Principal Lecturer
HEAD, Department of Computer Science	Chief Lecturer

## **SCHOOL OF ENVIRONMENTAL TECHNOLOGY**

DIRECTOR	Principal Lecturer
HEAD, Department of Architecture	Senior Lecturer
HEAD, Department of Urban & Regional Planning	Lecturer 1
HEAD, Department of Estate Management	Lecturer 1
HEAD, Department of Survey and Geoinformatis	Principal Lecturer

## **SCHOOL OF CONTINUING EDUCATION**

DIRECTOR	Senior Lecturer
DIRECTOR, Day-Release	Chief Lecturer

## **OTHER DIRECTORS/OFFICERS**

DIRECTOR, Student Affairs	Senior Lecturer
DIRECTOR, Computer Science	Principal Lecturer
DIRECTOR INSERC	Principal Lecturer
CO-ORDINATOR, Students Industrial Work Experience (SIWES) & Counseling Unit.	Rtd. Registrar

CHAIRMAN,  
Sports Committee

Principal Lecturer

CHIEF SECURITY  
OFFICER

## **COVENANT POLYTECHNIC, ABA.**

### **1.0 BRIEF HISTORY OF THE POLYTECHNIC**

The Covenant Polytechnic, Aba was established by the Proprietor, Hon. Iyke Nwoke in 2005 on the basis of Decree 33 of 1978 and the amended Decree 5 of 1993. Covenant Polytechnic, Aba is an autonomous private institution.

The Polytechnic was established to provide courses of instruction, training and research in Applied Science, Technology, Commerce, Business Management and such other fields of learning as may be determined from time to time with regard to the workforce needs of Abia State in particular and of the Federation in general, especially the development of middle-level manpower.

Pioneer students of Covenant Polytechnic were admitted during the 2005/2006 academic year and academic activities started in February 2006.

### **1.1 Location of the Polytechnic**

The proposed Polytechnic's permanent site will be on a site almost at a borderline between Port Harcourt in Rivers State and Owerri in Imo State bearing in mind that Abia State was carved out of Imo State.

The site will be at Umuduru Village in Osisioma Ngwa Local Government. The temporary site of the Polytechnic is at Abayi, Aba, Abia State.

### **1.2 The Governing Council**

The Governing Council is responsible for the formulation of policies and for the general control and supervision of the finances and property of the polytechnic. The council also has power to do anything which in its opinion will promote the best interest and facilitate the carrying into effect of the activities for the achievements of the Polytechnic's aims and objectives. The provisional Governing Council was headed by the Proprietor, Mr. Iyke Nwoke.

### **1.3 The Principal Officers.**

Rector

Deputy Rector

Registrar

Bursar

Polytechnic Librarian

Director of Works and Maintenance Services

Director of Medical Services

Director of Students Affairs.

## **2.0 PRE – NATIONAL DIPLOMA**

### **2.1 Introduction**

The need for this section on the Pre-National Diploma Programme has become absolutely necessary not only due to the fact that the students in the programme are in the embryonic stage of the Polytechnic education system but also that they run a one-year intensive terminal programme.

The current Department of Preliminary National Diploma (PRE-ND) Business Studies is off-shorts of a Department of PRE-ND created in the 2005/2006 session.

With the growing population of students who embraced the programme, there were needs to brigrate the initial Department into two. Consequently, in the 2005/2006 Academic session, the Department of Preliminary National Diploma (PRE-ND) Business Studies is created.

They are two out of the three academic departments which constitute the school of foundation studies and the other being the Department of General Studies. They were established in consonance with the thinking by the National Board for Technical Education for admission into our Polytechnics. There was need to create such Departments in order to cater for prospective but rather deficient candidates to remedy their inadequacies in one academic session utilizing the human and material resources in the Polytechnics.

The School of Foundation studies in which the Departments are based as a Director as its academic and administrative head, while each of the Departments has a Head of Department, there are other



non-academic staff such as the Executive Officer, Clerical Officers and so on who assist in the smooth-running of the Department.

Over the years, the Department of Preliminary National Diploma (PRE-ND) Business Studies performed credibly well by churning out qualified and well-groomed students into the Polytechnic system who form a segment of the total population of the situation.

Moreover, some products of the Departments have excelled by emerging as best overall students in their departments.

## **2.2 Objectives**

The Preliminary National Diploma programmes of the Polytechnic are National for Technical Education (NBTE) accredited programmes to cater for the needs of potential students of Polytechnics who are deficient in their Senior School Certificate or General Certificate Examinations in order to boost the number of qualified candidates admitted in the Polytechnics and allied technologically based institutions in the country. It is an intensive nine-month programme during which students undertake lectures and practical work in relevant subjects. Underlying the intensity of the programme is the fact that the end products are required to obtain not less than 50% pass grade in each of the subjects offered.

As a standardized and recognized terminal programme, certificates issued to successful students are accepted for purposes of admission into any polytechnic in the country but this does not prevent any student from further remedying his/her deficiencies with any of the externally-recognized examination bodies.

## **2.3 Academic Programmes**

The School runs various programmes viz: Preliminary National Diploma, National and Higher National Diploma.

The Preliminary National Diploma in Business Studies prepares students for management-based courses in the School of Management Sciences.

## **2.4 Admission Requirements**

The basic entry requirement into the Preliminary National Diploma course is four passes at GCE "O" level/SSCE/NECO/NABTEB pass at not more than two sittings.

The four passes must include English Language and Mathematics. In addition, candidates must obtain passes in subjects relevant to their proposed course of study. For the Preliminary National Diploma in Business Studies, candidates must possess a WASC/SSCE/NECO/NABTEB/GCE 'O' Level certificate or equivalent with at least four (4) passes which must include English Language and Mathematics and two others from Economics, Commerce, Geography, Principles of Account, Government, Business Methods, Typewriting, Shorthand, Literature in English, History and Religious Knowledge at not more than two sittings.

Admission into Secretarial Studies (Pre-ND) candidate must have a pass in English SSCE/NECO/NABTEB/GCE 'O' level with 3 other relevant passes or RSA WASC Business Studies Certificate Stage 11 with passes in Shorthand, Typewriting, English Language and other subject at not more than two sittings.

## 2.5 Courses Offered

The following courses are offered in each of the programmes:

### 2.5.1 Pre – ND Business Studies

Code	Title	Duration /Hours	Unit	Remark
<b>PEL 011-014</b>	English Language and Communication (Modules 1 – 4)	90	4	Compulsory for all students
<b>PMT 011</b>	Mathematics	90	6	Compulsory for all students except Secretarial Studies Students
<b>PMT 011</b>	Business Methods	60	4	Compulsory for all Financial Studies Students
<b>PEC 011</b>	Economics	60	4	
<b>PBA 011</b>	Book Keeping and Accounts	60	4	
<b>PLE 011</b>	Literature in English	45	3	For Secretarial Studies Students Only
<b>PTW 011</b>	Typewriting *	60	4	
<b>PSH 011</b>	Shorthand *	60	4	
<b>PSK 011</b>	Storekeeping *	45	3	
	Government			

## 2nd Semester

Code	Title	Duration /Hours	Unit	Remark
<b>PEL 015-017</b>	English Language and Communication (Modules 1 – 4)	90	4	Compulsory for all students
<b>PMT 012</b>	Mathematics II	90	6	Compulsory for all students except Secretarial Studies Students
<b>PMT 012</b>	Business Methods II	60	4	Compulsory for all Financial Studies Students
<b>PEC 012</b>	Economics II	60	4	
<b>PBA 012</b>	Book Keeping and Accounts II	60	4	
<b>PLE 012</b>	Literature in English	45	3	For Secretarial Studies Students Only
<b>PTW 012</b>	Typewriting *	60	4	
<b>PSH 012</b>	Shorthand *	60	4	
<b>PSK 012</b>	Storekeeping *	45	3	

Each student should choose at least one vocational subject that are in asterisk above.

### 2.5.2 Vocational Subjects

Two courses from the followings list which are relevant to the candidates proposed field of study.

S/No	Subject	Contact Hours Per week	Contact Hours Per Session	Remark
1	Typewriting 25 WPM	4	120	
2	Shorthand 50WPM	4	120	
3	Book-Keeping and Accounts	4	120	
4	Storekeeping	3	90	

### 2.5.3 Pre – ND (Science and Technology)

#### Curriculum Table

CODE	TITLE	DURATION (HRS)	Remark
DBB 010	Introduction to Biology	60	
DBB 010	Introduction to Biology	60	
CBB 011	Flowering Plants, Soil Science and Genetics	75	
DBB 12	Animal Biology and Ecology	75	
CBC 11	General and Inorganic Chemistry	75	
CBC 011	Physical and organic Chemistry	75	
CBP	Mechanics, Properties of Matter and Heat	75	
CBP 012	Optic, Waves and Sound Electricity and Magnetism and Modern Physics	90	
MTH 011	General Mathematics	90	
MTH 012	Additional Mathematics	90	
PTD	Technical Drawing	120	For Engineering, Computer Studies and Statistics
PEL 011-17	English Language and Communication		
	Electives: At least one vocational subject related to programme from: <ol style="list-style-type: none"> <li>1. Wood work</li> <li>2. General metal work</li> <li>3. Building/Bricklaying and Concreting</li> <li>4. practical Surveying</li> <li>5. Basic Electricity/Electrical installations</li> <li>6. food science and Hygiene</li> </ol>		

### NATIONAL DIPLOMA IN BUSINESS STUDIES

CODE	TITLE	CREDIT UNIT
<b>GNS 101</b>	Use of English	3
<b>GNS 130</b>	General Physics 1	2
<b>BUS 112</b>	Business Mathematics 1	3
<b>BUS 113</b>	Introduction to Business I	2
<b>BUS 114</b>	Principles of Law	2
<b>BUS 115</b>	Principles of Economics I	2
<b>BUS 116</b>	Principles of Accounting I	3
<b>BUS 117</b>	Elements of Public Administration	2
<b>GNS 132</b>	General Biology	2
		<b>20</b>

### ND I SEMESTER II

CODE	TITLE	CREDIT UNIT
<b>GNS 102</b>	Communication in English	2
<b>BUS 122</b>	Business Mathematics II	3
<b>BUS 123</b>	Principles of Economics II	2
<b>GNS 323</b>	Introduction to Psychology	2
<b>BUS 125</b>	Principles and Economics of Cooperation	2
<b>BUS 126</b>	Principles of Accounting II	3
<b>BUS 127</b>	Data Processing	2
<b>BUS 128</b>	Principles of Management I	2
<b>GNS 131</b>	General Chemistry	2
		<b>20</b>

**ND II SEMESTER I**

<b>CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
<b>GNS 201</b>	Use of English II	2
<b>BUS 212</b>	Business Statistics I	3
<b>BUS 213</b>	Small Business Entrepreneurship	3
<b>BUS 218</b>	Cost accounting I	2
<b>BUS 214</b>	Principles of Management II	2
<b>BUS 215</b>	Business and Cooperative law	2
<b>BUS 216</b>	Principles of Purchasing I	2
<b>BUS 217</b>	Principles of Development Administration	2
<b>BUS 218</b>	Principles of Marketing	2
		<b>20</b>

**ND II SEMESTER II**

<b>CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
<b>GNS 202</b>	Communication in English II	2
<b>BUS 222</b>	Business Mathematics II	3
<b>BUS 227</b>	Cost Accounting II	3
<b>BUS 223</b>	Practice of Purchasing	2
<b>BUS 224</b>	Cooperative Field Administration	2
<b>BUS 222</b>	Introduction to Public Finance	2
<b>BUS 226</b>	Practice of marketing	2
<b>BUS 228</b>	Elective	2
<b>BUS 229</b>	Project	2
		<b>20</b>

**NATIONAL DIPLOMA IN COMPUTER SCIENCE**  
**YEAR 1 SEMESTER 1**

<b>CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
<b>STA 112</b>	Descriptive Statistics I	3.0
<b>STA 113</b>	Elementary Probability Theory	2.0
<b>MTH 111</b>	Logic and Linear Algebra	2.0
<b>MTH 112</b>	Trigonometry and Analytic Geometry	3.0
<b>COM 111</b>	Introduction to Computers	2.0
<b>COM 112</b>	Basic Computer Electronics	3.0
<b>COM 113</b>	Basic Programming Language	4.0
<b>GNS 102</b>	Communication in English	2.0
		<b>21.0</b>

**YEAR 1 SEMESTER II**

<b>CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
<b>COM 121</b>	Fortran Programming Language	4.0
<b>COM 122</b>	Computer operations	3.0
<b>COM 123</b>	Computer packages	3.0
<b>COM 124</b>	Computer logic	4.0
<b>COM 125</b>	Data structure	4.0
<b>GNS 121</b>	Introduction to Sociology	3.0
		<b>21.0</b>



**YEAR 11 SEMESTER I**

<b>CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
<b>COM 211</b>	Computer Techniques I (BASIC)	3.0
<b>COM 212</b>	Introduction to System Programming	4.0
<b>COM 213</b>	Cobol Language	4.0
<b>COM 214</b>	File Organization and Management	3.0
<b>COM 215</b>	Assembly Language	4.0
<b>GNS 212</b>	Communication in English II	3.0
		<b>21.0</b>

**YEAR 11 SEMESTER II**

<b>CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
<b>COM 221</b>	Computer Techniques II (FORTRAN)	3.0
<b>COM 222</b>	Introduction to System Analysis	4.0
<b>COM 223</b>	Basic Hardware Maintenance	4.0
<b>COM 224</b>	Computer and Society	1.0
<b>COM 225</b>	Educational Management Information System	4.0
<b>COM 226</b>	Seminar	1.0
<b>COM 227</b>	Project	6.0
		<b>23.0</b>

**NATIONAL DIPLOMA IN ACCOUNTANCY****ND 1 SEMESTER 1**

<b>CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
<b>GNS 130</b>	Natural Science	2
<b>GNS 101</b>	Use of English I	2
<b>INS 111</b>	Introduction to Insurance	2
<b>MTH 131</b>	Business Mathematics I	3
<b>BFN 111</b>	Elements of Banking	2
<b>BAM 131</b>	Principles of Law	3
<b>BAM 132</b>	Principles of Management I	2
<b>BFN 112</b>	Principles of Economics	3
<b>ACC 111</b>	Principles of Accounting I	3
		<b>23</b>

**ND 1 SEMESTER II**

<b>CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
<b>GNS 127</b>	Citizenship Education	2
<b>GNS 102</b>	Use of English II	2
<b>INS 102</b>	Principles and Practice of Insurance	2
<b>MTH 132</b>	Business Mathematics II	3
<b>BFN 121</b>	Elements of Banking II	2
<b>BAM 134</b>	Business Law	2
<b>BFN 122</b>	Principles of Management II	3
<b>ACC 121</b>	Principles of Accounts II	4
<b>ACC 125</b>	Data Processing	2
		<b>24</b>

<b>ND 11 SEMESTER I</b>		
<b>CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
<b>ACC 216</b>	Company Law I	2
<b>ACC 214</b>	Taxation I	3
<b>ACC 219</b>	Research Methodology	2
<b>MTH 231</b>	Business Statistics	3
<b>ACC 213</b>	Auditing I	3
<b>ACC 212</b>	Cost Accounting I	3
<b>ACC 211</b>	Financial Accounting I	3
<b>ACC 010</b>	Computer Literary	3
		<b>20</b>
<b>YEAR 11 SEMESTER II</b>		
<b>CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
<b>ACC 226</b>	Company Law II	2
<b>MTH 232</b>	Business Statistics	3
<b>BFN 211</b>	Business Finance	3
<b>ACC 223</b>	Auditing	3
<b>ACC 222</b>	Cost Accounting II	3
<b>ACC 224</b>	Taxation II	3
<b>ACC 221</b>	Financial II	4
<b>ACC 229</b>	Research Paper/Project	2
		<b>23</b>

**NATIONAL DIPLOMA IN PUBLIC ADMINISTRATION  
CURRICULUM TABLE**

<b>ND 1 SEMESTER I</b>				
<b>CODE</b>	<b>TITLE</b>	<b>LECTURE</b>	<b>TUTORIAL PRACTICAL</b>	<b>CREDIT UNIT</b>
PAD 111	Elements of Public Administration	3	-	3
PAD 112	Theories of Administration & Mgt	2	-	2
PAD 113	Elements of Government	3	-	3
PAD 114	Principles of Economics	3	-	3
PAD 115	Introduction to Sociology	2	-	2
PAD 116	Business Mathematics	3	-	3
PAD 117	Introduction to Psychology	2	-	2
ACC 111	Principles of Accounts	3	-	3
GNS 101	Use of English I	2	-	2
GNS 230	General Biology I	1	2	2
	Total	24	2	25
<b>ND 1 SEMESTER II</b>				
<b>CODE</b>	<b>TITLE</b>	<b>LECTURE</b>	<b>TUTORIAL PRACTICAL</b>	<b>CREDIT UNIT</b>
PAD 121	Nigerian Govt. & Politics I	2	-	2
PAD 122	Introduction of Community Dev.	2	-	2
PAD 123	Statistics	3	-	3
PAD 124	General Principles of Law	3	-	3
PAD 125	Elements of Cooperatives	2	-	2
LGS 101	Local Government Administration	3	-	3
BUS 218	Principles of Marketing	2	-	2
GNS 102	Communication in English I	2	-	2
COM 111	Introduction to Computers	1	3	2
BUS 229	General Chemistry I	1	2	21
		21	5	23

<b>ND II 1<sup>ST</sup> SEMESTER</b>				
<b>CODE</b>	<b>TITLE</b>	<b>LECTURE</b>	<b>TUTORIAL PRACTICAL</b>	<b>CREDIT UNIT</b>
PAD 211	Introduction to Public Finance	2	-	2
PAD 212	Nigerian Government and Politics	2	-	2
PAD 213	Principles of Human resources Mgt	3	-	3
PAD 214	Introduction to Public Ent. Mgt	2	-	2
PAD 215	Research Methodology	2	-	2
PAD 216	Public Services Rules & Regulations.	2	-	2
LGS 102	Local Government Administration	2	-	2
ACC 212	Cost Accounting	2	-	2
COM 123	Computer Packages	2	3	3
GNS 201	Use of English II	2	-	2
	<b>Total</b>	<b>21</b>	<b>3</b>	<b>22</b>
<b>NDII 2<sup>nd</sup> SEMESTER</b>				
<b>CODE</b>	<b>TITLE</b>	<b>LECTURE</b>	<b>TUTORIAL PRACTICAL</b>	<b>CREDIT UNIT</b>
PAD 221	Introduction to the Govt. Relation	2	-	2
PAD 222	Project	-	-	2
PAD 223	Social and Economic Development	3	-	3
BUS 213	Entrepreneurship Development	3	-	2
BAM 427	Nigerian Labour law	2	-	3
MAC 422	Communication and National	1	2	2
ACC 213	Auditing	2	-	2
ACC 214	Taxation	3	-	3
GNS 202	Communication in English II	2	-	2
	<b>Total</b>	<b>18</b>	<b>2</b>	<b>21</b>

## **3.0 ADMINISTRATION OF THE POLYTECHNIC**

### **3.1 Academic Board**

The Academic Board takes charge of all academic activities of the Polytechnic. It is empowered by the edict to make regulations relating to teaching, study and research, including the use of the Polytechnic Library and to conduct all examinations for the award of diplomas, certificates and prizes. The Chairman of the Academic Board is the Rector and the Registrar is the Secretary.

### **3.2 Board of School**

The Board of School reports to the Academic Board. In addition to other duties, it makes recommendations to the Academic Board on academic matters and advises the Director on the general academic and administrative affairs of the School. The director of school is the Chairman and the secretary is the Administrative Secretary of the School. All Senior Teaching Staff of the school are members.

### **3.3 Departmental Board**

The Departmental Board makes recommendation to the Board of School on academic and administrative matters affecting the Department.

### **3.4 Committee of Directors**

The Edict provides for a Committee of Directors of Schools which shall advise on academic matters referred to it by the Rector and Academic Board.

### **3.5 Management Committee**

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

### **3.6 Congregation**

The congregation is made up of the Rector, Deputy Rector 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 Polytechnic.

### 3.7 Administrative Departments

The following are the existing Administrative and Service Departments and units for the students and staff of the Polytechnic:

- Office of the Rector
- Office of the Deputy Rector
- Registry Department
- Bursary Department
- Works and Maintenance Services Department
- Medical Services Department
- Students Affairs Department
- Security Department
- Library Department

### 4.0 **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:

#### 4.1 **School of Management Sciences**

Departments:

Accountancy

Banking and Finance

Business Administration and Management

Insurance

Marketing

Secretarial studies

#### 4.2 **School of Engineering**

Department:

Electrical/Electronics Engineering

#### 4.3 **School OF Foundation Studies**

Departments:

Continuing Education

General Studies

Pre – ND Business

#### 4.4 **School of Applied Science**

Departments:

Computer science

Mathematics/Statistics

General Studies Department was established to coordinate common and school-wide course to students including language skills acquisition for effective communication with both English and French speaking countries of the world computer skills and typing skills.

## **5.0 GENERAL MINIMUM ENTRY REQUIREMENT FOR ADMISSION INTO VARIOUS PROGRAMMES**

### **5.1 Entry Requirements for Pre-ND**

Applicants for the Pre-ND programmes must have passes in four (4) subjects including English language and Mathematics in GCE'O' level or SSCE in not more than two sittings. In the case of Pre-ND Engineering courses, the passes must include Physics in a Screening Test (where necessary).

### **5.2 Entry Requirements for ND**

A candidate may be accepted for admission following satisfactory performance in the Polytechnic Joint Admissions and Matriculation Board (JAMB) Examinations with the relevant subject combinations and English. Candidates must possess the West African School Certificate, the General Certificate of Education (Ordinary level), the Senior Secondary School Certificate, National Examination Council (NECO), NABTEB or their equivalent with at least four passes at credit level including English Language and Mathematics obtained at not more than two sittings. A pass in Mathematics may be considered for candidates in Secretarial Studies only OR passes at credit level in all subject offered at pre-ND level at the Covenant Polytechnic, Aba.

### **5.3 Entry Requirements for HND**

Applicants for the HND programmes must have the National Diploma of Covenant Polytechnic, Aba 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 Diploma Industrial Work Experience in an approved Establishment, Industry or Business Organization is required for all HND candidates.



## **6.0 SPECIFIC ENTRY REQUIREMENTS FOR ND**

### **6.1 School of Management Studies**

Entry Requirements for all the Departments are the same as stated under the General requirements.

### **6.2 School of Engineering'**

Entry requirements for the Department of Civil Engineering, Electrical/Electronics Engineering and Mechanical Engineering are as follows:

GCE 'O' level with credit in four subjects including mathematics, physics and one other subject chosen from Biology/Agricultural Science/Further Mathematics and Chemistry. In addition, a pass in English Language is required.

Passes in the Intermediate and Finals of the West African School Certificate Technical Examinations or its equivalent; in addition to a pass at credit level in the Federal Craft Certificate Examinations in English, Mathematics,, physics and one other subject chosen from Biology/Agricultural Science/Further Mathematics and Chemistry. In addition, a pass in English Language is required.

Passes in the Intermediate and Finals of the West African School Certificate Technical Examinations or its equivalent; in addition to a pass at credit level in the Federal Craft Certificate Examinations in English, Mathematics, physics, chemistry and Technical Drawing.

### **6.3 School of Applied Sciences**

Department of Computer science requires credit passes in four (4) subjects including mathematics and any three (3) of the following subjects: Statistics, Physics, Chemistry, Further Mathematics, Economics/Government , Agricultural Science or Biology or Food and Nutrition or Home Management. A pass level in English is required.

## **SERVICES**

### **7.0 THE LIBRARY**

The Library is located in the School of Management Sciences Campus. It provides reading materials and space for staff and students and conserves information to support the academic and research programmes of the Polytechnic. It also provides literacy-related technical services.

Registration with the Library is open to all students who have been fully registered with the Polytechnic. A registered student is expected to produce his/her original admission letter and a passport size photograph for the library identity card. With the borrower's card, a student can borrow books for fourteen days at a time. These could be renewed as necessary. The library services are extended to both academic and non-academic staff who are duly registered with the library.

### **8.0 ACCOMMODATION OF STUDENTS**

Limited facilities are available for the accommodation of students. It is not compulsory for students to accept allocation of space in the hostel as the Polytechnic is not obliged to provide students with accommodation. The hostel regulations are specified under the General Regulations.

### **9.0 MEDICAL FACILITIES**

There is a Medical Centre for the treatment of the Polytechnic community. Cases that are more serious are referred to approved Government hospitals.

### **10.0 SPORTS, GAMES AND RECREATION**

Covenant Polytechnic, Aba 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. Programmes of activities are organized through the Students Affairs office and the Sports Committee.

Sporting activities are organized in the following games: soccer, volleyball, basketball, tennis, badminton, swimming, cricket, handball

and athletics. The Polytechnic usually engages in friendly sporting competition.

### **11.0 Student Industrial Work Experience Scheme(SIWES)**

The SIWES is a skill-training programme designed to expose and prepare students for the industrial Work situation they are likely to meet after graduation. The scheme is also designed to expose students to work method experience in handling industrial equipment and machinery and to gain knowledge of the structure and working environment of industrial, commercial and public organizations during the duration of their course of study.

#### **11.1 Placement of Students**

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

#### **11.2 SIWES Orientation**

Orientation programmes are organized the students going for industrial Attachment. Principal Officers of the Polytechnic, ITF representatives and personalities from Industries are invited to brief eligible students on various aspects and practices in an organization's life.

#### **11.3 Supervision of Students**

Personnel from the Industrial Attachment Unit and Departmental Representatives visit the various locations monthly to assess their performance. Comments by visiting supervisors are entered in the Students Log Book.

#### **11.4 Duration of Industrial Attachment Programme**

Students of the Polytechnic undergoing relevant courses available at the National Diploma (ND) programmes level are expected to do a 4-month for their Industrial Attachment.

## **12.0 ACADEMIC POLICIES AND REGULATIONS**

### **12.1 The Semester System**

Under the semester system, each academic year consists of two systems. Each semester runs for approximately 16-18 weeks (classes, a mid-semester break and semester examination, inclusive). The calendar of events is designed by the Academic Board and published by the Office of the Registrar.

### **12.2 Requirements for Students Registration.**

A candidate shall only be registered as a student of the Polytechnic upon payment of the prescribed Registration Fee, production of admission documents duly signed by the appropriate authority of the correctness of information submitted for admission in the application of admission.

All returning and fresh students must register at the beginning of every session. In addition, students must register their courses at the beginning of every semester. Registration of fresh and returning students at the beginning of every semester shall be central in each school. Students shall be attended to in their respective Schools/ Departments where the Heads of Department shall allocate appropriate courses to each student. Representative from the Academic Office will be at each venue to make registration materials available to students. In addition, accounts staff from the Bursary Department shall also attend to collect fees from students.

A very important condition for registration is the payment per session of fees approved by the Polytechnic and published by the Registrar of the Polytechnic. Fees may be charged to carter for the following: Tuition, Caution, Accommodation, Development, Registration, Certificate Verification, Identity Card, Sports, Medical Services, Library, Examination, Laboratory, Student handbook, and Facilities / Maintenance.

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 Polytechnic Administration. There is no refund of any fees paid if

- a) A student voluntarily withdraws from the polytechnic or
- b) Is sent away on disciplinary grounds or
- c) The Polytechnic is closed down.

Students are advised to first secure evidence of availability of hostel accommodation through the Student Affair office before paying Accommodation fee. All fees are to be paid in the Bursary Department. Receipts obtained must be tendered during registration and when applying for an accommodation from the Polytechnic. Auditors shall at any time request for payment receipts and these must be promptly provided.

### 12.3 Orientation Programme

An orientation course is usually organized for fresh students every session. This programme is intended to enable new student 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 polytechnic are also explained during this programme.

### 12.4 Change of Programme of Study

Students are usually 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 the programme prior to entering the Polytechnic with the exception of sitting and passing the Joint Admission and Matriculation Board Examination for that particular programme.

### 12.5 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 academic adviser at least twice in each semester for the purposes of appraising 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 his/ her office.

### 12.6 Academic Ceremonies

#### Matriculation

During matriculation, students are initiated as members of the Polytechnic with a pledge of loyalty to the ideals of the Polytechnic.

#### Convocation.

The Polytechnic also conducts convocation ceremonies during which conferment of awards, certificates, diploma, honors are made as approved by the Academic Board and Council.

## 13.0 REGULATIONS GOVERNING THE CONDUCT OF EXAMINATION.

### 13.1 School examination Committee

Every school has an Examination Committee. The School Examination Committee ensures that the schools examination time-table is ready at least two weeks before the beginning of examination. This Committee is responsible for the publication for the list of invigilators, preparation for the Examination hall and ensures that the official stamps of the academic

office and that of the School are on every booklet for the examination. Overall, the responsibility for conducting the examination rests with the School.

### 13.2 Admission to Examinations

Only those candidates who are registered as students in accordance with the Polytechnic's regulations have paid all prescribed fees shall be admitted into examinations.

Since attendance at lectures, tutorial, laboratory and workshop practical, studio sessions etc, is compulsory, all such candidates are required in addition to paying attention, to have a minimum of 75 percent class attendance in the subject to be examined to qualify for examination.

### 13.3 Attendance at all Examinations

All students shall be present themselves at the examination hall thirty (30) minutes to the commencement of all examinations. No student shall be allowed to enter any examination hall without his/ her identity card (ID).

No student shall be allowed to enter into any examination hall with unauthorized materials. There shall be no lending or borrowing at any time and no form of communication between students during an examination.

### 13.4 Responsibilities of the chief Invigilators.

All Chief Invigilators must be present at the Examination hall thirty (30) minutes to the examination begins and ends on time.

They shall be responsible for the collection of examination questions, answer scripts, attendance registers, mark sheet, e.t.c from the Director of School at least thirty (30) minutes before the examination.

They shall ensure that the examination is efficiently supervised from the beginning to the end.

They shall ensure that the students sign the attendance register in triplicates before the end of the examinations.

They shall ensure that all blank spaces on the attendance register are crossed out for accurate records.

They shall return answer scripts and other materials to the Director of School.

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 with signature to the Director of School within twenty –four (24) hours of the end of examination. The Director of School will bring this to the of the School Disciplinary Committee in the appropriate School, which should investigate and interview all associated with the incident. The report of the investigation shall be submitted to the Board of School for interview and recommendation to the Academic Board.

### 13.5 Guide for Invigilators

Invigilator shall check ID cards and examination cards bearing examination numbers and student's name and class. 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 (invigilators should make sure this is enforced to the letter). Any invigilator caught not enforcing this order should be queried.

No student shall be allowed to leave the examination hall within the first 30 minutes or the last 10 minutes to the end 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 should be taken to every student to sign 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 the candidates present.

The Invigilator should collect the answer script from students who finish before the end of the examination and make sure he / she signs the attendance register a second time as evidence that he / she submitted his / her answer script.

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

### 13.6 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 recommendation of the respective Board of School.

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 Director of School or 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.

#### 14.0 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 but no candidate shall be allowed into the hall 30 minutes after the commencement of the examination.

It is reiterated that candidates shall not leave the examination hall during the first 30 minutes and the last 10 minutes of the examination. Thereafter candidates may with the permission of the invigilator, leave the hall temporarily and shall be accompanied by the attendant. Candidates shall only bring with them to the examination hall their own writing materials i.e. ink, pens, pencils. No other materials shall be permitted, except otherwise stated by the examination authorities in a particular paper.

Candidates wishing to ask questions on issues that require classification 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 the examination hall any used or unused answer scripts.

All cell phones (personal handsets) must be switched off.



A candidate may be excluded from the examination if the examination authorities are satisfied that a candidate is behaving in a manner that prejudices to the quiet and order conduct of the examination. The School Disciplinary Committee based on a written report by the immediate examination authority (e.g. an invigilator) to the Director of School must review such incidents, which must subsequently be endorsed by the Academic Board.

## **15.0 EXAMINATION MALPRACTICES**

Participation or indulgence in any part or combination of parts of the following articles shall constitute a malpractice.

### **15.1 First Category:**

Engaging in an unauthorized communication (oral, written, sign, “giraffing”), including the use of personal handsets, while examination is in progress.

Any attempt to influence any examination official(s) with a view to gaining an undue advantage (e.g. writing authorized names, marks or notes, etc. on answer books).

Writing on any authorized paper (i.e. all papers not given by the invigilator) during the examinations, either the questions set or the solutions thereof other than on the answer script.

Changing of the sitting position in the examination hall without any permission.

Copying from fellow student(s) with or without collaboration.

Chatting, disturbance, communication (verbal, non-verbal) talking, walking about, noise making, leaving examination room without permission, e.t.c.

### **15.2 Second Category**

Disobeying lawful instructions from examination officials.

Refusing to complete Form ‘B’ which reports examination malpractices.

### **15.3 Third Category:**

Being in possession of any written, cyclostyled or photocopied notes or any printed materials or notes written on any part of the body, clothing, instruments such as sets-square, slide-rules, calculators, e.t.c. or drawing board during the examination period.

Consulting unauthorized notes or books inside or outside the examination hall.

Passing on a copy of the questions set in the paper or a solution thereof to anyone.

Receiving from or giving help to another candidate through some written materials relevant to the examination paper.

Aiding and abetting any other candidate to copy from unauthorized material.

Communicating or influencing any staff or official with a view of gaining more marks.  
Assisting another candidate in execution of practical.

Being in possession of a solution to a question in the examination paper through the help of any student, staff or other agency.

Smuggling in or out an answer script or a continuation sheet.

Impersonation another candidate by writing the candidates name and/or number.  
Gaining previous knowledge of examination questions.

## **16.0 GENERAL DISCIPLINARY ACTION**

Any candidate who is guilty of an examination misconduct which does not fall under the special cases shall have disciplinary action taken against him/her. For offences which in the opinion of the school disciplinary committee are not serious enough, it may recommend the cancellation of all or part of the student's papers with regard to which the misconduct has been committed or exclusion from participation in future examination.

The Chief Invigilator shall in consultation with the Director of School order a summary expulsion of a candidate from an examination room if in his / her opinion the continued presence of the candidate in the room may not be for the good conduct of the examination and thereafter submit a written report of their action to the School Disciplinary Committee.

## **17.0 SPECIFIC PENALTIES FOR EXAMINATION MALPRACTICES**

Violation of any section(s) of the above listed examination malpractice shall be penalized as follows:

### **17.1 First Category**

The candidate involved shall be disqualified in the relevant examination paper and shall be deemed to have failed that paper.

### **17.2 Second Category**

Probation for one year but if the offence committed for which the student refused to fill the Form B attracts expulsion, which shall apply.

### **17.3 Third Category**

The student shall be expelled from the covenant polytechnic, Aba.

## **18.0 RIGHT OF APPEAL**

Any person against whom the School Disciplinary Committee makes an order, may within forty eight hours of making the order appeal to the Academic Board because there was no evidence before the Committee to support a finding or examination misconduct. The Academic Board's decision on the appeal shall be final.

However any candidate who is not satisfied with any decisions carried out in accordance with the rules and regulations on examination malpractices shall have the right to appeal to the Governing Council of the Covenant Polytechnic, Aba.

## **19.0 PROCEDURES FOR HANDLING EXAMINATION MALPRACTICES**

The following steps shall be adhered to when handling examination malpractices:

As soon as any examination official suspects a candidate of having resorted to any form of examination malpractice, the answer scripts of the candidate shall be seized by the invigilator. The invigilator and the candidate shall any relevant materials found on the candidate immediately. These should be attached on the seized scripts. The invigilator shall complete Form 'A' immediately for reporting examination malpractice and hand it over to the candidate. The Invigilator shall cause the student to complete Form B while the invigilator complete Form C. Forms 'A', 'B', 'C' shall then be forwarded to the Chief Invigilator for endorsement and necessary action.

A fresh answer sheet shall be given to the candidate to continue the examination (if still in progress) after completing the formalities on Form 'B' for reporting examination malpractice.

At the conclusion of the relevant examination papers, the invigilator shall forward both the answer scripts (Marked I and II) to the invigilator who shall in turn forward the scripts together with the malpractice report to the Director of School.

The School Disciplinary Committee shall submit the report of its finding together with necessary recommendations to the Director of the School within three (3) working days of the offence.

Any candidate(s) charged with any examination malpractice shall be required to remain on campus and be available to the Disciplinary Committee(s) until the investigation is completed.

In the event of misconduct likely to threaten the quiet and orderly course of the examination, the attention of the School Disciplinary Committee and /or the Head of Department or the Director of School shall be drawn to this for a suitable action to be taken. A candidate may be excluded from the examination where this is considered necessary by the invigilator(s) or Chief Invigilator.

Warning for the expiration of time allowed for the examination must be declared to the candidates clearly at intervals of 10 and 15 minutes before the scheduled end of the examination.

At the scheduled end of the examination, candidates must be required to stop writing. Any answer scripts removed from the examination room may not be received as an authentic script. In such an event, the script must be marked in writing by the invigilator in the presence of the candidate involved.

## **20.0 PROCEDURE FOR HANDLING STUDENT'S PETITIONS.**

Petitions about conduct of examinations should be addressed to the student's Head of Department and such petition should reach the Head of Department not later than three days after the conclusion of that examination. Any petition made after three days from the date of the examination in this regard shall not be entertained. When a student has a grievance involving his course examination or result, he may seek redress by submitting a written petition under the following procedure:

### **20.1 Lectures, Tutorial, Practical, Assignment and Test.**

Student's petition under this category should first be directed to the Department where the course is taught. If this matter is not resolved within the Department, it should then be referred to the through the Department. Where necessary, the matter could be referred to the Academic Board through the School.

### **20.2 Review of Examination Papers**

Where student's petition on semester examination and result require a review of already marked scripts, a fee of N1, 000.00 (one thousand naira) only per script must be paid by the student before the petition would be entertained. The petition will be submitted to the Deputy Rector through the Head of Department and the Head of School/ Unit involved will be required to take appropriate action by nominating people from within or outside the school who will investigate and report to the Rector. Such petitions must reach the deputy Rector within three weeks from the date of release of the result.

Where the petition is upheld, the candidate qualifies for a refund of the petition fee.

## **21.0 REGULATIONS AND EXAMINATIONS**

For each of the courses that the 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 score appropriate "Grade Point Average" will be credited to him/ her for the semester. No student shall be absent from the examination for which he /she is due except on account of ill- health certified by a Medical Practitioner approved by the Polytechnic or for some other reasons approved by the Academic Board.

### 21.1 Course Work and Assessment (CA)

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

- a) Class work (Test and Quiz etc.)
- b) Homework or project assignments
- c) Practical (workshop and laboratory/ studio and field)

### 21.2 Semester Examination (SE)

In any semester examination, the students must be examined on materials covered in previous semester(s) in the same subject area(s) in addition to the 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 normally be as follows:

Course Work (CA) = 30%

Semester Examination (s) = 70%

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

### 21.3 Evaluation and Grading System

For evaluation purposes, letter grades with corresponding numerical values are assigned as follows:

#### Unified Grading System

Marks%	Letter Grade	Numerical Value of Letter Grade
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
Below 40	F	0.00

#### 21.3.1 Incomplete Grade

Incomplete grade is defined as a condition, which prevents candidates 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 student will be expected to clear “X” result at the next available

examination on the course unless otherwise approved by the Academic Board, after which he/ she will be awarded an “F” grade if not cleared.

### 21.3.2 Grade Point Average

The assessment of a student’s performance shall be based on the grade point (GPA).The GPA is the sum of the “Grade Points” (credit points) divided by the total no of credit hours.

A credit hour is equal to one contact hour/ work semester. For the purpose of computation, one-hour lecture shall be equivalent to one tutorial or two lab/ workshop hours except in case of Art and Design where one lecture hour shall be equivalent to one hour of studio work.

Example:

Course Number	Credit Hours	Letter Grade	Numerical value of letter grade	Grade Point (Credit Point)
FNS 111	3	A	4.00	3×4.00=12.00
EEG 122	4	B	3.25	4×3.25=13.00
MEG 122	5	D	2.25	5×2.25=11.25
TOTAL	12			36.25

$$\text{Semester GPA} = 36 \div 12 = 3.02$$

### 21.3.3 Cumulative Grade Point Average

To compute the Cumulative Grade Point Average (CGPA) the total grade points for all semesters are added and then divided by the total number of credit hours taken during those semesters.

Example:

Semester	Total Credit Hours	Total Grade Point
1	12	38.50
2	11	29.80
TOTAL	23	68.30

### 21.4 Conditions for Student’s Promotion/ Pass /Fail/ Probation/ Withdrawal

Probation shall be a warning in the first instance, if the student’s GPA/ CGPA 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 will not be cumulated.

The minimum number of credit unit to be registered in each semester must not be less than ten (10). 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 written approval by the registrar will be deemed to have taken the examination and will be awarded an “F” grade.

Only students with CGPA 2.00 and above and pass grades in all courses at ND1 or HND1 shall be promoted to second year (ND II, HND II) 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 a semester shall be warned in the first instance and subsequently advised to repeat / withdraw from the programme.

#### 21.5 Withdraw from the polytechnic

A student whose CGPA drops below 1.00 after being on Academic Probation will be required to withdraw from the Polytechnic.

A student shall be required to stay in the Polytechnic 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.

Any student, who by reason of having failed to achieve the minimum CGPA has been asked to withdraw from the Polytechnic, may apply for re-admission after the following session.

#### 21.6 Voluntary Withdraw /Deferment of Admission

A registered student who has matriculated may withdraw voluntarily from the Polytechnic temporarily or completely. In either case, the student is required to inform the polytechnic through the Head of his/ her Department, the intention to withdraw from the Polytechnic. He student may also apply in writing for re-admission. Such admission should be sent to the Registrar, at least two months before the commencement of the academic year in which he/ she intends to resume in his / her studies. Re-admission will be subject to vacancy in the programme concerned. For the re-admission to be effective, the student must receive a written approval of his/ her application from the Registrar.

A registered student who has matriculated may choose to defer his/ her admission to the following session. Such student must have had a formal written approval for deferment from the polytechnic authority. For the re-admission to be effective, the student must present such approval to the registrar at the beginning of the new session during the registration exercise.

## **22.0 CONDITIONS FOR AWARD OF DIPLOMA**

The award and class of diploma shall be based on the CGPA, which a candidate has earned during the two- year period of study. The minimum CGPA for the award of Diploma (ND HND) shall be 2.00 plus Pass Grades in all courses of the programme.

### **22.1 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

Any Industrial Training prescribed, as part of the programme shall be satisfactory completed before being eligible for the Diploma.

### **22.2 Academic Transcript**

Academic Transcript shall not be sent to any individual student but could be sent to an employer, institutions of higher learning or Scholarship Boards on request. A request for Academic Transcript shall only be honored on payment, in the Bursary of the prescribed fees and the receipt being attached to the application sent to the Registry. The request shall normally be made in writing to the Registrar either by individual students, the employers, institution of Higher learning or the Scholarship Board. The Transcript is prepared by the Academic Office and sent to the Head of Department and Director of School, it is forwarded to the Registrar for confirmation and signature before dispatch. For avoidance of doubt, the prescribed fee charged for an Academic Transcript to more than one institution/ Board attracts appropriate fees in multiples. Any request for academic transcript not properly made may be rejected.

## **23.0 GENERAL REGULATIONS**

Since the Polytechnic has a large body of students who come from varied backgrounds, it would be difficult to operate smoothly without some rules and regulations to guide their behavior. Law and Order must be maintained to create a conducive atmosphere for academic success and progress. It is the Polytechnic's responsibility not only to educate students but to guide their personal development into useful citizens. Knowledge has meaning only if it enables its possessors to live a fuller life which must include behavior responsible to self and to society.



Students are expected to take part in the school programme of activities which should enable them to:

- Broaden their interests and goals
- Develop their talents in working with other people
- Practice skills in organizing and administering group functions
- Learn behaviors acceptable to society through observing the rules and interacting with others.
- Experience success and earn recognition from others
- Develop responsibility and self-discipline in planning and carrying out activities.

Every student of the Polytechnic is required to maintain a high standard of personal discipline by:

- Conducting himself /herself in an orderly manner and displaying a high sense of responsibility both within and outside the school premises.
- Maintaining personal cleanliness and appearing in proper dresses at all times.
- Co-operating with other students and staff to keep wall, grounds and the general polytechnic premises clean and not littered with papers, cards, etc.
- Being responsible for cleaning his or her own living room.

Although the legitimate expression of differing opinions and beliefs is an essential part of the life of the academic community where the right to disagree is guaranteed, the Polytechnic shall not tolerate the imposition of opinions and beliefs by one group of students upon others who dissent.

It is emphasize that all members of the Polytechnic community including the students are like other citizens subject to the laws of our country whether within or outside the polytechnic premises. In conflicts where the law takes its course, the polytechnic shall if deemed fit take interim disciplinary actions on erring students pending the final determination of the law. Students intelligently, reasonably and with a sense of understanding and consideration of the rights of others.

All members of he Polytechnic community should recognize that as they prize right and freedom for themselves are they expected to respect the right and freedom of others, be it in lecture halls or in the hostels.

Students are to respect the privacy and comfort of their fellow students and not smoke in classrooms, dinning halls, laboratories or in the assembly hall and must not write on the walls. All students are expected show courtesy and respect to members of staff and Polytechnic guests and are to treat their colleagues with respect.

The Polytechnic shall, upon evidence of a student's failure to abide by its rules, regulations and code of conduct, take appropriate disciplinary measures against the offenders. Where a serious act of misconduct and/or indiscipline is involved, the matter shall be referred to the appropriate disciplinary committee for appropriate action.

23.1 Assault on staff or fellow student Any student who attacks, blocks or damages or threatens any staff while performing his/her legitimate duty or found to be a catalyst for any of these vices shall be liable to the following punishment:

- a. Attack and assault without bodily harm, insult occasioning embarrassment, blocking or preventing a staff from carrying out his/her duty shall on conviction be liable to SUSPENSION.
- b. Attack and assault with bodily harm, on convocation will be liable to SUSPENSION.
- c. Fighting is prohibited. Any student who assaults another, aids or abets another to assault another student for testifying at Disciplinary Committee or otherwise shall on conviction be liable to SUSPENSION.
- d. Gambling and stealing are prohibited on the polytechnic slips or parcels that do not belong to him/her.

23.2 Channels of Communication.

Individual students or students' association who wish to have access to the Rector or wish to write requesting for or petitioning against anything except Academic matters should do so through the Student Affairs Director. This system quicken than delays action. On purely academic matters, the step should be through the Head of Department, to the Director of the School, to the Deputy Rector, to the Rector then to the Academic Board.

On welfare matters in campus life, students should channel all requests through the proper officials of the Students Union to the Student Affairs Director. If the issue crops up in the hostels, the matter should be reported, in the first instance, to the Porter then to the Warden and to the Student Affairs Director.

For non- academic departments and units such as the Works and Maintenance Services, Medical Services, Bursary etc. insist that students should pass their request through the Students from reporting specialize cases direct to the appropriate quarters such as to the Librarian, the head of industrial Attachment Unit or the Head of Security.

23.3 Communication with outside Bodies including the press.

Student Organization, student Union or individual students who wish to issue press release or address a press conference must make copies of the release available to the Rector for comment and approval before the release is made or the conference is held.

Communication from organizations and students to Government officials must pass through the Office of the Rector.

Students Organizations or Students wishing to utilize the broadcasting media for publicity purpose must first obtain the approval of the Rector.

#### 23.4 Traveling out of the School Premises

Students staying out of the campus over-night should complete exit forms available at the porter's lodge both before leaving and on returning to the hostels.

Students returning late evening i.e. after 10.00pm to the hostels must subject themselves to security checks at the gates. ID cards may be collected and retained by the security until the following.

Absence from class with good reason should be reported to the lecture in charge of the class. Absence from the class on health grounds must be certified by a Government Medical Officer Approved by the Polytechnic Medical Officer and must be submitted within one week.

#### 23.5 Alcohol and Drugs

No alcohol beverages are allowed in the student's hall of residence. Drinking alcohol beverages is strongly prohibited within the halls of residence. The sale of alcoholic beverages to students within the school premises is highly prohibited.

Students whose drunkenness and disorderly behavior is likely to cause disruption of the peace will be disciplined by the Polytechnic Authorities. If such a person is admitted into the hospital, he/she will be solely responsible for his/ her hospital bills.

The use or the possession of illegal drugs may be grounds for immediate dismissal and/or the case reported to the police. Students should not take any drugs unless prescribed by a professional recognized physician. No vendor except a qualified chemist /pharmacist shall be allowed to establish or sell drugs on the Polytechnic premises

#### 23.6 Smoking

The Polytechnic maintains a no smoking policy in line with campaigns for healthy living and fire hazard prevention. Smoking is therefore prohibited in hostels, classrooms, laboratories, libraries and workshops in the Polytechnic or in such other public places in accordance with Government order.

### 23.7 Polytechnic Vehicles

No student shall tamper or cause another student or person to tamper with the Polytechnic vehicles at any time.

Individuals, organizations, clubs, etc. may be permitted to hire Polytechnic vehicles upon payment of prescribed fees and making the corresponding undertakings laid down for this purpose.

The Polytechnic vehicle(s) may be use by students for academic programs only on the prior approval of the polytechnic vehicles is /are used.

A departmental staff, for the purpose of guidance, should accompany all students' excursion involving vehicles at least. Where such excursions are purely by Associations, the student club/ association shall cater for their staff/ patron since he/ she shall not make any official claims / allowance.

### 23.8 Expectant Student Mothers

The Polytechnic makes no provisions for child bearing on the campus by students. Expectant student mothers must make their own arrangements to secure accommodation off- campus during the period in which they expect the baby to arrive. No hostel equipment may be loaned or provided for this purpose. Subject to the discretion of the academic Board, no examination or rescheduling shall be made for expectant students.

### 23.9 Safety in the Polytechnic

The Polytechnic places high premium on maintenance of safe equipment, safe systems or works, safe premises etc. as well as the need to ensure adequate instructional training and supervision to secure safe and healthy working conditions. Management, staff and students all have a duty to take reasonably care to avoid injury to themselves or others by their activities. For safety of life and property, a high level of vigilance and supplying of useful information is expected of the entire polytechnic community.

### 23.10 Criminal Offences

Some students erroneously believe that they are immune to prosecution for criminal offences inside the campus. This is not true. Management has no right to and cannot prevent the Police from performing their statutory functions. Students involved in acts that are likely to cause a breach of the peace such as fighting, rioting, inciting protests etc. will be subject to severe disciplinary action and in the extreme cases to EXPUSION from the Polytechnic.

### 23.11 Student Identity

The student identity card is issued to all students registered with the Polytechnic for course lasting not less than 9 months upon payment of the prescribed fee. Where a student loses his/ her ID card he/ she is issued a new one after obtaining a Police Report and paying a prescribed fee to the Polytechnic.

Students are advised to always write and spell out all their names in full with surname first in CAPITALS and followed by the first name, then the middle name (if any). The Polytechnic will not be held responsible for any misspell or misplaced names in Diploma and Certificates, arising from non- compliance with this rule.

A student can change his/her name by swearing to Affidavit and submitting the publication together with the necessary documents relating to that change of name. The polytechnic must be properly informed in writing of any change of name with relevant supporting legal documents not later than the first semester of the final year of study.

It is an offence for students not to carry with them ID card, be it on the campus or outside the campus.

## **24.0 CONDUCT IN THE HOSTELS**

A hostel is a center of community life. All resident students are expected to contribute their quota to make it a happy home. Each student is also required to exercise the greatest comportment and self-discipline in relation to other students, hostel authorities and staff as well as the public.

### **24.1 Visitors**

Visitors of the same sex are allowed in student's room only between 4.00pm and 7.30pm on week days (Mondays to Fridays inclusive) and between Holidays. But in all cases, Visitors of opposite sex must not enter students' rooms after 6.00pm

Visitors must not go directly to the student's rooms or to the common rooms but must first inquire at the porter's lodge where they must sign the Visitor's Book on arrival and indicate the time of departure at the end of their visits. For the purpose of these rules, male students visiting the female hostels will be regarded as visitors. Every student is responsible for conduct of his/her visitors.

No students should accommodate any visitor or unauthorized students in his/her room over –night without the permission of the Hostel Warden or Hostel Supervisor in writing. Students found entertaining visitors in their rooms outside the official time allowed shall face disciplinary action.

### **24.2 Hostel property**

Students on allocation of host room may receive and sign for the appropriate hays, items of furniture such as beds, wardrobes etc., as provided by the Polytechnic. Students are required to inspect their rooms in the company of the Porter and to report any defect in writing 24 hours to the Head Porter.

Any defect discovered after that period shall be deemed the responsibility of the occupants who shall be held financially liable. Permission to use any of the Polytechnic's facilities in the hostels shall be obtained through the Porters.

The right to occupy a room is not transferable and it is an offence punishable EXPULSION from hostel.

Students are held liable for any careless or willful destruction or damage of polytechnic property. Repair costs of proven damages/destruction of common facilities shall be the collective responsibility of students concerned.

24.3 Surrenders of key and polytechnic property at the close of the semester, expulsion from hostel, or upon the severance of their connection with any part of covenant Polytechnic Aba, students are required to return immediately all keys and other polytechnic property in their possession to the appropriate officer. In the case of hostels, to the wardens, books to the Librarian and other Polytechnic property to the Head of Department, Chief Security Officer or Director of Student Affairs as appropriate.

Willful failure to submit keys at the close of semester will be a punishable offence that will attract a surcharge.

### **24.3 Approved Hostel Functions**

The Hostel Wardens must be notified of students' meetings or any functions taking place in the hostel.

Application for approval for holding functions of the hostel must be received at the Department of Student Affairs not later than 48 hours to that function. Visitors attending such meetings or functions must sign the visitor's books.

24.5 **Noise, Electrical Appliances, Fire and Fire Prevention** in the interest of the residents of hostels, noise must be kept to the minimum. Radios, stereo-sets and TVs are not to be used after 10.00pmeach day. These instruments should not however, be played in such a manner as to cause annoyance or disturbance to others at any time. No appliance may, on any account, be connected to the lighting circuit. Students must not tamper with or alter, in any way, electrical installations in their rooms or any part of the hostel.

The installation and/or use of cooker, toaster, immersion heater, refrigerators, cooking ring etc. is not allowed in the students' rooms.

All incidents off fire shall be investigated by the student Affairs and the Security Departments and reported to the Rector. Both National Fir Codes and the Polytechnic regulations will govern the criminal and /or disciplinary actions to be taken against persons found responsible for any fire outbreak.

The use of candles is prohibited in the hostels and classrooms.

Students are responsible for all items of furniture and other properties of the school in the rooms.

Students causing a total electrical power failure in hostel or part of a hostel will be charged with cost of restoration of power and shall further disciplinary action.

All fixtures and furnishing must not be tampered with or modified in any whatsoever. No pictures, posters, postcards, cutting etc. shall be displayed on the walls, doors and /or windows of hostel rooms.

#### **24.6 Extra-curricular Activities**

Permission must be obtained from the appropriate authority for the use of halls or classrooms for any extra-curricular activities. Application for such permission must reach the Director of Student Affairs at least four days to the date of the event.

#### **24.7 Vacation from the Hostels**

Students must leave the hostel not than 12noon of the following day, which the Polytechnic officially closes except on permission by the polytechnic authorities.

#### **24.8 Cooking in the Hostels**

No meals, cookery or cutlery shall be removed out of the cafeteria except students issued with Medical Certificates of unfitness to walk to or to feed at the cafeteria where such services are available.

All complaints relating to cafeteria services shall be directed to the Student Affairs Director.

Under no circumstances shall meal be cooked with student's rooms or along corridors. Any student found guilty of this offence shall be **SUSPENDED** from the hostel for up to one academic year.

#### **24.9 Squatting**



Any student who sublets accommodation to any visitor overnight or permits a “SQATTER” in his/her room without written approval of the student Affairs Director shall be EXPELLED from the hostel.

If an already ejected official occupant or ‘Squatter’ is caught again ‘Pirating’ or ‘Squatting’ with another student in a hostel, the second offender shall be SUSPENDED from the Polytechnic for up to one academic year, while the first offender forfeits his/her room allocation without any refund.

#### **24.10            Damage to Polytechnic Property**

If any school equipment or property is lost or broken while in the student’s care or the student causes unplanned expenditure to another student or the institution, the student will be held responsible for the cost of replacement, repair or refund. This charge will be taken from the caution deposit every student pays on registration. The students concerned will pay extra if the cost of damage/ refund is more than their deposits.

#### **24.11            Personal Property and Sanitation**

The polytechnic does not accept responsibility for any loss of personal property in the hostels. Students are therefore advised not to bring valuables and expensive items of personal property into the hostels.

For health and sanitary reasons, pets, animal’s birds, fish and /or reptiles are prohibited in and around the polytechnic hostels.

No student shall leave personal property in his /her room during the vacation without the permission of the warden in writing.

Hanging of wet towels and clothing inside the hostels is prohibited except on the space provided.

Students must not sleep on uncovered mattress and pillows. Every student is expected to cover the mattress with his/her own bedding.

Trash waste and sanitary pads should be placed in the dustbin or receptacles provided in the hostels and toilets.

Environmental committee shall make such bye-laws for maintaining cleanliness and sanitation in the campus and hostels. Students and the general community must obey these rules. The Environmental Committee

shall at its discretion visit students' hostels and rooms to certify the cleanliness of the environment. Students whose rooms, premises etc. are found to be repeatedly untidy will be sent out of the hostels on the recommendation of the Environmental committee. The Environmental Committee shall be set up by the Department of Student Affairs.

## **25.0 STUDENTS' DEMONSTRATION, PROTEST, ETC.**

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 community to dissent, to disagree, to hold different opinion, or think differently from the other on any issue. This is an integral aspect of polytechnic education and academic freedom. Students are free to support causes by all orderly as long as they do not disrupt the regular and essential operations and activities of the polytechnic peace. Such disruptions would violate the responsible exercise of free enquires would violate. According, the following regulations have expression. Accordingly, the following regulations have been made to guide students' action relation to demonstration, protest boycott, etc.

### **25.1 Procedure for Protests**

In any emergency which may include a situation leading to boycott of lectures and/or demonstration against whatever grievances the students may have, Students' Union Executive Committee (EXCO) decisions shall be referred to the students' Representative Assembly if such decisions enjoy? Majority support of EXCO members. Where? Majority of the students' Representative Assembly supports the decision; such a decision shall finally be determined at a referendum by simple majority of the population of students of covenant polytechnic. Where such a decision is implemented. The 72 hours notice must fall within official working hours of the Polytechnic.

Voting in a referendum shall take place by secret ballot in each classroom and to be conducted by the students' class Representative and a staff assigned by the Head of Department.

The result of the decisions and referendum signed by the returning Officers, Members of the Students' Representative Assembly must be delivered by the President and speaker personally to the Rector.

The referendum can take place between the hours of 7.00am and 6.00pm and the Polytechnic Authority will recognize no referendum taken outside this time.

No section of the students' body may organize a demonstration unless it obtains written recognition for this cause and its proposed demonstration actions approved by the full students' Union EXCO and supported by Membership of the students' Representative Assembly.

All organizers of demonstration and related action shall, when a final decision is taken to organize a demonstration, inform the Registrar and Rector through the President about a proposed demonstration and must be delivered personally to the Rector at least 7 hours before the action is planned start. This is to allow the members of the students' Union EXCO. Students are held responsible individually or collectively for breach of these regulations. The notice to the Rector must give information about:

- . The reason for the proposed demonstration;
- . The measures taken to ensure that essential services will not be disrupted;
- . Assurance of non-violence, either to person or to property.

The Covenant Polytechnic Authorities/ Rector shall have power to dissolve the Students' Union and/or any of its organs when there is need to do so. In case of such dissolution of the student union and/or any of its organs, there may be reelection of new members, depending on the circumstances of the situation.

In all voting computations, decimal values of 0.5 and above shall be taken, as unit while any decimal values below 0.5 shall be discarded.

## **25.2 Demonstrations.**

Demonstration must not:

- . Endanger the safety of any person.
- . Destroy or damage property.
- . Force others to join or deny members of the Polytechnic (staff or students) their right not to participate

- . Restrain the free movement of persons on the school premises or on public highways
- . Deny the use of offices, classrooms or other facilities to staff, students or guest of the Polytechnic
- . Disrupt or obstruct the educational activities of the Polytechnic
- . Take place after 6.00pm or before 7.00am

If during the demonstration there is conflict with the forces of law and order, the institution can no longer offer any protection to the students.

In the case of violence including molesting persons or damaging property, disciplinary action be taken against the students responsible.

In the case of disorderly demonstration, the organizers of the demonstration will be held responsible for not taking adequate precaution.

If the students carry their demonstration outside the Polytechnic boundaries, they shall be regarded as having taken themselves outside the protection of the institution. If the police detain them, they shall be treated according to the laws of the land.

## **26.0 STUDENTS ORGANISATIONS AND ASSOCIATIONS**

26.1 Purpose and nature of Organizations it is the policy of the polytechnic to encourage students to organize and participate in associations, which promote the academic, recreational and social life of the Polytechnic. For student directed clubs and societies designed to supplement academic and professional training. There are numeric of such students' academic societies and social clubs catering for a wide variety of interests.

All organizations are required to apply for formal recognition and registration to the Director of Student Affairs, which the Rector has charged with the responsibility for granting the necessary approval after verifying that the organization met the laid down conditions. For the purpose of registration, each organization must submit its constitution for final approval by the Rector. All full- time students in courses of not less then one academic session are eligible members of the students' Union. All members of the students' union shall pay a compulsory membership fee per session, as may be approved by the Polytechnic management from time to time.

All members of the union have the right to vote and be voted for.

Students who measure below average, academically and to not have a minimum CGPA of 2.25 are prohibited from seeking for any elective post in the student Union.

The Union acts as a communication link between the Polytechnic Authority and the Students' Union provides for different levels of participation by students. These are: -

- ❖ The executive Council (EXCO)
- ❖ The Representative Assembly (consisting of two elected members from each level of each Department in the Polytechnic.
- ❖ The Students' Parliament, which consists of the executive Council and the Representative Assembly.
- ❖ The Students' Congress (for all students)

All students shall comply with the election regulations as contained in the students' Union constitution. All forms of election malpractices are forbidden. Any group/groups student who is found guilty of rigging the election shall be suspended/expelled for a period depending on the gravity of the case.

Any student union official found to have embezzled Union funds shall be dismissed and handed over to the police

Any student elected as Students' Union Official should relinquish his/her elective post in any club or society.

26.2. Conditions for Polytechnic Recognition of organizations As a rule, the Polytechnic does not encourage or recognize any student organization, which in its membership discriminates on account of race, sex or religion. For this reason, tribal and other ethnic student organizations are not given any recognition by the Polytechnic. Any student known to be member of unauthorized clubs/organizations shall be liable to EXPULSION.

Students organization must meet the following conditions before being accorded Polytechnic recognition: -

Genuine intent to pursue activities that are consistent with the educational social functions and established policies of the Polytechnic.

An intention of permanence in organization as evidenced by the organization's constitution, rules and regulations, commensurate with the activities to be undertaken by the organizations.

Certificates by patrons. Staff advisers that at least twenty students will form the nucleus of the organization. Statement of purposes and proposed programmes of activities as they relate to the expected contribution to the academic, cultural, social or recreational life of the Polytechnic.

Approval or disapproval of any application for recognition rest with the Director of Student Affairs.

The rector may dissolve or suspend, indefinitely any student organization after making such inquiries, If any, as he may deem fit, when in his opinion such an organization is being run contrary to its aims and objectives or against the interest of the Polytechnic.

Only Association, clubs, Societies and Organizations which are registered and thereby recognized are allowed to function in the polytechnic.

## **26.2 Regulations Governing Association, Clubs and Societies**

All clubs, societies and organization that wish to operate in the Polytechnic should be duly registered at the student Affairs Office.

It is mandatory that students' societies appoint members of Senior Staff either as patrons or Advisers.

Societies shall submit proposed programs of Activities to contribute to the academic, cultural, social and recreational life of the school to the Rector through the Student Affairs Office.

Societies shall submit Student Affairs office, copies of their constitution and bye-laws, as well as list of officials of the society concerned.

Any revision of the Constitution of a society/club should be presented through the Student Affairs office to the Rector for approval.

Considering the fast turn-over of students in the Polytechnic, club, societies and organizations shall be required to renew their registration in the first

semester of every new session. Such renewal of registration shall be done by filling of a renewal of registration form obtained from the Department of Student Affairs. It will be required that the staff adviser countersigns the summary report of activities and finance of the previous session. The operation of any student group that fails to renew her/his registration by the end of the first semester of the session shall be deemed illegal.

### **26.3 Illegal Associations and cultism**

No students should form, sponsor, join, canvas for membership of, implicitly encourage the operation of any group that:

- a. Operates secretly or meets secretly,
- b. Is not formally registered with student Affairs Department of the Polytechnic
- c. Identifies itself as a cult group or gang or
- d. Compels people to enlist as members or
- e. Compels people or students to remain members against their wish or
- f. Employs the used of physical force to project or protest its interest or
- g. Has access to or encourages the possession of arms, ammunitions or any other object capable of inflicting injury on people.

#### **26.4.1 Penalty for membership of cults and Illegal Association**

- a. Any student who violates any of the provisions of Section 25.4 above shall be expelled from covenant Polytechnic.
- b. Any student who is arrested by the police or any other law enforcement agents or paramilitary or security outfit alone or in the company of any other person in circumstances or for offences which border on
  - Illegal possession of firearms
  - Possession of weapons capable of being used to inflict injury on people
  - Unlawful assembly
  - Membership of secret cult
  - Participation in cult meetingShall be expelled form covenant Polytechnic.

- c. Any student who is found to belong to a cult group or gang or to canvassing for membership of such group shall be expelled from covenant Polytechnic
- d. Any student who engages in any act which in the opinion of the management of the Polytechnic is inimical to the interest of the Polytechnic or is capable of bringing disrepute to the name of the Polytechnic shall be expelled from covenant Polytechnic.

#### **26.4.2 Renouncing Cultism**

Any student who prior to his admission into the Polytechnic or at any point of his student career in the Polytechnic has had any link with cult groups and who Voluntarily reports to the Director, Students Affaires or to the Chief Security Officer, and

Renounces his membership of the cult group (s), and

Severs himself/herself from all cults

Shall not be expelled from the Polytechnic provided that the individual takes the above steps voluntarily and not at such a time that he/she is being investigated for alleged or suspected involvement in cultism.

#### **27.0 STUDENTS PUBLICATION**

In keeping with the best Polytechnic tradition, covenant Polytechnic deliberately encourages responsible freedom of expression and speech, research, literary habits and publication by students in keeping with the basic principles of democratic society. The permission of the Rector must however be obtained through the student Affairs Office may include notice, letters or articles for the press, radio or television on matters connected with the polytechnic, subject to the following rules

#### **27.1 Rules Governing Students publications**

The following general regulations shall govern all students' publications:

- a. All applications for any publication should first pass through the Students' Affairs Office before reaching the School Authority.
- b. Proof of all students publications whether magazines, news bulletin, periodicals, letters to the Authority through the student Affairs Office at least 72 hours before printing and releasing same for public consumption.



- c. Clubs and Societies should always send three copies of their publication to the library with a covering letter and at no cost to the Library or the Polytechnic.
- d. Only registered students' organization of which the polytechnic has authority over their constitution may produce any publication or printed matter bearing the name of the polytechnic or purporting to emanate from it. Printed matters published by students may be sold on the campus only if it is produced or sold by registered student organization and must be marked for "internal circulation only"
- e. All student publications must state clearly on the editorial page that the opinion expressed therein are not those of the Covenant Polytechnic or its entire students body and must carry the name of the organization responsible for the publication and individual names of the members of the editorial board and their addresses.

### **27.2. Prohibited publications**

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

-

Publications, which are libelous and scandalous

Publications, which are obscene or pornographic

Publications, which are likely to incite violence

Publications, which are not properly signed and titled, are in any way anonymous.

Each article must bear the name and address of the author.

### **27.2 Penalty for circulation of Unauthorized materials**

- a. Any student's organization which publishes, sells, or distributes printed or otherwise reproduce materials including matter arising as libel, defamation, incitement etc. will be banned.
- b. No magazine, newsletter or periodical, cartoons, handbills etc. shall be circulated in or outside the campus without the prior approval of the director of Student affairs. Any publication circulated without the prior approval in writing shall be subject to disciplinary action.
- c. Notice, handbills and publications must be placed only at the approved notice boards and not on walls of building or rooms.
- d. Any student or students found guilty of publishing or causing to be published any articles (s) with intent to tarnish the image of a fellow student or students of the institution other than to enlighten, educate or entertain shall be subject to suspension or expulsion

depending on the gravity of the case as shall be determined by the student Disciplinary Committee.

## **28.0 USE OF POLYTECHNIC FACILITIES**

In order to ensure that Polytechnic's activities are conducted in an orderly manner, Directors of Schools, Heads of Departments and hall Wardens have been delegated to establish regulations and procedures governing the use of the polytechnic buildings and other facilities in their schools, departments or hostels as the case may be. Students are advised to acquaint themselves with any such regulations and procedures in existence in their schools, departments or hostels.

The following general regulations shall govern the use of the polytechnic facilities:

The auditorium/classrooms may be reserved by registered organization and bonafide individuals with the permission of the Head of Department concerned in accordance with the regulations pertaining to it. Such application must however be submitted to student Affairs office at least seven (7) days to the date of which any of these facilities is requires for use.

Application to use the polytechnic Sporting facilities including the football field, tennis courts, etc. must be made to the Director of Student Affairs at least two weeks in advance.

All persons and organizations are treated on equal basis of first come, first served in the granting of permission over to use polytechnic facilities except that official precedence over all other requirement. Personal and organizations granted permission for the use of any polytechnic facilities shall be held responsible for any damage.

No reservations may be regarded as finalized until notification has been received in writing from the student Affairs Office that approval has been granted.

Polytechnic facilities may only be used by non-members of the Polytechnic community with prior approval of the Registrar after consulting with chief Security Officer and for the purposes only, which are compatible with the functions of the polytechnic .

Users requiring special arrangements, equipment or staffing will be requires to inform the Registrar initially, who will then inform the department

concerned. Such users may need to pay in accordance with the rates chargeable by such departments.

Polytechnic facilities must on be account be used for the purpose of carrying out illegal activities. Permission to use any of the polytechnic facilities for any activity does not imply approval or endorsement of the activity by the polytechnic.

Where admission tickets or drinks (only non- alcoholic drinks are permitted on campus) are to be sold, it is the responsibility of the organizers of such events to ensure that the laws of the State and the regulations of the department of internal Revenue as well as those of Polytechnic on such matters are adhered to strictly

## **29.0 STUDENT DISCIPLINE**

Each department/school has a Disciplinary committee (Dc) which will monitor, investigate, punish or make recommendations on cases of indiscipline.

### **29.1 Student Disciplinary committee**

There is a Student Disciplinary Committee (SDC) that deals with case of gross indiscipline, which may be referred to it by the department/unit/school disciplinary committee or academic board. Any student appearing before the SDC should appreciate the gravity of their offences which may least to SUSPENSION for a number of months, to RUSTICATION for up to a year and to DISMISSAL depending on the gravity of the offences.

Rector has the power to suspend a student, student Union EXCO, and students' assembly, clubs/association as soon as body is investigating the cases of indiscipline.

#### **Explanatory Notes:**

Under these regulations, SUSPENSION' will mean a temporary action which excludes a student from all activities of the polytechnic including class attendance, students union activities, residence in the hall and activity organized by the institution.

Any student suspended/dismissed shall be required to quit the polytechnic premises immediately and hand over all polytechnic properties to the appropriate department/Unit. The polytechnic authorities regard as serious

misconduct; all grave acts immoral, dishonest or destructive behavior as well as flagrant breach of the Polytechnic rules and regulations.

Cases of grave misconduct shall be brought to the notice of the Registrar who shall report the case immediately to the Rector. The rector shall normally summon meeting of the students' disciplinary committee (SDC) to consider the allegation of serious misconduct. Except in cases of emergency, he may take temporary disciplinary action as he may deem fit excluding expulsion. The Rector's decision on temporary disciplinary action and all the decisions of the student concerned shall take immediate effect and shall be communicated to the Governing Council through the Registrar.

The student concerned shall be given an opportunity to appear before the Disciplinary Committee to defend himself/herself. After due consideration, the Disciplinary Committee may decide to mete out a punishment of suspension for a specific period or recommend a punishment of expulsion to the Academic Board. This appeal will be sent to the Rector for presentation to the council. The Council aside the appeal and may confirm, modify or set aside the decision of the Students' Disciplinary Committee (SDC). The fact that an appeal is pending before the council shall not affect or invalidate the operation of the regulations if a student refuses to comply with the order of suspension, he or she will be forcibly ejected and shall bear the full responsibility of the consequences.

### **30. PENALTY FOR STUDENTS MISCONDUCT**

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

That the student shall not, during such period that may be specific in the direction, participate in such activities of the polytechnic as may be so specified.

That the student shall be rusticated for such a period as may be specified in the direction.

That the student shall be expelled from the Polytechnic on grounds other than misconduct provided the action of the student complained or appeared to the Rector to be prejudicial to the polytechnic or is disgraceful in respect of staff or students of the polytechnic.

#### **30.1 Student Disciplinary Committee**

The Rector, in exercising any of his powers to discipline students under these regulations may appoint a Disciplinary committee in writing consisting of members of the Polytechnic as he may determine. Nothing in this section shall be constructed as preventing the rector from exercising any of his powers of discipline.

### 30.2 sectional Heads and Discipline

the Rector may empower the Hostel warden or an Academic Department or other similar unit of the polytechnic, to recommend the discipline of students other than by way of rustication or expulsion from the polytechnic for any misconduct occurring in the Hostels or in the Academic department.

### 30.3 Condition for Depriving Students of Awards.

A student of any membership shall be deprived diplomas, certificate, scholarship, and bursary, medical, prize or other academic titles, distinction or award whatsoever conferred upon him by the polytechnic, if after such inquiry, the Academic Board is satisfied that the student has been guilty of any infamous conduct in obtaining same and/or gaining admission into the Polytechnic.

The award whatsoever granted to any student by the Polytechnic shall be withdrawn or withheld where the Academic Board is satisfied on academic or other grounds that it is necessary to do so.

## **30.0 ENFORCEMENT OF DISCIPLINE**

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

### **31.1 Discipline**

The Rector, by the Covenant Polytechnic law, may take or direct disciplinary action against any student found guilty of any misconduct.

### **31.2 Types of Misconduct**

**Misconduct in this respect shall include the following:**

- a. Membership of cult group.

- b. Entertaining visitors in the room at times.
- c. Careless or willful destruction or damage of polytechnic property
- d. Theft
- e. Fighting
- f. Unauthorized installation and use of cookers and electric appliance in the hostels.
- g. Assault on fellow student or staff.
- h. Willful failures to submit polytechnic property to the appropriate officer at the close of semester.
- i. Loud and distracting noise at unauthorized time and locations.
- j. Unlawful meeting and demonstrations.
- k. Obscene and libelous publications.
- l. Obscene and libelous publications
- m. Loitering around the staff quarters.
- n. All other acts which the Polytechnic may adjudge as Misconduct.

### **31.0 CLOSURE OF THE POLYTECHNIC**

The Rector, acting normally in consultation with the Academic Board or otherwise may direct the closure for such period as he may deem necessary, of the whole or any part of the Polytechnic 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 Polytechnic may be require; the Rector shall within forty-eight hours notify the Chairman of the Government council of such closure and receive directives in furtherance of action taken.

### **33.0 OPPORTUNITIES FOR EMPLOYMENT FOR GRADUATES OF VARIOUS PROGRAMS IN ABIA STATE AND ACROSS THE COUNTRY**

Abia State and indeed Aba, is industrializing fast. The State ranks amongst the highest in the Nation in the location of major industrial establishments. There are also small and medium scale industries covering wide-ranging entrepreneurship. Across the country, there exist also industrial establishments especially in Lagos, Ibadan, Benin and kaduna. Practically oriented personnel, including those with middle level skill, must run all these establishments. The level and quality of production of local technical personnel with required skill and training must therefore march the enormous opportunities for employment and the entrepreneurship for those who possess them. Graduates of the Polytechnic are expected to acquire practical competence and competitive in there various course of study. The unique features of the Polytechnic's programmed places the graduate at

advantage over their counterparts from other Polytechnic and enhance their opportunities for successful and fulfilling life.

### **34 STUDENTS' CODE OF CONDUCT**

1. Obey laws, rules and regulation of the Polytechnic.
2. Respect the rights of all other stakeholders in the Polytechnic.
3. Not engage in, be a member or encourage membership of any secret cult
4. Adhere strictly to the Polytechnic calendar by respecting
5. Present self for lectures/ practical/workshops and examinations at the appointed time and venue.
6. Be punctual to lectures/practical/workshop and examination and switch off all cell phones.
7. Register promptly for courses and attain not less than 75% attendance to lectures/practical and workshops to qualify for the semester examination.
8. Not offer money, sex or other inducements to academic and non-academic staff in exchange for enhanced grade/alteration/ forgery of official records/ documents.
9. Not buy handouts as they are banned.
10. Not present to other persons assignments/project. term paper to write for them.
11. Not get involved in any form of examination malpractice including impersonating or be impersonated or to aid/abet others in doing so.
12. Respect all copyrights laws and acknowledge same when used. Not to photocopy textbooks and other materials without the permission of the authors/publishers.
13. Not sell/lease official hostel accommodation.
14. Not cook in the hostels.
15. Not use classrooms and other polytechnic property for unauthorized activities such as religious and ethnic meetings and parties.
16. Not collect money or sell books on behalf of any staff.
17. Dress decently at all time as responsible students of the covenant Polytechnic. This means not wearing dresses that expose thighs, upper arms and parts of the chest or dresses that are suggestively tight too transparent.
18. Be polite to staff, other students and members of the public.
19. Not tamper with classroom and hostel fittings.
20. Not deface any wall. Notices should be pasted on designated areas like notice boards.

21. Not remove classroom and furniture without authorization.
22. Not do anything that will tarnish the image of the Polytechnic.