



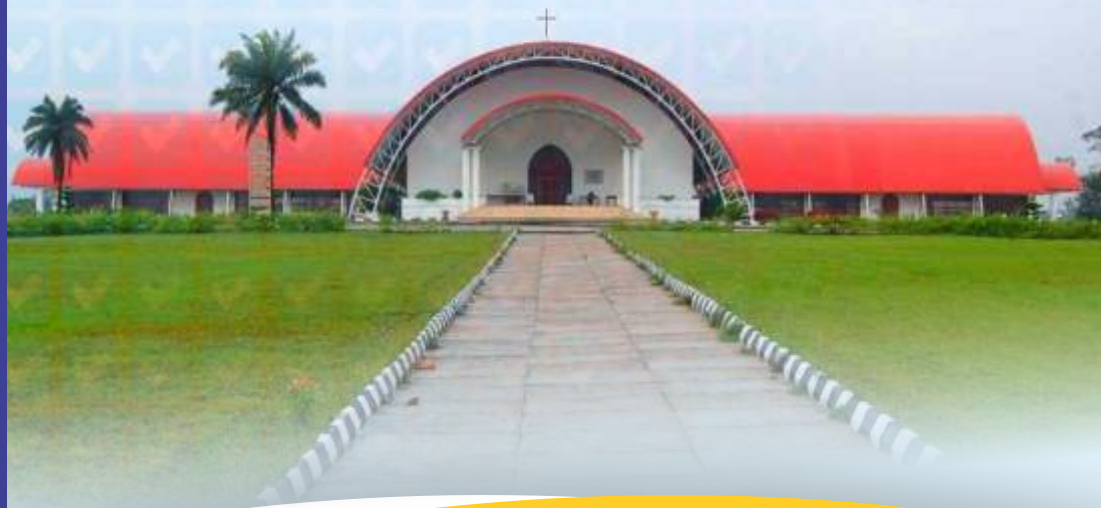
STUDENT INFORMATION HANDBOOK



BOWEN UNIVERSITY

(of the Nigeria Baptist Convention)

Iwo Osun State, Nigeria



STUDENT INFORMATION HANDBOOK

FOREWORD

This is Bowen University! Africa's largest Baptist University, a foremost Christian institution of excellence - building God-fearing leaders, defining the future. Without doubt, you have made the perfect choice, given that the philosophy is conceived as a center of learning and research of distinction, combining academic excellence with love for humanity, borne of a God-fearing attitude, in accordance with Baptist tradition of ethical behaviour, social responsibility and democratic ethos. You have joined a community of over four thousand students with over nine hundred faculty and staff who are well motivated to provide quality and excellent services. The personnel work in synergy to actualize the core values of the University which are:

- * Godliness,
- * Excellence,
- * Entrepreneurship,
- * Innovation and
- * Social Responsibility

Bowen University seeks to pass on to students, a passion for integrity, Academic Excellence, Character, Godliness and Leadership. The student life in and out of campus is structured to actualise the all-encompassing mission of the University which is devoted to creating a conducive and dynamic teaching, learning, and research environment that equips our graduates with Christ-like character, positive attitude and sterling leadership qualities in many disciplines who makes a difference globally. It brings on board academic, spiritual, physical and social dimensions of training which, indeed, are the ingredients for holistic development.

In Bowen University, character education is considered pivotal for becoming a celebrated graduate. Academic excellence comes with huge reward, but if your academic excellence does not intermix proportionately with sound character, it may be hard to epitomise the Bowen's vision. It is for this reason that Bowen places a lot of importance to obedience and adherence to rules and regulations governing the peaceful co-existence of Bowenites within and outside of the University. As a faith-based institution, the University will not condone acts that are inimical to its good name. At the end of your stay in Bowen, you will be trained to have a disciplined lifestyle. We therefore appeal that you kindly concentrate on productive efforts in your academic and social wellbeing that will mark you out as a sound graduate.

Take time out to familiarise yourself with the policies and procedures articulated in this Student Information Handbook. The book contains all the vital information that guide your social and academic interactions. The handbook is however subject to periodic reviews to ensure that it does not run behind new paradigms in the ever-changing world and the University reserves the right to make changes at any time without prior notice.

Knowledge is like a garden, if it is not cultivated, it cannot be harvested. Your parents have seen the indispensability of education before sending you to the University. Do not misuse this golden opportunity. On behalf of the entire Bowen University community, I welcome you as Bowenite to our main campus at Iwo.

Accept my best wishes for a successful and all-encompassing academic journey.

Joshua Olalekan OGUNWOLE, Ph.D.
Team Leader / Vice-Chancellor

CHAPTER ONE

PREAMBLE

(a) INTRODUCTION

The Nigerian Baptist Convention in 2001 established BOWEN UNIVERSITY, Iwo (hereinafter referred to as “the University”).

- I. To provide courses of instruction and other facilities for the pursuit of learning in all its branches and to make those facilities available on proper terms to such persons as are equipped to benefit from them;
- ii. To encourage and promote scholarship and conduct research in all fields of learning and human endeavour;
- iii. To relate its activities to the social, cultural and economic needs of the people of Nigeria;
- iv. To undertake any other service appropriate for a university of the highest standard;
- v. To promote and encourage academic research which will focus on those areas that will promote the development of the society at large. In pursuit of this goal, the various Departments and Institutes will be encouraged to conduct research into some of the critical problems of the contemporary society such as ecology, erosion control, environmental degradation, drug abuse, cultism, etc. These shall be both at the departmental level as well as through the various institutes.

(b) HISTORICAL BACKGROUND OF THE UNIVERSITY

- I. The Baptist Mission came to Nigeria in 1850 with the determination not only to evangelize but also to introduce formal education to the people as a means to promote social development. Thus, by August 1854, the first Baptist missionary to Western Nigeria, the late Revd. Thomas Jefferson Bowen and his wife started a 'school' comprising a handful of the stewards and labourers of the Bowens, and others from the community drawn by sheer curiosity. This has grown today into thousands of primary and secondary schools scattered across the country. Between 1915 and 1960, Baptist primary schools sprang up almost everywhere there was a Baptist congregation, while Baptist secondary schools also followed.
 - ii. As early as 1938, the Foreign Missions Board of the Southern Baptist Convention, USA had nursed the vision of establishing a Baptist University in Nigeria as a means of developing the potentials of the youths to the fullest. However, this initial idea was not formalized until it was presented to the meeting of the Baptist Mission held in Eku from 11th to 14th December, 1956. Accordingly, a Survey Committee, which later transformed into the Baptist University Committee in 1957, began a series of activities aimed at establishing the university.
 - iii. The Baptist University project was first scheduled to start in 1961 and later rescheduled for 1964. The initial difficulty of raising sufficient funds locally delayed the take-off until 1978 when the project was laid to rest. This became further complicated, when Chief A. Y. Eke, the then Minister of Education, called attention to the fact that there was no provision in the Nigerian Constitution for a private university.

Happily, with Government Policy initiative and consequent upon the promulgation of Decree No. 1 of 1993 legalizing the establishment of private universities, the Baptist University project was revived and became actualized in 2001.

(c) NAMING THE UNIVERSITY

The Nigerian Baptist Convention named the University “Bowen University” (of the Nigerian Baptist Convention), Iwo, Osun State, Nigeria, after the Reverend Thomas Jefferson Bowen, who pioneered Baptist mission work in Nigeria in 1850.

(d) PHILOSOPHY

The University is conceived as a centre of learning and research of distinction; combining academic excellence with love of humanity, borne out of God-fearing attitude, in accordance with the Baptist tradition of ethical behaviour, social responsibility and democratic ethos.

(e) THE MOTTO

The motto of the University is “Excellence and Godliness”. This emphasizes the importance which the University attaches to the attainment of excellence imbued with godliness in all its programmes and trainings. “Excellence and Godliness” is the principle underpinning all academic pursuits in the University.

(f) THE LOGO

The focal point of the logo is the open book. The sun stands for light, life and energy. The palm frond symbolizes freshness and a new

beginning. It is the dominant foliage of the Nigerian rainforest belt, used for celebrations in the Christian tradition. The wheel embodies the unending and unbroken circle of knowledge informed by Godliness, and the Baptist mission steering humanity along the path of knowledge.

(g) VISION STATEMENT

To be a Foremost Christian Institution of Excellence, Building God-Fearing Leaders, Defining the Future.

(h) MISSION STATEMENT

Creating a Conducive and Dynamic Teaching, Learning and Research Environment that Equips our Graduates with Christ-like Character, Positive Attitude and Sterling Leadership Qualities.

(i) CORE VALUES

Godliness, Excellence, Entrepreneurship, Innovation, and Social Responsibility.

(j) PROSPECTS FOR ACADEMIC DEVELOPMENT

Bowen University currently runs eight (8) Colleges namely:

- i. Agriculture, Engineering and Sciences
- ii. Computing and Communication Skills
- iii. Environmental Sciences
- iv. Health Sciences
- v. Law
- vi. Liberal Studies

- vii. Management and Social Sciences
- viii. Postgraduate Studies

However, there is a long-term plan to establish another College of Pharmaceutical Sciences and other Colleges.

(k) STUDENT MANAGEMENT

I. The Directorate of Student Support Services (DSSS) caters for the general welfare of students. It is overseen by a Director who is directly responsible to the Vice-Chancellor. Students are therefore encouraged to relate closely with the directorate. This Directorate comprises Counselling Office, ID Card Office and Student Discipline Office among others.

Counselling Office

This office, manned by qualified Counsellors, has been established to counsel students on matters of personal and academic concerns. Students are encouraged to make optimal use of this facility while in Bowen.

Compliance Office

To ensure discipline and strict adherence to the laid down rules and regulations of the University, the Compliance Office was established and empowered to guide, direct members and enforce the laws of the University towards achieving a coherent, safe and Godly University environment. Every student is mandated to submit himself/herself to the University regulations as enforced by the Compliance Officers.

- ii. The Chaplaincy, under the direction of the University Chaplain, has been established to cater for the spiritual life on campus. Students are encouraged to take advantage of this Unit for counselling and advice.

(I) BOWEN UNIVERSITY ANTHEM

1. Great Alma Mater,
Bowen University
Excellence and Godliness
Is our esteemed watchword
Though tongues may differ
In brotherhood we stand in Christ
Hail, Alma Mater Dear
2. Great Alma Mater
Bowen University
On Christ foundation built
That cannot be shaken
Others may falter
Our conviction we hold so firm
Hail, Alma Mater Dear

CHAPTER TWO

RESUMPTION AND ORIENTATION

(a) RESUMPTION

Resumption dates shall be announced by the University from time to time and students shall resume accordingly.

(b) ORIENTATION FOR FRESH STUDENTS

- I. The orientation programme at the beginning of a new session is intended:
 - * to enable new students settle down and adjust to the University culture, and also
 - * to afford new students the opportunity to familiarize themselves with existing rules, regulations and procedures of the University.
- ii. The Directorate of Student Support Services (DSSS), in cooperation with other Departments and the Chaplaincy, organizes the orientation programme.
- iii. It is mandatory that ALL newly admitted students attend ALL the orientation activities and sign attendance register.
- iv. Any student who fails to attend any of the orientation activities shall be sanctioned appropriately.

(c) LIVING TOGETHER AS ROOMMATES

Admission into the University affords you the opportunity of meeting

people of different characters, ethnic groups, races, etc. Understanding our personalities, as well as individual differences, will equip us to better manage our own lives and relate more effectively with others. Consequently, there are things that we are prepared and motivated to do better than others and likewise, there are things they can do better than us. We, therefore, need to network and interact with other students because we need others to fulfill our purpose and plans.

In Bowen University like every other tertiary institution, you are allocated a room with roommates most of whom you have never met before. Your room mates are your immediate family and like the Bible tells us 'love your neighbor as you love yourself'.

The following principles will help you relate well with your room mates:

i. Introduction

A brief introduction goes a long way in knowing your roommates. Introduce yourself by telling your roommates your name, course of study, state of origin, where you reside etc. This helps to foster a good relationship with them.

ii. Communication

Learn to communicate with your roommates. In doing this regularly, you not only become friends, you also know what they like or dislike.

iii. Avoid assumptions

Since it is virtually impossible to know exactly what your roommate is thinking about, learn to understand his/her behaviour and perspectives as well as ask questions for clarifications where necessary.

iv. Do not be part of the problem

Do not support your roommates when they are doing things which contradict God's rules as well as the school's rules and regulation. Always learn to speak out and seek help from the Counselling Office. Your roommates are now your immediate family; always learn to live as one, with the love of God binding you. Seek the best for them, pray for them, encourage them and love them.

v. Handling Conflicts

If there are serious conflicts in your room, between you and others or among other roommates, please report the matter to the Hall Warden or the Counsellors or the Director of Student Support Services, who will take immediate steps to restoring relationships. If that fails, the Hall Warden may reallocate some or all the roommates to other rooms.

Finally, treat your roommates the way you want to be treated. This is a golden rule which should be applied especially in difficult situations.

CHAPTER THREE

REGISTRATION OF STUDENTS

(a) Registration

Preamble

Registration is an important requirement that is necessary to define the status of each student.

All students shall register before they are recognized and accorded the full benefits of students of Bowen University.

A student shall be deemed to have registered when all stages of registration are completed.

Students shall register within the first three weeks from the stipulated date of resumption.

(i) For Fresh Students only

The following are the stages of registration:

- * Pre-registration Screening
- * Bursary Clearance
- * Student Support Services' Registration
- * Medical Registration
- * Chaplaincy Registration
- * Departmental Registration
- * Faculty Registration and
- * Library Registration

(ii) For all Students

At the beginning of each semester, all students shall register on-line for all the courses as prescribed by the Departments.

Procedure for Course Registration

- * Upon payment of the required fees for the semester, a student shall pre-register for the courses to be taken for the semester on his/her portal account.
- * The student then proceeds to his/her Department for the course level adviser to go through the pre-registered courses online and edit/approve as appropriate.
- * The student is then required to login back into his/her portal account and print out the course form containing the approved courses registered for and this will be submitted to his/her Department for signature and record purpose.
- * Student shall register correctly for all courses to be taken in each semester.
- * Request for correction on wrong registration shall attract a fee to be determined from time to time.
- * Request for correction on wrong registration shall not be entertained after each semester's examinations.

(b) Late Registration

Any registration outside the stipulated time frame shall be regarded as Late Registration.

Every late registration shall attract additional fee as may be determined by the University from time to time. In addition to the

payment of the extra fee, the students shall obtain clearance from the Programme Coordinator to the Directorate of Digital Services (DDS).

(c) Misrepresentation

Every student shall supply correct, up-to-date and accurate information at the point of registration.

Any form of misrepresentation shall be treated as deliberate and a calculated attempt to mislead the University and shall attract appropriate sanction.

(d) Failure to Register

Any student that fails to register before the semester examination shall be deemed to have voluntarily withdrawn from the University.

CHAPTER FOUR



BOWEN UNIVERSITY

(OF THE NIGERIAN BAPTIST CONVENTION)
P.M.B. 284 IWO, OSUN STATE, NIGERIA

PLEDGE AND DECLARATION OF OBEDIENCE

On admission, to the studentship of Bowen University, Iwo,

I

Solemnly and sincerely pledge and declare that I will pay due respect and obedience to Bowen University, the Vice-Chancellor and all other Officers of the University; that I will faithfully observe and subject myself to all regulations and directives which may from time to time, be issued by them for the good order and governance of the University, including an order that I and/or the students' body should make restitution for damage(s) done by me and/or students to public property. In addition, I faithfully promise to refrain from any acts of cultism, violence and other actions that may disrupt the smooth running of the University or likely to bring the University into disrepute. Where occasion demands it, I solemnly declare that I will exhaust Bowen University laid down disciplinary mechanism so help me God.

NAME OF STUDENT (in Full): _____

MATRIC NO: _____

COLLEGE: _____

PROGRAMME: _____

SIGNATURE: _____

DATE: _____

* For all official purposes in the University, students are expected to write their surnames first and in capital letters, followed by a comma. Their two other names should also begin with capital letters.

CHAPTER FIVE

IDENTITY CARDS

- (a) Each student, upon registration in the University, is issued an official student Identity Card (ID) which is valid for the entire duration of the student's academic programme.
- (b) Students may be required at any time to immediately identify themselves upon request by authorized University officials acting in the performance of their duties.
- (c) A student that changes his/her course of study shall submit his/her ID card to the Directorate of Student Support Services and obtain a new one which shall reflect his/her new course of study.
- (d) If a student misplaces or loses his/her ID card within the campus of Bowen University, such a student shall make a formal report at the Directorate of Student Support Services, request for a replacement and pay the stipulated fee at the Bursary for the replacement. If, however, the ID card got missing outside the campus of Bowen University, the student shall in addition submit court affidavit and police report.

(e) Some University facilities are open only to students who are able to show valid identity cards. Therefore, students are required to always have their identity cards on them and be ready to produce same on demand. For instance, no student will be admitted to the Library, examinations, etc, without a valid identity card.

- (f) The ID card is a property of Bowen University and shall be submitted at the Directorate of Student Support Services when a student:
- i. graduates from the University
 - ii. is withdrawn from the University
 - iii. is expelled from the University and
 - ii. is rusticated from the University.

CHAPTER SIX

PAYMENT OF FEES

I. Bowen University is a private, fee-paying institution and all students shall pay prescribed fees for all services provided by the University, such services include:

- * Tuition fee
- * Accommodation and convenience
- * Health Care
- * Bench fees

Other fees may be charged from time to time as the need arises.

- ii. To be considered a bona fide student of the University, a student is required to provide evidence of payment.
- iii. Payment on semester basis of prescribed fees is allowed for the convenience of parents/sponsors.
- iv. All payments must be made through electronic payment systems. However, payment via bank draft is also accepted.
- v. Students are issued receipt for all payments.
- vi. Clearance cards are issued to students on full payment of stipulated fees for each of the semesters.
- vii. Students should ensure safety of their receipts and clearance cards; and such should be made available on request.
- viii. Each student is allotted a ledger account which contains student's

- financial transactions for the duration of his/her course of study.
- ix. Requests for refund of excess payment by students shall only be entertained at the end of the course of study.
 - x. Late registration attracts penalty which is determined from time to time.
 - xi. A student on suspension, rustication and expulsion shall forfeit all fees paid for the period of sanction.
 - xii. Any student who absconds from school without obtaining due approval for suspension of programme shall not be entitled to refund or waiver of payment of fees for that period.
 - xiii. Any student who voluntarily withdraws from the University after registration shall forfeit all the fees paid.

CHAPTER SEVEN

HALLS OF RESIDENCE

(a) ACCOMMODATION

- i. By policy, the University provides accommodation for all registered students; therefore, all undergraduate students shall live on campus.
- ii. Students shall be allocated rooms in halls of residence as determined by the Directorate of Student Support Services.

(b) BEDDINGS

Students are required to come with their own beddings (i.e. bed sheets, pillow cases and blankets).

(c) CONDUCT IN THE HALL OF RESIDENCE

- i. Students shall not sell, buy, advertise, solicit, offer or market items in the halls of residence and the University environment except when officially authorized. Violation of this rule shall attract sanction.
- ii. Students shall be responsible for the cleaning of their rooms and for their laundry.
- iii. Screening of beds in the halls of residence shall not be allowed, except for the use of transparent mosquito net.

- iv. Under no circumstance should any student produce noisy sound to the detriment of other students or hostel staff in the halls of residence.

(d) EXEATS

- i. In order to be away from the University campus, an undergraduate student must obtain an exeat approved by the Director of Student Support Services.
- ii. For the purpose of travelling out of town, the application for the exeat must be submitted at least 48 hours before the trip.
- iii. In case of emergency, the Director of Student Support Services may use his/her discretion to approve the request for exeat outside the mandatory 48 hours' notice.
- iv. Undergraduate students are not normally allowed to travel more than once in a month.
- v. Exeat will not normally be issued to cover a period of worship and group devotions.
- vi. Any student found to be away from the University without a valid exeat will face disciplinary action.
- vii. Students shall comply strictly with the terms and conditions of exeat.

(e) VISITING HOURS IN HALLS OF RESIDENCE

- i. Students may be allowed to visit their fellow students in other halls of residence, but not during the period of general assembly or worship service and not beyond 9.00 pm on any day.
- ii. Visitation to halls of residence of the opposite sex is not permitted.

(f) PARTICIPATION IN OFF-CAMPUS PROGRAMME

1. All proposals for off-campus activities by students of the University shall be submitted in writing for consideration and recommendation through the Director of Student Support Services for the Vice-Chancellor's approval. The request should among other things include:
 - i. The destination, purpose of the trip, date and time of leaving the campus and the date of returning.
 - ii. The name(s) of the Chaperone(s) for the programme, who must be senior member(s) of staff of the University. Chaperone(s) are to take proper briefing from the Vice-Chancellor prior to the commencement of the journey.
 - iii. The means of transportation and other arrangements in place.
 - iv. The endorsement of the staff adviser or the University official in charge.
 - v. Parental consent must be sought by the Directorate of Student Support Services before the student can be allowed to travel with the group.
2. Applications for off-campus programme must be received for approval at least a week before day of departure.
3. Organizers of off-campus activities must obtain the Vice-Chancellor's approval in writing before embarking on such trips.
4. Students who are not accredited for off-campus programme shall under no circumstance accompany the group.
5. The group and the vehicle(s) designated for the off-campus programme are to go to the exact destination alone and return to campus with all the contingents as and when due.

6. Members of the group shall comply strictly with the terms and conditions of group exeat.
7. Any member of the group who violates the terms and conditions of group exeat shall face appropriate disciplinary action.

(g) SOCIAL GATHERING/CELEBRATION

All proposals for any form of celebrations and social gatherings to be held on campus by individuals, clubs and associations are to be submitted in writing for consideration and recommendation through the Staff Adviser or the Hall Warden concerned, for the approval of the Director of Student Support Services. Organizers of programme without due approval will be appropriately sanctioned.

(h) USE OF HALLS OF RESIDENCE FOR SOCIAL GATHERING

- i. Permission to use halls of residence for social activities must be by the written permission of the Director of Student Support Services with at least 48 hours' notice.
- ii. Individual students who wish to use the common room for social gatherings should submit their request in writing through the Hall Warden or in the case of clubs and associations, through the Staff Adviser, for the approval of the Director of Student Support Services.
- iii. No social gathering of students will be allowed during any University official activities.
- iv. Any form of anti-social behaviour such as smoking, drinking of alcohol, use of hard drugs, fighting, etc. during the gatherings shall not be condoned. Any violation of these regulations will be referred to the Student Disciplinary Committee for investigation

- v. All authorized social activities should normally take place in the Common Room.
- vi. Parties must not last beyond 6:00 pm.
- vii. Music played in the rooms or at approved social gatherings should not disturb other residents. Every musical composition played through/on any electronic device must be in harmony with the expected high moral standards of the University.

(i) NIGHT CONTROL

- i. All students shall retire to their halls of residence by 10.00 pm.
- ii. The only lights permitted in the rooms apart from overhead lights are desk and rechargeable lamps, which are to be provided by students.
- iii. Bed Checks shall be performed in the Halls of residence daily from 10.30 pm and any student absent shall receive appropriate sanction(s).

(j) USES OF ELECTRICAL APPLIANCES

- i. Only torches, cell phone lights and rechargeable lamps are allowed during power outages. Naked flames are prohibited.
- ii. Under no circumstance shall electrical appliances and extension cords or multiple outlets be brought into the halls of residence or used by students. Appliances such as immersion heaters, heating coils, electric cookers, toasters, grills, television sets, refrigerators and hot plates are prohibited.
- iii. Only electric kettle not more than 1500w is allowed but this should not be used in the students' room. They may, however, be

used in the laundry room or kitchenette provided such electric kettle has the capacity to switch off automatically.

(k) COOKING/POSSESSION OF RAW FOOD IN THE HOSTEL

- i. Students shall not cook in the hostel.
- ii. Students shall not, under any circumstance, keep raw food items like noodles, spaghetti, rice, yam, etc, in the hostel.
- iii. Any student who violates (i & ii) above shall face appropriate disciplinary action.

(l) ROOM, HOSTEL AND CAMPUS CLEANING AND INSPECTION

- i. Students must make their beds and keep their rooms clean and tidy.
- ii. There shall be monthly sanitation exercise and all students must participate in the exercise.
- iii. Students shall not:
 - * indiscriminately urinate or defecate outside the toilets.
 - * bath outside the prescribed bathrooms.
 - * disturb others by playing loud music.
- iv. Violation of (i) to (iii) above shall attract appropriate disciplinary action.
- v. Appropriate University staff members shall have the right to inspect the hostels and rooms at any time.

(m) DAMAGE TO UNIVERSITY FACILITIES

- i. Students shall not tamper with, dismantle, attempt to dismantle or interfere with the normal functioning of equipment, facilities

and security fixtures in the halls of residence and other parts of the University environment.

- ii. Nail tacks and anything else that can damage or deface the walls shall not be used on the walls.
- iii. There shall be no movement of furniture or property from one room to another and no alteration is permitted on the furniture, including fixtures, lights, woodwork or locks.
- iv. All students in the room where any item/facility is damaged shall pay for replacement/repairs of such items/facilities at the end of the session.
- v. Should the damage occur in the laundry, common room, toilets or bathroom, all students on that floor shall be made to pay for the damage.
- vi. There shall be no pasting of advertisements of any kind or any other poster on the walls.
- vii. Student's advertisement, when authorized, shall not be pasted on the notice boards in the hostel without the consent of the Hall Warden.
- viii. Under no circumstance shall students place mattresses on the floor.

(n) PETS

Students shall not keep pets within and around the University campus. Any violation shall attract appropriate disciplinary action.

(o) SQUATTING AND PRESENCE OF UNAUTHORIZED VISITORS IN HALLS OF RESIDENCE

- i. Students shall not reside or squat in any room not allotted to him/her.
- ii. Any student who resides or squats in a room not allotted to him/her shall face disciplinary action.
- iii. Any student who aids and abets squatting of another student under any pretext shall face disciplinary action.
- iii. Any student who harbours a stranger or an unauthorized visitor in the hostel shall face disciplinary action.

(p) SECURITY OF PERSONAL PROPERTY

- i. The University shall not be liable for any loss of personal property in the halls of residence.
- ii. Students shall keep all valuables and large sums of money with commercial banks.
- iii. Doors shall always be locked and keys kept at the Hall Supervisor's office.
- iv. Students shall not leave personal belongings in their halls of residence during long vacations.
- v. Any personal equipment such as personal computers, handsets etc. shall be registered at the Directorate of Student Support Services.

CHAPTER EIGHT

CATERING SERVICES

- (a) The student catering services system is pay-as-you-eat in the cafeteria provided.
- (b) Parents/guardians shall make adequate provisions for their wards' feeding.
- (c) Students shall observe the following rules in the cafeterias:
 - i. All students shall conduct themselves responsibly within and around the cafeteria. Students shall comply strictly with the regulations guiding the cafeteria/canteens as may be formulated by the University authority from time to time.
 - iii. Cafeteria kitchens are out of bounds to students except those on official duties.
 - iv. Students shall dress in modest and decent attire to the cafeteria.
 - v. Cafeteria materials shall not be taken out of the cafeteria. Students found with cafeteria materials shall be liable to surcharge and disciplinary action.

CHAPTER NINE

UNIVERSITY HEALTH SERVICES

- I. Every student shall register with the University Hospital as part of the registration exercise.
- ii. For any form of ailment/sickness, students should report promptly at the University Hospital for treatment, advice or any form of intervention.
- iii. For official purposes, the report of the Director of the University Health Services or Doctors designated by the Director shall be the only report acceptable to the University. However, for Clinical students at Bowen University Teaching Hospital (BUTH), the Chief Medical Director's report shall suffice in this regard.
- iv. For treatments received outside the University, the medical report, if required for official purposes, shall be endorsed by the Director of the University Health Services or CMD, BUTH as the case may be.
- v. There shall be strict observance of visiting hours as may be stipulated by the University Health Services.
- vi. Not more than one person should accompany a sick student to the hospital. If sickness requires serious support to get to the hospital, then University ambulance shall be invited.
- vii. All cases of illnesses within the hall of residence shall be

- reported to Hall Supervisors to facilitate prompt medical attention.
- viii. Students shall not take any hospital document out of the hospital.
 - ix. Health fees do not cover drug rehabilitation, dentures, issuance of glasses and contact lenses, prosthesis or walking stick, etc.
 - x. Hospital registration numbers shall be presented to access medical services, except in emergency situation.
 - xi. Routine medical services shall be accessed by clinical students at the Bowen University Teaching Hospital (BUTH), Ogbomosho at no extra cost.
 - xii. As a Federal Government policy, all students in tertiary institutions in Nigeria must key into the Tertiary Institution Social Health Insurance Programme (TISHIP) of the National Health Insurance Scheme (NHIS). This applies to all bona fide students of Bowen University.
 - xiii. Every student shall get clearance from the University Hospital at the completion of studies in the University.
- In case of any emergency, the Hospital hotline(s) shall be made available in the halls of residence/departments.

CHAPTER THREE

THE UNIVERSITY LIBRARY

The Bowen University Library System comprising the Timothy Olagbemi Library, the Law Library and the Medical Library aims at serving the needs of research, learning and teaching. The Library is a place for study, providing book and non-book materials, which supplement lectures and the quietness which serious students need. It is a service common to all and is generous in its opening hours (Monday-Friday: 8.00 am - 9.00 pm; Saturday: 10.00 am-6.00 pm; Sunday: 4.30 pm - 6.30 pm during the session and Extended Remedial Programme, Monday-Friday: 8.00 am - 4.00 pm during the holidays).

Bowen University Library System stocks books, journals, electronic resources and a number of disciplined-based multimedia items, access to which is guided by rules and regulations. It is essential that students comply with the Library rules to ensure maximum satisfaction of the services provided by the Library.

As part of the registration exercise, every student shall register with the University Library. Students are, therefore, encouraged to visit the Library regularly so as to have optimum access to the services rendered by the library.

Students shall conduct themselves within the ambit of the rules and regulations of the library. These rules include but not limited to the following:

- i. All library users shall show their Identity Cards before entry is granted into the library. For new students, a photocopy of their admission letter affixed with a recent passport sized photograph shall be sufficient.
- ii. Students shall keep their bags in the designated Cloak Room while entering the library. Each student should ensure that valuables are removed from the bag as the Library shall not be responsible for any loss of item.
- iii. Eating and drinking shall not be permitted in the library.
- iv. Students shall not deface library materials when borrowed or when in use within the library. Violators shall face appropriate sanctions.
- v. Students shall return all borrowed library books or other materials on or before the due date or renew as authorized. Late return of books or materials, after due date shall attract a fine as applicable from time to time.
- vi. A student shall, under no circumstance, take library books or materials out of the library without proper authorisation and documentation.
- vii. Students shall avoid indulging in any act that can cause distractions to other library users, such acts may include but not limited to group discussions, phone calls, music, etc.
- viii. Students shall submit themselves for security check by the porters before leaving the library.

ix. Students shall comply with the University dress code while in the Library. Acts of misconduct or disobedience by any student shall attract appropriate sanctions.

Finally, every student shall get clearance from the University Library at the end of his/her studies in the University.

For detailed information, please read the Library Guide.

CHAPTER ELEVEN

COUNSELLING SERVICES IN THE UNIVERSITY

(a) INTRODUCTION

Guidance and Counselling Services are important factors in the university education, particularly in the production of sound graduates.

The University has a Counselling Office within the Directorate of Student Support Services charged with the responsibility of providing professional assistance and guidance in preventing academic, personal-social/or psychological problems.

(b) COUNSELLING SERVICES

The Counselling Office is manned by professional counsellors, and it provides a number of services designed to give insight into student's educational, vocational and personal-social problems. The counselling services include: orientation, educational/vocational, evaluation, information, follow-up, referral and personal-social services.

i. Orientation Service

Orientation Service is a guidance service provided for an individual or a group of students such as fresh students or transferees in order to adapt to social and psychological conditions of the University environment. It is geared towards making the university environment to be "home-away-from-home".

ii. Educational/Academic Service

This service is rendered to students with respect to academic matters, which may include poor academic performance, school phobia, problem with choice of course, lack of motivation to learn, examination phobia and difficulties in adjusting to University environment.

This professional assistance helps to identify, clarify and resolve students' problems and enables them perform optimally in their academic work.

iii. Vocational Service

Counselling Office organizes various programmes such as career seminars, career fairs, excursion, and individual counselling for students. Professionals from different fields are engaged for this purpose. Students are sensitized on different job opportunities and professional areas associated with their courses of studies, advantages and job hazards/risks. Through this service, students are able to acquire first-hand information about various occupations and even ask questions which will facilitate their decision-making.

iv. Behavioural Modification Programme

The behavioural modification programme aims at counselling interventions in the behavioural problems such as conduct disorder, drug abuse and other anti-social problems in order to assist in re-directing the focus of students. The service is achieved through the collection and analysis of series of

objective and subjective (records, observation, interview, identification) personal psychological and social data.

v. Information Service

The Counselling Office provides educational information such as information on Cumulative Grade Point Average (CGPA), continuous assessment procedure, award of scholarship and bursary, requirement, qualification, mode of entry and remuneration relating to their profession, vocational and personal-social information. Also, this service helps to create awareness and adjustment to the school environment, gives information about the rules and regulation guiding the daily conducts of students in school, and helps students develop full potentials.

vi. Follow-Up Service

This service is to check if the client/student in question is doing well and is progressing as planned. If not, these follow up sessions are used to further work with the client/student if he/she is still having trouble functioning. This service, checks on the welfare of clients/students after the termination of counselling sessions.

vii. Referral Service

In certain circumstances, students may be referred by the Counselling Office/Counsellor to experts in specialized fields as related to the students challenge(s). This service also entails referring students from the University Authority, lecturers,

departments, and health services to Counselling Office.

viii. **Personal-Social Service**

This service focuses on the students' personal-social problems relating to personality maladjustment, which may result into unhappiness, anger, frustration, truancy, failure, lack of motivation, confusion, inferiority complex/superiority complex, loneliness, aggressiveness and shyness. Psychological problems such as psychosis, neurosis, suicide attempt, drug addiction are also addressed.

ix. **Evaluation Service**

Evaluation service aims at the assessment of counselling programmes and other areas relating to student welfare such as cafeterias, transport and health services. The aim is to bring out the weakness and strength of programmes offered by Counselling Office and to give room for improvement.

x. **Testing Service**

This service entails rendering help that would enable a student or students assess and understand his or her abilities, interest, personality and emotional needs and other prevailing issues among students, e.g. drug test.

CHAPTER TWELVE

CODE OF CONDUCT

(a) **INTRODUCTION**

- i. The University's vision and mission is primarily for the intellectual, social, spiritual and cultural development of its students. The University also aims at inculcating good character as an integral part of that education.
A candidate's acceptance of admission offer to the University implies that the student has accepted to abide by the rules and regulations that may from time to time be made for its good governance.
- ii. A letter of undertaking shall be signed by all fresh students and their parents/guardians during registration.
- iii. Such an undertaking carries with it an obligation that the student shall be a law-abiding and responsible member of the academic community in accordance with the University's best standards, rules and other conditions established by the constituted authorities of the University.
- iv. Every student of the University shall maintain a high standard of personal integrity. The University shall not condone any act of unethical, immoral, dishonest, disloyal or destructive behaviour, as well as violation of University regulations. It is the responsibility of each student not only to acquaint himself/herself with these Rules and Regulations, but also to

uphold them at all times, and with special regard to the University's motto of "Excellence and Godliness".

(b) GUIDELINES FOR BEHAVIOUR

- i. Any student who displays any form of disrespect bordering on contempt, to any official of the University, while the latter is performing his/her official assignment shall be subjected to disciplinary action.
 - ii. Any student who writes an insulting letter to an official of the University shall be subjected to disciplinary action.
 - iii. Bowen University students shall not engage in betting or gambling of any form while on the University campus.
 - iv. Students shall not engage in physical combat or any form of fighting while on the University campus.
 - v. Stealing of University's properties or/and properties of other students shall not be condoned. Offenders shall be prosecuted in accordance with the rules and regulations of the University.
 - vi. Bowen University student shall not engage in any form of sexual relationship with other students or staff of the University.
 - vii. Bowen University students shall not participate in any act of cultism.
 - viii. Activities of associations, clubs or society and/or organizations not approved by the University shall not be promoted by any student on the campus.
 - ix. Students shall not bring in cooked food into campus without express permission from the University.
- Any student that violates any of (i-viii) shall be dealt with in

accordance with the rules and regulations of the University.

(c) LINE OF COMMUNICATION

- i. For academic matters including complaints on registration and examination matters, a student may communicate directly, verbally and in writing, with his/her Head of Department.
- ii. For non-academic matters such as welfare matters, mobilization for NYSC, etc., the approved line of communication is through the Directorate of Student Support Services.
- iii. Students shall not call the Vice-Chancellor or any other Principal Officers directly without first having recourse to the approved line of communication as specified in (i) and (ii) above.

(d) USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES/GADGETS

Bowen University allows students to have personal cellphones, pagers, beepers, laptops, electronic reminders and smart wristwatches. However, the following rules and regulations are set in place for the use of these devices:

- i. The devices shall be switched off during lectures, practical(s), worship services, official meetings and in the Library.
- ii. Students shall not bring cell phones and any other electronic device into the examination halls except when authorized.
- iii. Students shall not use their cellphones for commercial purposes. Students wishing to use cellphones for commercial purposes should apply through the Directorate of Student Support Services to the Director of Bowen Commercial Services for approval.

- iv. Students shall be responsible for the safe-keeping of their electronic devices.
- v. The University shall not be liable to any student for loss of any electronic device.
- vi. Students shall not use their electronic devices to take indecent photographs or distribute such.
- vii. Students shall not use their electronic devices to distribute any content to intimidate, ridicule, coerce, blackmail or tarnish the image of other students, the University, university officials or any other person within or outside the University.
- viii. At any point in time, the University officials shall have the right to collect, seize, peruse and download contents of students' electronic devices for the purpose of investigation.

CHAPTER THIRTEEN

SEXUAL HARASSMENT/ IMMORALITY

(a) INTRODUCTION

Bowen University, as a faith based University, is founded on Godly doctrines, where morality complements academic performance in the award of degrees.

In line with its mission of running a unique institution with unquestionable Christian morality, Bowen University places zero tolerance on any act or acts of sexual harassment and/or immorality

(b) FORMS OF SEXUAL HARASSMENT

Sexual harassment can manifest in various forms such as:

- i. Utterances or offensive or suggestive remarks with sexual undertone.
- ii. Non-verbal communication with sexual undertone such as leering or ogling, etc.
- iii. Sexist remarks about a person's clothing, body or activities.
- iv. Unnecessary deliberate physical contacts suggestive of sexual undertone i.e. touching, patting or rubbing, etc.
- v. Demanding sexual favour as gratification for a task or service rendered.
- vi. Demanding sexual overture from a person through the use of threat.

- vii. Using power and authority in a way to make a person submit to sexual demand.

(c) FORMS OF SEXUAL IMMORALITY

- I. Fornication
- ii. Adultery
- iii. Hugging and/or caressing of opposite sex
- iv. Kissing between opposite sex
- v. Any utterance or action that may suggest homo-sexuality or lesbianism.

(d) MODE OF REPORTING HARASSMENT/IMMORALITY

In any case of sexual harassment/immorality, students are requested to contact any of the following University officials:

- i. Director, Student Support Services
- ii. Deputy Directors, Student Support Services (Male and Female)
- iii. University Counsellors
- iv. Chaplains

CHAPTER FOURTEEN

REGISTRATION OF STUDENTS

(a) INTRODUCTION

- i) **BOWEN UNIVERSITY** is established among other things to attain "Excellence and Godliness". The Nigerian Baptist Convention, as the Proprietor of this institution, sincerely believes that the future leaders of this country and the world at large must be tutored to accept the due processes of divine guidance as part of their educational pursuit.
- ii) Students are therefore encouraged to share biblical beliefs, which the Baptist cherishes and practises.
- iii. All new students shall register with the Chaplaincy at the point of entry.

(b) BOWEN UNIVERSITY CHAPLAINCY PURPOSE STATEMENT

Exists to glorify God, attracts lives, link them to make progress in faith and identify their worth in Ministry.

(c) PERSONAL AND GROUP DEVOTIONS

Having a personal relationship with God is a vital part of the Christian life. It is hoped that students will take advantage of the serene and beautiful surroundings of the campus to have a daily 'quiet time' with

God for about thirty minutes (5.00 a.m. - 6 a.m.), using for example "Seek Daily" "Spiritual Diet", "The Word for Today", "Everyday with Jesus" for personal devotion in their individual rooms. This will be followed by group devotion (6.00a.m. - 6.30a.m.) on hall or block basis as may be organized by the Hall Representatives and or Devotional Leaders using "Seek Daily". Students are to meet together daily for evening devotion (10.00p.m. - 10.20p.m.) on hall or block basis. Every student shall participate in this devotion.

(d) CHRISTIAN WORSHIP SERVICES

All students shall attend all worship services and conduct themselves in harmony with the holiness of Christian worship. No other form of worship or worship services shall be permitted on Bowen University campuses.

The following are the normal weekly worship periods:

1. University General Worship Services
- * Sunday Morning Services: (Sunday School Time: 9.00a.m. - 10.00a.m.) (Sunday Worship service 10.00a.m. - 12.00 noon)
- * Mid-Week Service: (Wednesday: 10.30a.m - 11.30a.m. except on special occasions).

Note: Attendance at the above worship services is compulsory. No other activities are permitted during the above periods of worship services. Furthermore, the library, Cafeteria, telephone room, and other utility points shall not operate during worship and corporate devotions.

2. Students Fellowship

- * Baptist Students Fellowship (BSF): Thursday Evening: 7.00-8.00 pm. (Attendance is compulsory for all students)
- * Baptist Student Fellowship: Sunday Evening: 5.00 pm- 7.00 pm. This is voluntary.
- * Voluntary Bible Study: Monday Evening: 6.00-7.00 pm
Note: Unauthorized Students Fellowship in any form shall not be allowed.

The University also observes Annual Spiritual Activities which includes:

- i) Bowen BSF Executive members retreat.
 - ii) General Chapel Workers Retreat.
 - iii) Leslie Tuller Memorial Lecture and Bursary Awards.
 - iv) Christmas Carol/Easter celebrations
 - v) Revival Service
- * For the last three spiritual activities (iii - v), attendance is compulsory for all students. Weekend exeats shall not be granted during such programmes.
 - * No other activities shall be permitted during the above periods of worship services. Furthermore, the library, cafeteria, telephone room and other utility points shall not operate during worship and corporate devotions.

(e) CODE OF ETHICS FOR ALL WORSHIP SERVICES

The following are some of the activities for which emphasis are placed in keeping the Lord's Day holy:

- i) Students shall attend and participate fully in Chapel Worship services and other spiritual devotions.
- ii) Student shall observe Godly reverence at the Chapel during worship services.
- iii) Female students shall cover their heads during worship services.
- iv) All students shall dress decently to the worship services.
- v) Students shall switch off their Mobile phones and all other electronic gadgets during worship services.
- vi) Students shall conduct themselves in an orderly manner during worship services.
- vii) Students shall not eat, chew or drink during Chapel services and devotions.
- viii) Students shall display their ID cards during worship services.
- ix) Students shall not come late to Chapel worship services.

Note: Students that violate any of the above-stipulated regulations shall be appropriately sanctioned.

(f) WEEK OF SPIRITUAL ACTIVITIES

- i) In every semester, a week shall be devoted to special Christian activities as may be determined by the University authority.
- ii) All students shall attend the programmes. Weekend exeats shall not be granted during that week.

- iii) Students are encouraged to participate for their spiritual uplift in the following voluntary programmes:

- * Discipleship training
- * Baptismal Classes, leading to baptism by immersion
- * Lord's Supper.
- * Early morning prayer meeting first day of every month (6.00a.m - 7.00 a.m.)
- * Other spiritual programmes as may be organized by the Chaplaincy

(g) BOWEN BAPTIST STUDENTS FELLOWSHIP (BBSF)

- i) All students of Bowen University shall belong to the BBSF, there shall be no other religious organization on campus;
- ii) The BBSF executives and the Student Representative Council (SRC) members shall be the only recognized students' representatives in the University.
- iii) Students shall not be granted exeat during the BBSF programmes and special events;
- iv) BBSF programmes shall be mandatory for all students;
- v) All students shall come to worship services and BBSF programmes with their Bibles.
- vi) There shall be BBSF dues to be paid by every student which shall be collected by the University.

(h) STUDENT WORKER IN THE CHAPEL MINISTRY

For a student to participate in the Chapel Ministries, it is mandatory for him/her to undergo some basic Discipleship programmes.

CHAPTER FIFTEEN

DRESS CODE

(a) INTRODUCTION

- i. All students shall dress formally except when they are in their hostels or actively participating in sporting activities.
- ii. While maintaining good taste with high morality and modesty, the appearance of every student shall be characterized by neatness, purity and simplicity, which must conform with Christian standard and virtue.

(b) CAMPUS DRESSING FOR FEMALE STUDENTS

The following regulations shall apply at all times to all female dressing on campus.

- i. Female students dress for lectures or general campus wear should consist of skirt suit, skirt and blouse or gown with a pair of neat, covered shoes or sandals.
- ii. Skirts or gowns should cover the knee and must not be slit above the knee.
- iii. Transparent, net materials or tight fitting blouses, gowns, sweaters or skirts are not permitted.
- iv. Dresses with low necklines or dresses that do not fully cover the shoulders and armpits are not permitted.
- v. Shorts, slacks and similar attire should not be worn outside the halls of residence.

- vi. The use of T-Shirts and face-caps in lecture and examination halls is not permitted.
- vii. Students shall not wear Jean skirts in the University during official hour.
- viii. Piercing of other parts of the body and multiple piercing of the ear is not permitted. Only one pair of earrings is permitted to be worn on the lower part of the earlobe.
- ix. Students shall not wear tattoo on any part of their body.
- x. Casual wears are allowed on Fridays (except for Law Students). However, Jeans, bathroom slippers and sport wears are not permitted during official hours.
- xi. Excessive facial make-up, coloured nail-polish, artificial nails and bleaching shall not be condoned.
- xii. Students are allowed moderate use of unnatural braided hair or attachment, which in any case should not exceed neck-length.
- xiii. Unnatural braided hair or attachment should match with the natural hair-colour. Multi-coloured hair-do is not permitted on Bowen University campus.
- xiv. The hair should be well groomed (neat and tidy) all the time.
- xv. Use of jewelry should be moderate. Nose rings and ankle chains shall not be permitted.
- xvi. Sportswear should cover sensitive parts of the body.
- xvii. Students shall always button the sleeves of their long-sleeved shirts.

(c) CAMPUS DRESSING FOR MALE STUDENTS

- i. Dressings for lectures or general campus wear shall consist of trousers (not jeans), shirts and tie to fit. Trousers above ankle length shall not be permitted.

- ii. Shorts of any kind should not be worn outside the hostel.
- iii. Students shall always button the sleeves of their long-sleeved shirts.
- iv. Male students shall not wear scarves on campus.
- v. T-shirt and face-cap are not allowed during official hours in the University.
- vi. Casual wears are allowed on Fridays (except for Law Students). However, Jean, bathroom slippers and sport wears are not permitted during official hours.
- vii. Students shall not go bare-footed or bare-chested anywhere on campus except when playing outdoor games.
- viii. Male students shall not wear muscle tops, braided hair, earrings, necklaces, bangles, hand and ankle chains, nose rings, beads, etc in the University.
- ix. Male students shall not keep bushy/unkept hair, beard, sideburn and moustache except for medical reasons or where otherwise authorized.

NOTE: Law students shall wear regulation dress during official hours.

(d) STUDENT DRESSING FOR SUNDAY WORSHIP

Students shall dress decently in African or foreign attires to the worship center. Jeans, T-shirts and bathroom slippers shall not be permitted.

Note: Any student found violating the provisions of this chapter shall be sanctioned and thereafter referred to the Counselling Office for follow-up.

CHAPTER SIXTEEN

RULES AND REGULATIONS GOVERNING THE CONDUCT OF EXAMINATIONS

(a) ELIGIBILITY

- i. All students who are registered for courses in a given semester shall be eligible to sit for examination in those courses except students in the following categories:
 - * A student who is absent from the University for upwards of three weeks without official permission; such a student shall normally be deemed by Senate to have withdrawn from the University.
 - * A student who fails to attend up to 80% of lectures or practicals in any course.
- ii. The implementation of cases listed in (i) above shall be subject to Senate approval on the recommendation of the Faculty Board.

(b) INSTRUCTIONS TO CANDIDATES

- i. Every candidate shall:
 - * be admitted into the examination hall only on the presentation of the University Identity Card and Examination Admit Card;
 - * ensure that he/she acquaints himself/herself with and adheres strictly to the instructions governing examinations in the

- University, including those printed on the front cover of the examination answer booklets;
- * have the full responsibility of ensuring, before the commencement of any examination or test, that nothing incriminating is found on his/her person or on materials he/she legitimately brought into examination hall, e.g. rulers, four figure tables etc;
 - * conduct himself/herself in an orderly manner and obey all the instructions of the Invigilator/Examiner;
 - * not be engaged in, or attempt any other manner of examination misconduct.
 - * keep strictly to the sitting arrangements;
 - * not, under any circumstance, remove chairs arranged in halls used for examination purposes.
- ii. Candidates must report at the examination venues punctually at the time scheduled for their papers. Candidates arriving later than half an hour into the commencement of an examination shall be denied entry into the examination hall.
 - iii. The Invigilator shall search candidates before they are allowed into the examination hall.
 - iv. To ensure orderliness students shall sit as directed by the Invigilators.
 - v. Candidates SHALL NOT ENTER THE EXAMINATION HALLS with their phones and other electronic devices such as smart watches, organizers, and hotspot gadgets, etc. . Violation of this provision shall be termed examination misconduct and treated as such.
 - vi. Candidates shall not communicate with other candidates during

- examinations.
- vii. Silence must be observed in the examination hall. The only permissible way of attracting the attention of the Invigilator is for the candidate to raise his/her hand.
 - viii. Candidates shall not use scrap paper in an examination. All rough works must be done in the answer booklets, crossed neatly before submission.
 - ix. Candidates shall write only their Matriculation Numbers for the examination, and not names.
 - x. Candidates shall not be permitted to leave the examination hall during the first 30 minutes of any examination.
 - xi. At the end of an examination, candidates shall remain seated while invigilators go from row to row to collect answer scripts.
 - xii. Candidates shall sign an attendance Register at the beginning of every examination and when submitting the answer booklet.

(c) THE USE OF CALCULATORS

- (I) For examinations in certain courses each candidate may be allowed the use of non-programmable electronic calculators. Organizers shall not be permitted.
- (ii) Candidates shall not be allowed to borrow calculator during an examination.
- (iii) Instruction manuals, calculator packets and containers shall not be taken to the examination halls.
- (iv) Candidates shall declare their calculators and make them available for inspection by invigilators on entry into the examination hall.

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

(d) ABSENCE FROM EXAMINATION

- (i) Candidates must present themselves at Examinations for courses in which they have registered only.
- (ii) Candidates who fail to appear for examinations in courses for which they have registered shall be deemed to have failed those courses.
- (iii) Reasons other than illness or accident shall not be acceptable as a satisfactory explanation for absence from examinations.
- (iv) A student who falls ill during an examination shall report in writing to the Provost/Dean of his/her College/Faculty through his/her Programme Coordinator/Head of Department with a report from the University's Director of Health Services.
- (v) A student who is absent from an examination on account of illness confirmed by a Medical Report that has been authenticated by the University Hospital may obtain the permission of the Senate to sit for the examination at the next available opportunity.
- (vi) Students affected in (v) above shall apply to the Provost/Dean of the College/Faculty for such permission through the Programme Coordinator/Head of Department not later than two weeks from the date of the examination.

(e) EXAMINATION MISCONDUCT

1 Types of Examination Misconduct

Types of examination misconduct which are not exhaustive include:

- (i) Possession of question papers and/or answer scripts before examination/test, or attempt to do so.
- (ii) Swapping or attempt thereof of answer scripts during or after examination/test.
- (iii) Bringing into the examination hall any unauthorized pieces of paper whatsoever.
- (iv) Tattooing: inscription of answers, hints or codes thereof on any part of the candidate's body/dress, or in any other manner whatsoever.
- (v) Seeking or soliciting any assistance whatsoever from any other student or any other unauthorized person in the examination hall.
- (vi) Offering information/assistance to or accepting information/assistance from another candidate during examination.
- (vii) Any disorderly conduct before, during or after any examination or test.
- (viii) Impersonation during an examination.
- (ix) Writing at the back of examination card and/or ID card.
- (x) Assaulting/manhandling or threatening Invigilators, attendants and/or fellow students.
- (xi) Other actions or inactions in and around the examination hall, which are inimical to or subversive of the integrity of the University examination process.

2 Procedure for Handling Cases of Examination Misconduct

Examination misconduct shall be processed by the Examination Regulation and Investigation Committee.

- (i) In any case of examination misconduct by candidate(s), the Chief Invigilator shall require the candidates concerned to write and sign a statement on the incident and allow the candidates to proceed with the examination.
- (ii) The Chief Invigilator shall write his own statement and report the cases of examination misconduct to the Head of Department concerned immediately after the examination and the Programme Coordinator/Head of Department shall report to the Provost/Dean not later than 48 hours after the incident.
- (iii) On receiving the report, the Provost/Dean shall set up a College/Faculty Board/Committee of not less than three members to investigate the case; the report of this Committee shall then be forwarded to the Examination Regulation and Investigation Committee not later than a week after the end of the last examination for the semester.
- (iv) Examination Regulation and Investigation Committee shall make recommendation to Senate for approval.

3 Sanctions for Proven Cases of Examination Misconduct

List of Offences

The following are regarded as acts of examination misconduct in the University

S/n	Offence	Punishment (maximum unless otherwise stated)
(i)	Non-display of ID card in an in-campus examination	Reprimand
(ii)	Noise making during an examination	Strong reprimand
(iii)	Refusal to submit oneself for search by an Invigilator in an in-campus examination	Rustication for one semester
(iv)	Irregular possession of the University Answer sheets (whether used or unused)	Expulsion
(v)	Mutilation of answer script during examination	Expulsion
(vi)	Failure to submit answer script to invigilator after an examination	Expulsion
(vii)	Oral communication between candidates during an examination	Community Service
(viii)	Passing of notes or other accessories in an examination	Expulsion
(ix)	Possession of foreign materials such as cheat -notes during examination	Expulsion
(x)	Preventing other students from sitting for an examination	Expulsion
(xi)	Smuggling of prepared answer scripts into an examination hall or submission of same under false pretence that they were prepared in the examination hall.	Expulsion
(xii)	<i>Unauthorized use and/or smuggling of cell phones and other electronic devices such as smart watches, organizers, hotspot gadgets or books into the Examination hall</i>	Expulsion
(xiii)	Possession of Question Paper before the commencement of an examination	Expulsion
(xiv)	Destruction of evidence of misconduct during an examination	Expulsion
(xv)	<i>Writing an Examination on behalf of another student or arranging with any other person to write an</i>	Expulsion

(xvi)	Assault of Invigilator and/or Examination Attendant	Expulsion
(xvii)	Failure to honour the invitation to appear before the Examination Regulations and Investigation Committee	Expulsion.
(xviii)	Willful blockage of screen during online examination	Rustication for One Semester

NOTE: Any other misconduct concerning, connected with or pertaining to an examination (not being one of those listed above), which is inimical to or subversive of the integrity of the University examination process, shall be an offence and shall attract appropriate sanctions

CHAPTER SEVENTEEN

STUDENT DISCIPLINE

(a) INTRODUCTION

The Bowen University enabling law provides that Senate has the power of student discipline. This power can also be exercised by the Vice Chancellor on behalf of Senate. There is a Student Disciplinary Committee, which advises the Vice Chancellor on student discipline. The functions of this Committee are investigative and advisory.

The University regulations are generally made for orderliness and comfort of the entire university community, including students. However, students are disciplined when they flout these regulations and such is called "ACT OF MISCONDUCT".

Act of Misconduct can be in broad categories, namely examination malpractice and antisocial behaviour.

(b) CASES OF EXAMINATION MALPRACTICE

The list of probable offences and stipulated punishments on examination malpractice is given in Chapter 16 of this book.

(c) CASES OF ANTI-SOCIAL BEHAVIOUR

The University community is meant for men and women whose behaviour is considerate, decent and who respect the rights of others. Any acts which tend to negate these are regarded as antisocial and are punishable. Examples of such offences and maximum punishment are tabulated below:

	Offence	Punishment (maximum unless otherwise stated)
(i)	Disturbance of peace in any form	Expulsion
(ii)	Jumping the queue	Reprimand
(iii)	Defacing University walls and buildings	Warning and Surcharge
(iv)	Throwing of missiles and fireworks	Expulsion
(v)	Assault on fellow student or staff	Expulsion
(vi)	Defecating/urinating or bathing outside the toilet	Rustication for one semester
(vii)	Leaving the campus without exeat	Rustication for two semesters
(viii)	Bringing or driving cars on campus	Rustication for one semester and impounding the vehicle until the stipulated fine is paid.
(ix)	Improper dressing on campus	Rustication for one semester
(x)	Consumption/possession of alcoholic drinks	Rustication for two semesters
(xi)	Smoking of cigarettes and other narcotics	Expulsion
(xii)	Possession, distribution, and/or use of hard drug	Expulsion
(xiii)	Found with opposite sex in an obscure location	Rustication for two semesters
(xiv)	Sexual harassment	Expulsion
(xv)	Absence during room check	Rustication for one semester
(xvi)	Rudeness, insubordination and disrespect to staff and constituted University authority	Rustication for one semester
(xvii)	Violating the rules governing the use of Cellphones	Rustication for one semester
(xviii)	Possession of charms or objects associated with cults	Rustication for two semesters

(xix)	Stealing and/or illegal production possession of exeat book/leaflet	Expulsion
(xx)	Mutilation of exeat book/leaflet	Expulsion
(xxi)	Theft/forgery/extortion and blackmail in any form.	Expulsion
(xxii)	Absence from the chapel or mandatory official event and activities	Rustication for two weeks
(xxiii)	Use of phone or any other electronic device during worship service in the University Worship Center	Confiscation of the device for one session.
(xxiv)	Overstaying of exeat period	Rustication for 2 -3 weeks and withdrawal of rights for further Exeat in the semester
(xxv)	Obtaining exeat under false pretence	Community service for one semester and counselling
(xxvi)	Squatting in another room/another student	Rustication for two semesters
(xxvii)	Mutilation of library books	Rustication for one semester and Surcharge
(xxviii)	Squatting/harboring of stranger/unauthorized visitors	Rustication for two semesters
(xxix)	Refusal to participate in any form in B BSEF programmes	Rustication for three weeks
(xxx)	Absence from campus for no justifiable reason at any period	Expulsion
(xxxi)	Membership of an unregistered club	Expulsion
(xxxii)	Participation in any secret/ungodly nocturnal meeting	Expulsion
(xxxiii)	Scaling of University Fence	Rustication for two semesters
(xxxiv)	Use of threat or violence of any kind on anybody	Expulsion
(xxxv)	Bullying	Expulsion
(xxxvi)	Illegal detention of student and/or any member of staff	Expulsion
(xxxvii)	Willful damage or destruction of	Rustication for one semester and

(xi)	Impersonation	Expulsion
(xii)	Use of abusive/foul language	Rustication for one semester.
(xiii)	Disturbances and disruption during Online lectures and interactions	Rustication for one Semester
(xiv)	Circumventing and attempting to hack	Expulsion
(xv)	Cooking and possession of raw food in the hostel	Rustication for one semester
(xvi)	Gambling and/or betting	Rustication for one semester
(xvii)	Refusal to appear before the SDC despite receiving invitation.	Expulsion.
(xviii)	Bringing food items like cakes, pizzas, etc into the campus.	Confiscation of the food item(s).
(xix)	Buying, selling, advertising soliciting, offering or marketing of items in the halls of residence and the University.	Community service for one semester and counselling . A second offender may be Rusticated
(xx)	Bringing into campus, Food and confectionaries	Community service and Counseling. Duration shall depend on the material brought into campus.
(xxi)	Holding parties without official approval	Rustication for one semester
(xxii)	Testing positive to prohibited substance	Expulsion

(d) SANCTIONS

Other offences not listed above shall attract punishment ranging from formal warning to expulsion.

(e) REFORMATORY PROGRAMME

- i. Without prejudice to the sanction that may be imposed on any student, he/she may be required to attend a mandatory reformatory programme before being re-admitted into the University.
- ii. The Reformatory Programme mentioned in (i) above shall be carried out by Bowen University in collaboration with Baptist College of Theology (BCT), Oyo at the expense of the affected students.

(f) DISOBEDIENCE TO REGULATIONS THAT GOVERN WORSHIP SERVICES ON CAMPUS

Students who disobey the rules and regulations that govern worship services/devotion such as:

- i. coming late to BBSF/Chapel Programme
- ii. noise making or conversing during worship service/devotion
- iii. absence from Sunday School/devotion
- iv. non-display of ID card during worship service
- v. refusal to observe prescribed dress code during worship
- vi. any other act that disturbs or discourages worship service shall attract warning for the first time offender and attract punishment ranging from rustication for one week to expulsion for a second time offender.

CHAPTER EIGHTEEN

SOCIAL LIFE ON CAMPUS

(a) INTRODUCTION

Bowen University is a co-educational institution where wholesome association is encouraged and considered necessary for personal development. Friendly relationship between male and female students in open-group activities is desirable.

(b) MALE-FEMALE RELATIONSHIP

- I. Students shall not engage in any immoral relationship between male and female; including any conduct such as clandestine meeting, loitering in the dark and secluded places that might lay the morals of a student open to question.
- ii. Courtship among male and female adults is expected and respected. Courtship however, should not violate University regulations.
- iii. A student, who is of full age, who decides to get married during his/her studentship shall give at least two months' notice in writing to the Registrar through his/her Programme Coordinator/Head of Department, Provost/Dean of College/Faculty and Director, Student Support Services before the marriage. Thereafter, the information on the changed marital status shall be given in writing to the Registrar through the same

- route mentioned above forthwith. The notification should be accompanied by photocopy of the Marriage certificate.
- iv. A married female student who becomes pregnant shall apply for suspension of studies for a minimum of one semester to deliver and nurse the baby. No student shall be allowed to nurse his/her baby in the student hostel. However, off-campus accommodation for such students may be permitted on formal application to the Director, Student Support Services.
 - v. An unmarried female student who is found to be pregnant shall be sanctioned with a minimum of two-semester rustication from the University.
 - vi. No male student shall impregnate any lady except his lawful wife during his studentship in Bowen University. Any male students in breach of this provision shall be sanctioned with a minimum of rustication from the University for a period of two semesters.
 - vii. Bowen University students shall not partake in abortion of pregnancy. Any violation of this provision shall earn the female student as well as her male counterpart a minimum of rustication for a period of two semesters.

(c) SAME SEX RELATIONSHIPS

- i. Homosexuality and lesbianism shall not be practiced by Bowen University students whether within or outside the University.
- ii. Any students found in breach of this provision shall be expelled from the University.

(d) REQUIREMENTS FOR STUDENT CLUBS AND ORGANIZATIONS

- i. Students' Clubs and Organizations shall only be registered and recognized after the prospective Clubs/Organizations must have satisfied the following conditions:
 - " Submission of prescribed Application Forms, duly completed
 - " Submission of letters of undertaking from a staff adviser/patron/patroness
 - " Submission of the club objectives and constitution, which must be in agreement with the objectives of the University.
- ii. All Clubs/Organizations shall renew their registration yearly at the beginning of each session; accompanied by audit report of the previous year.
- iii. Registration of Students' Clubs/Organizations shall be processed for Senate approval by the First Semester of every session.
- iv. Any Club/Organization that publishes contents with scurrilous or malicious attacks on individuals shall be banned and members disciplined.
- v. All Writers' Clubs and names of their magazines/journals must be registered in the office of the Director, Student Support Services, before publication commences. The names of all writers or columnists must equally be registered.
- vi. Approval for a change of name of any registered organization/club must be obtained from the Student Support Services Officer before commencement of operation under a new name.
- vii. Any frivolous writing or action from any Club/Organization

interfering with the dispensation of discipline of students shall attract appropriate sanction.

(e) ACTIVITIES INVOLVING GUESTS FROM OUTSIDE THE UNIVERSITY

- i. In keeping with the University's traditional commitment to freedom of enquiry and the pursuit of truth, students' organizations are allowed to organize activities featuring guest speakers of their choice from within and outside the University.
- ii. However, the University has an obligation to ensure that these activities on campus are conducted in appropriate manner with requisite protocol. Where a Guest Speaker is to be invited outside of the University, the approval of the Vice-Chancellor must be obtained in writing before contacting the person concerned.
- iii. Before musicians or other entertainers can be invited for any activity on campus, an application must be made in writing through the Director, Student Support Services for the Vice-Chancellor's approval

(f) SPORTS

- i. Students are encouraged to make use of all sporting facilities provided by the University.
- ii. Friendly matches are allowed between Faculties, Departments and Halls of Residence.
- iii. The approval of the Director, Student Support Services must be obtained in writing through Heads of Department and Sport Coordinator before any departmental friendly game.

- iv. Students are advised to appear at trainings, competitions and Wellness Centres in their Sports Kits - T-shirt/vest, Short/Track down, socks/Canvas/Sneakers. Leggings and Slippers are not allowed at each of the venues.
- v. The University encourages healthy sporting competition with sister Universities.
- vi. Sporting Equipment/Materials collected for use shall be returned immediately after the training/competition.

CHAPTER NINETEEN

DRUG/SUBSTANCE ABUSE

(a) INTRODUCTION

Bowen University as a faith based University is founded on Godly doctrines, where morality complements academic performance in the award of degrees.

Drug abuse is a problem that negatively affects its victims and has been implicated in a wide range of problems militating against the attainment of educational aims and objectives. Therefore, Bowen University has zero tolerance on any act or acts of drug/substance abuse.

(b) DEFINITION

The use of drugs that are not prescribed by medical personnel after clinical assessment of the health condition of a patient is Drug Abuse. However, a phenomenon whereby a person uses drugs (usually psychotropic drugs) that affect the mood and mental status of the user, sometimes giving a sense of euphoria and feeling high, is the social abuse known to most people.

Drug abuse, in this context, is the consumption of psychoactive, relaxing or performance enhancing drugs/substance for non-therapeutic or non-medical effects.

(c) DRUGS/SUBSTANCES THAT ARE COMMONLY ABUSED

The following drugs/substances are prohibited. Therefore students shall not possess, consume or distribute them within and outside the University Campus.

1. Alcohol
2. Morphine (MOP)
3. Marijuana/Weed (Igbo) (THC)
4. Methamphetamine (MET)
5. Opiates (OPI)
6. Benzodiazepines (BZO)
7. Barbiturates (BAR)
8. Amphetamines (AMP)
9. Phencyclidine (PCP)
10. Methadone (MTD)
11. Colorado
12. Cigarette
13. Heroin
14. Cocaine
15. Tramadol

NOTE: Students shall not be in possession of any drug not prescribed by a medical practitioner. If the prescription is from outside the University, such a student shall present it for authentication at the University Hospital.

* Students shall not be in possession of rizzler, fire lighter, vapourizer, e-cigarette, etc.

(d) MODES OF ADDRESSING DRUG ABUSE

As part of its mission to the development of the society, Bowen University places utmost importance on preventing students from drug abuse and assisting those already involved in the act to discontinue such a practice. In view of this, the following steps are employed to address the menace of drug abuse:

- i. Upon resumption, all students may be subjected to dope test, especially the fresh students.
- ii. All students and their luggage shall be subjected to a search by designated University officials before entering the halls of residence.
- iii. Any student found in possession, consumption or distribution of prohibited substances shall be made to face sanction ranging from two semesters rustication to expulsion from the University.
- iv. The University reserves the right to subject any student to dope test at any time as part of its efforts to curb drug abuse.
- v. Any student who refuses to present himself/herself timely upon invitation for a dope test shall be sanctioned appropriately.
- vi. A student shall bear the cost of the dope test if the result is found to be positive to prohibited substances. The cost shall be as determined by the University from time to time.
- vii. A student who is found to be positive to prohibited substances shall be required to undergo a Drug Rehabilitation Therapy upon the student's voluntary submission and bearing all costs of the therapy at any health facility for such a period of time that the University may so prescribe.

NOTE: Every drug related case shall be handled by the Student Disciplinary Committee (SDC) and suspects shall appear before it.

(e) DRUG FREE CLUB

Drug Free Club (DFC) is a club established by the University in collaboration with the National Drug Law Enforcement Agency (NDLEA).

Amongst other things, the club aims to:

- i. educate students on the adverse effects of drug abuse.
- ii. encourage students to abstain from drug abuse.
- iii. assist students who are already involved in drug abuse to come free of drugs.

Membership shall be opened to students who desire to help promote a drug free society. The club shall operate under the supervision of the Director, Student Support Services.

CHAPTER TWENTY

USES OF SOCIAL MEDIA

(a) Introduction

The global village reality is perhaps more evident today with the availability of numerous social media platforms which allow for ease of access and exchange of information to a far-reaching degree. Bowen University recognizes the limitless opportunities that these platforms offer to students for academic and general social interaction. Like every other social benefit, these innovations carry with them tendencies for abuse by their numerous users. Of huge concern to Bowen University are the tendencies calculated to tarnish the image of fellow students, the University or its officials and the country at large. It is for this reason that this section is introduced to apprise students of the limit of use of the social media while within and outside the premises of the University.

(b) Uses of Social Media not acceptable to the University

Students shall use social media for academic purposes and socialization only.

Students shall not use the social media for the following:

i. Pornography

Students shall not view, post or share nude, obscene pictures or videos of students and non-students.

ii. Abusive/derogatory contents

Students shall not use the social media to send abusive or offensive contents about the University, fellow students or any member of staff.

iii. Photographs/Video Recording

Students shall not capture the photograph or record videos of other students and staff either within the University or outside without the express permission of the individual.

iv. Blackmailing, Perpetrating Fraud, Incitation against the University Authority

Students shall not use social media to blackmail, perpetrate fraud, incite other students against the University authority and/or in such a way that can put the name of the University in disrepute.

(c) Social Media Offences and Sanctions.

S/N	Offences	Sanction
1	Pornography viewing through the Social Media Platforms (SMP's)	Rustication for Two Semesters
2	Using the SMPs to share or lure other students to participate in pornographic viewing and sharing	Rustication for Two Semesters
3	Using the SMPs to spread abusive and derogatory contents about a fellow or group of students	Rustication for Two Semesters
4	Using the SMPs to spread abusive and derogatory contents about Staff of the University	Expulsion
5	Using the SMPs to spread false information, rumour and other malicious contents about the University and its operations	Expulsion
6	Using the SMPs to defraud fellow Students or members staff	Expulsion
7	Using the SMPs to impersonate students or members of staff in whatever form	Expulsion
8	Using the SMPs to spread Pictorial Contents of the University and other uses calculated to tarnish the image of the University	Expulsion
9	Using the SMPs for a virtual tour of the University without due written approval from the University Authority	Rustication for Two Semesters

CHAPTER TWENTY ONE

STUDENT REPRESENTATIVE COUNCIL

(a) INTRODUCTION

In line with the Baptist tradition of democratic ethos and social responsibility and the need to entrench and promote democratic culture, tolerance and team spirit among students, the University in August 2014 approved the Student Representative Council (SRC). It affords the University the opportunity to identify and address the needs of students and explore means of improving their welfare on campus.

The Student Representative Council (SRC) is a three-tier student governing body namely; the Bowen Baptist Student Fellowship (BBSF), Departmental Presidents, and Hall Management System (HMS).

The Hall Management System (HMS) operates in each hall of residence but is directly responsible to the Director, Student Support Services, while the Departmental body reports to Heads of Department/ Programme Coordinators and the Directorate of Student Support Services.

The BBSF President functions as the ceremonial head of the SRC

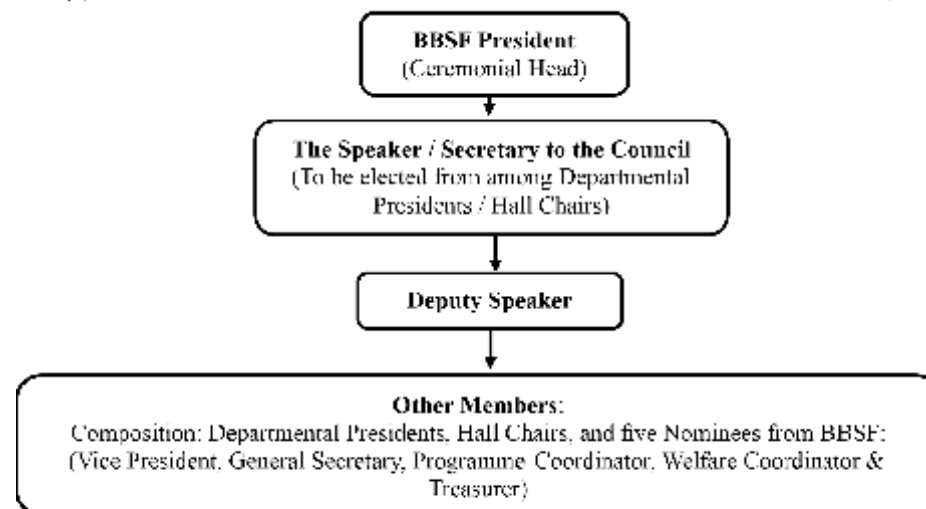
However, the Council will elect its own Speaker through the Electoral College system from the representatives and nominees in the Council.

(b) AIMS AND OBJECTIVES

The aims and objectives for setting up SRC and HMS are:

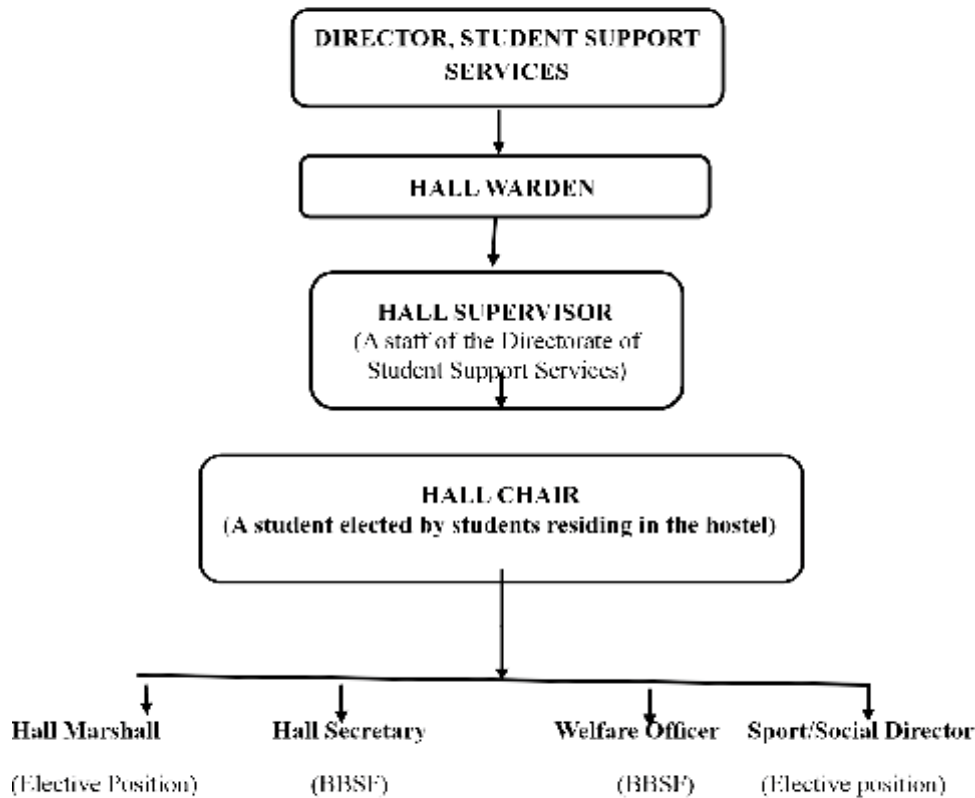
- i. to promote social, cultural and intellectual activities of students.
- ii. to foster the general interest of students.
- iii. to enhance widening leadership prospect of students by making them responsible and allowing them to contribute meaningfully to the development of their community.
- iv. to serve as a pro-active measure in crisis prevention by using the HMS and SRC structures for constant Student - Management dialogue.
- iv. to serve as a training ground on leadership for students.

(c) ORGANOGRAM OF THE STUDENT REPRESENTATIVE COUNCIL (SRC)



Remark: Two (2) members of staff shall be Advisers to the SRC (One teaching and one Non-teaching staff).

(d) **ORGANOGRAM / STRUCTURE OF THE HALL MANAGEMENT SYSTEM
(IN EACH OF THE HOSTELS)**



(e) **ELECTIONS INTO STUDENT REPRESENTATIVE COUNCIL**

1. Election

This section determines the timing and procedures of electing officers into the different components that make up the Student Representative Council. The components are the BBSF, the Hall Management System and Departmental Presidents. It further

highlights the composition of the SRC from these different components.

(i) Election into BBSF Executive

- * BBSF executive Election shall take place in the second semester of every academic session.
- * The presentation of new BBSF executives shall be done within two weeks of successful conduct of election.
- * An officer can serve in an office for one year and be re-elected only once after the first year of service;

(ii) Election into Hall Management System

- * Election into Hall Management System shall take place in the second semester of every session.
- * The Hall Secretary would be the Devotional Leader (1) one, while the Welfare Officer would be the Devotional Leader (2) two, both are representatives of the BBSF in the Hall Executive Committee.
- * All other positions in the Hall Management System are elective.

(iii) Election into Departmental Chair

- * Election into Departmental Chair shall take place in the second semester of every session.

(iv) Composition of the Student Representative Council

- * SRC will draw membership from elected Departmental Presidents, Elected Hall Chairs, and five (5) BBSF nominees.

- * The speaker will be appointed within the Council through consensus or Electoral College system of voting.
- * There shall be 2 observers in the Council (One Teaching Staff and One Non-Teaching Staff).
- * The five BBSF nominees shall be one of the Vice-Presidents, General Secretary, Programme Coordinator, Welfare Coordinator and the Treasurer.

(2) Requirements for Elective Position

Any student seeking elective position shall possess the following qualities:

- i. Must be a duly registered Bowen student for the academic session and semester.
- ii. Has not been sanctioned or currently being under investigation by the SDC or any other Unit in the University.
- iii. Has not being on the wanted list of the Law Enforcement Agencies of the Federal Republic of Nigeria (States, Local Governments) or any Public or Private Organizations and other Countries of the World.
- iv. Must have a C.G.P.A of not less than 3.00.
- v. Should have proven integrity across the University.
- vi. Must be ready to uphold the values of Bowen University and promote the welfare of the students through cordial relationship with the School's Management.

(3) Procedure for the Elections

- i. Students seeking elective position for the HMS shall declare his/her intention by obtaining an application form which must be duly endorsed by the candidate, his/her Head of Department and Hall Warden.
- ii. All aspirants will appear before the Directorate of Student Support Services' Screening Committee made up of the directorates' officials, Staff Advisers and selected students.
- iii. Elections into the positions in HMS shall be conducted by an Electoral Committee set up by the Directorate of Student Support Services with the approval of the Vice Chancellor
- iv. There will be a manifesto night preceding the election date where an aspirant will have the opportunity to showcase what he or she has in mind for the general welfare of students on campus.
- v. The manifesto night shall be organized and supervised by the Directorate of Student Support Services.
- vi. The manner of the campaign shall be regulated by the Directorate of Student Support Services.
- vii. The Election will be by secret balloting system.
- Viii. All aspirants and students would comport themselves before, during and after the elections as any violation of rules or rude behaviour shall attract serious sanctions.

- ix. All Offices are occupied within the University academic calendar year; however, re- election for another academic session is possible.

(f) FUNDING

The SRC and HMS shall be funded from the annual due paid by all Bowen students as approved from time to time by the University Management.

(g) MEETINGS

- i. The SRC shall statutorily meet once every month. Likewise the HMS shall meet once every month. In case there is need for an emergency meeting, the President shall seek approval from the Director, Student Support Services.
- ii. At least one adviser member shall be present in all meetings of SRC.
- iii. Regarding decisions at SRC meetings; no threats, deadlines or ultimatum shall be issued to the University authority.
- iv. No SRC meeting should last more than three (3) hours at a time. In a situation where the agenda is not concluded, the SRC meeting should be adjourned for at least twelve (12) hours. However, meetings should not exceed 7:00 pm.
- v. Two-third members shall form a quorum to commence meeting.
- vi. Following the inauguration of the SRC, members shall formulate their meeting guidelines from time to time.
- vii. There shall be refreshment at every statutory meeting. President of the SRC shall liaise with the Director, Student Support Services in this regard.

CHAPTER TWENTY TWO

RIGHTS, DUTIES, PRIVILEGES AND LIMITATIONS

This chapter highlights some rights, duties as well as privileges of students of Bowen University. The limitations of these rights and basic requirements to qualify for the privileges are also enumerated.

(a) Rights

- (i) Students shall have right to:
 - * identify University officials who interact with them;
 - * request for and collect his/her academic transcript after been withdrawn from the University;
 - * dignity of human person and fair treatment from the University officials;
 - * fair hearing in all disciplinary cases;
- (ii) The University shall have right to:
 - * verify data provided by students from time to time;
 - * review the Student Information Handbook from time to time;
 - * seize, peruse and confiscate students' phones, laptops and other electronic devices in case of any misuse and/or abuse;
 - * search students without warrant;
 - * carry out routine dope test on any student of the University;
 - * initiate and execute recovery process for all monies due to it from any student either current or former;
 - * apprehend any unruly student within the University;

(b) Duties

- * Students shall conduct themselves within the provision of this handbook and other rules and regulations of Bowen University as may be formulated from time to time.
- * Students shall protect the properties of the University in their domain and report any act of vandalism of such properties.
- * Students shall pay completely all fees prescribed by the University.
- * Students are obliged to be their brothers' keeper.
- * Students shall portray the image of the University positively at all times.
- * Students shall report any form of anti-social behaviour noticed around them to the University authority.

(C) Privileges

- * Exposure based learning may be accessed by the students.
- * Scholarships may be awarded to deserving students based on criteria as may be determined by the University from time to time.
- * Students' Assistantship Programme may be granted to deserving students on terms and conditions as may be determined by the University from time to time.
- * Introductory letters to embassy may be written for students subject to the consent of their parents.
- * In any disciplinary case especially before SDC, students shall be privileged to have the feedback within two weeks of appearing before the SDC.

(d) Limitations

- * Any student expelled for any offence shall not be entitled to collect his/her academic transcript.
- * Academic transcripts shall not be issued to students on suspension/rustication from the University until the expiration of the sanction.
- * Withdrawn students (academic or voluntary), rusticated and /or expelled students shall not be entitled to refund of any fee paid.
- * Expelled or rusticated students shall vacate the University within 2 hours of receiving the notice.
- * SRC shall never mobilize students to any violent action or any action likely to disturb the peace and smooth running of the University.
- * SRC shall not invite any person or organization outside Bowen University to attend or address SRC without the written approval of the Vice-Chancellor.
- * BBSF and SRC shall not join the National Association of Nigerian Students (NANS). However, issues of social and national importance can be discussed and considered by SRC on their own merit.

CHAPTER TWENTY THREE

CONCLUSION

This Student Information Handbook may be reviewed from time to time by the University Management.

"This Information Handbook supersedes the earlier editions."