

AJAYI CROWTHER UNIVERSITY

PMB 1066, OYO
OYO STATE, NIGERIA



STUDENT HANDBOOK OF INFORMATION AND REGULATIONS

(Reviewed September, 2012)

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Appendix A.

Warning!

The content of this handbook has been approved by Senate as rules and regulations governing activities of students of Ajayi Crowther University, Oyo. Every student, therefore, must be conversant with the whole content of the book as ignorance of the rules and regulations contained therein shall not be acceptable as an excuse for any erring student.

FOREWORD

Efficiency and effectiveness are the two operational words when it comes to assessing any worthwhile educational system. While the latter deals with achieving the goals set for the system (regardless of the cost) the earlier emphasizes achieving such goals with minimum input. The measure of efficiency is both internal and external. An internally efficient educational system maintains little or no wastage (to wit, low repetition and dropout rates). External efficiency, on the other hand deals with the ability of the system to produce qualitative outputs that are not only able to fit into the larger society but also able to add value to it. On these two counts, it is neither hasty nor hyperbolic to conclude that the Nigerian educational system has failed to measure up to an expected standard.

In actual fact, Nigerian educational system in general and tertiary education in particular, started entering bad waters in the early 80s. Phenomenally, unprecedented moral and academic decadence such as cultism, indecent dressing, examination malpractices, and vandalism among others set in rapidly, thus, generating serious concern among stakeholders. The concern of how to save the system from imminent total collapse attracted the intervention of various Christian missions. One of such lofty intervention was the giant stride by the Supra Diocesan Board (West) of the Church of Nigeria (Anglican Communion) to establish a citadel of moral and academic excellence - Ajayi Crowther University (ACU), Oyo in 2005. At its conception and inception, ACU was aimed at providing a living and learning environment imbued with Christian ethics and principles to influence graduates positively and place them on the path of sound moral rectitude and academic excellence. This it aimed to achieve through the following objectives:

- i. Arresting moral decadence in our youths who constitute a vital part of the building blocks for the Nigerian nation, and; of course, the future leaders.
- ii. Building up responsible citizenry who shall be committed to justice, truth and honour.
- iii. Development of the right/proper qualities for leadership, and;
- iv. Developing in its graduates positive attitudes and character.

Indisputably, university communities world-wide enjoy a level of freedom. However, freedom without any measure of restriction will always engender chaos. It is against this

backdrop that the ***Student Handbook of Information and Regulation*** becomes a necessary guide through successful academic career. This book, a compendium of rules, regulations, sanctions and general information is intended to be a student's companion. It is as you get yourself acquainted with it, carefully read through it and allow your personal and organizational life to be regulated by it that the beauty in this book will become real to you and you will enjoy your stay in Ajayi Crowther University. It is therefore my passionate desire and expectation that students rather than viewing this contribution as a draconian measure will appreciate it as an attempt to help them through their studentship in this great citadel of learning.

Revd. Canon Prof. Kolawole T. Jaiyeoba

Vice-Chancellor

**

This page has to be written by the current Vice Chancellor

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Dean, Faculty of Natural Sciences

Professor D.R. Adeleye

B. Sc., Ph.D. (Ibadan)

SOURCES OF INFORMATION

- 1. Admissions, Examination Matters, Registration and Matriculation, Change of Name and other Academic Affairs**
Academic Affairs Officer
Registrar's Block
- 2. Student Welfare Matters**
Student Affairs Officer
- 3. Catering**
Cafeteria
- 4. Fees**
Principal Accountant
- 5. Faculty Matters**
Faculty Officers
- 6. Health Matters**
Medical Officer
- 7. Sports**
Sports Coach
- 8. Banking Facilities**
 - i. Eco Bank Plc
Ajayi Crowther University Branch, Oyo
 - ii. Skye Bank Plc
Ajayi Crowther University Branch, Oyo
- 9. Spiritual Matters**
University Chaplain
- 10. Security Matters**
Chief Security Officer
- 11. Accommodation**
Hall Wardens and Hall Porters

CHAPTER ONE PREAMBLE

HISTORICAL BACKGROUND

The Ajayi Crowther University, Oyo, the institution established by the Supra Diocesan Board (West) of the Church of Nigeria (Anglican Communion), has its origins in the defunct CMS Training Institution, Abeokuta and the defunct St. Andrew's College, Oyo. Thus, this University can be said to have started as CMS Training Institution in Abeokuta in 1853. From where it was relocated to Lagos, from 1868 to 1896. In March 1896, it was transplanted to Oyo and acquired the name St. Andrew's College, Oyo, retrospectively in 1920.

At inception St. Andrew's College, Oyo, produced holders of the Grade II Teachers' Certificate while the Divinity Course for training church ministers was added to the curriculum between 1910 and 1942 and the Catechist Training Course between 1920 and 1947. In March 1964, the proprietorship of the College was transferred from CMS, London, to the Church of Nigeria (Anglican Communion). A salient feature in the history of St. Andrew's is that it became welded to the Church, as a snail is inseparably linked with its shell.

In 1977, Government took over the control and administration of all schools in the Federation and with this development the Church of Nigeria was divested of her proprietorship of the College. However, the St. Andrew's College Old Boys' Association (SACOBA) interest and by extension that of the Church, in the growth and development of St. Andrew's did not wane. Thus, in response to SACOBA's petition, the erstwhile Oyo State Government upgraded the institution to NCE campus in 1980 and to a full-fledged College of Education in 1985.

The dream of all Andrians (products of St. Andrew's College, Oyo) and their well-wishers as well as of the Church of Nigeria (Anglican Communion) was that, St. Andrew's College, Oyo, should ultimately be transformed into a full-fledged university, given her success story and her pioneering role as the precursor of tertiary education in Nigeria. The final step toward fulfilling this dream was taken on 7 September, 1999 when the Church of Nigeria granted SACOBA's request for the establishment of Ajayi Crowther University, Oyo at the site of the former St. Andrew's College, Oyo, under the proprietorship of the Church. Having satisfied the rigorous criteria prescribed by the National Universities Commission (NUC) for the establishment of universities in Nigeria, Ajayi Crowther University (ACU) was granted licence to operate as a private university in Nigeria on 7 January 2005.

The university is named after late Samuel Ajayi Crowther, the first African Bishop who first translated the English Bible into Yoruba. His Episcopal Ministry covered the entire West African sub-continent.

Philosophy

The philosophy of the University is based on the imperative of developing and improving the individual so that he/she may be of maximum value and service to his/her immediate community, the nation, and the world at large.

The University believes that it is necessary for individuals to be at peace both with themselves and with all around them, so as to be of utmost service. The spiritual as well as intellectual growth of the individual, therefore, needs to be encouraged, and it is necessary to do this without any religious, gender or ethnic discrimination. Our philosophy is that the total development of the individual is more important for a nation than that of physical structures.

Vision

The vision of the University is to be a top-class institution in the pursuit of knowledge and scholarship through teaching, learning, research and exemplary service to humanity.

Mission

The mission of the University is to:

- (i) provide admission to students and employment to staff without discrimination on the basis of sex, race, ethnicity, disability, religious and political persuasions.
- (ii) produce graduates who are imbued with the fear of God and a sense of service to humanity and who are endowed with a well-rounded education to enable them to operate successfully in the Nigerian environment, both as private entrepreneurs and top-flight workers in the private and public sectors of the nation's economy, and
- (iii) provide a living and learning environment which is influenced by christian ethics and principles.

University Motto

Scientia Probitas

Conceptual Framework

The Motto "Scientia Probitas" (Knowledge with Probitas) sums up the University's philosophy, goals and objectives, which informed the founding of the University.

Description

The logo has a blue background, bounded by a white format. On this is a white cross based on Golden Square on which a book with a red trim and a beaming torch are super-imposed. At the base, the logo shows a scroll which encloses the motto.

Interpretation

The open book signifies knowledge and portrays education in all its ramifications, and the cross signifies an intersection of the meeting of people and minds seeking for knowledge, or a confluence of a group coming together. The beaming torch with its rays of light signifies life and inspiration engendered by knowledge. The golden square stands for high quality, endurance and academic distinction and excellence, the blue colour signifies love of humans, the white peace, while the red stands for the central role of education in national development.

University Colours

The University colours shall be blue, white and gold. The blue colour signifies love of humanity, and the white, peace, while gold denotes treasure.

Physical/Cultural Setting

Ajayi Crowther University (ACU), Oyo, is located on the Ibadan–Oyo–Ilorin Road in Atiba Local Government Area (LGA) of Oyo State. The campus can be reached within one hour by road from Ibadan and Ogbomoso, in about one-and-half hours from Ilorin and Ile-Ife and in about two hours from Lagos, all of which are University towns. By its location, therefore, ACU has great opportunities for both academic and social interactions with many university towns in its region.

Oyo town, now a university town, is cosmopolitan due to the traditional hospitality of the people and this diversity in population will rub on the ACU campus like the

erstwhile St. Andrew's College which had students from all over the country and the former St. Andrew's College of Education, a State College of Education, which had students from 14 of the 30 states of the Federation in 1995.

The University has two campuses: the St Andrew's Campus and the Ofa Meta Campus. The old St. Andrew's College campus is located on a gentle slope and has a land area of 37.02 hectares. By using the site of the old St. Andrew's College which was established in Oyo in 1896, this campus of the University is now completely within the built-up area of Oyo town. This has afforded the University the opportunity of sharing municipal services and utilities with the town. It also makes the campus and the town easily accessible from each other. In addition to the St. Andrew's College Camp additional 109 hectares had been acquired about 2km from the St. Andrew's campus on Oyo – Ogbomoso Road, thereby bringing the total land holding of the University to 146.02 hectares.

Picture of current VC

CHAPTER TWO

STUDENT AFFAIRS OFFICE

The Student Affairs Office (SAO) is one of the units established at the inception of the University in 2005. The office in accordance with tradition is concerned mainly with management and administration of welfare and well being matters of the students in all ramifications. The Student Affairs Office is headed by the Dean, Student Affairs. The Dean is appointed by and is responsible to the Vice-Chancellor.. He acts as a buffer between the students and the University Management. The Dean, Student Affairs is assisted by the Assistant Registrar and other registry staff in the day-day administration of the office.

Traditional Roles

The traditional roles and functions of student affairs office in Ajayi Crowther University are as they are in many other universities. These include the following:

- i Execute policies of the university concerning welfare of students;
- ii Formulate policies on welfare of students and submit same for consideration and approval by the Vice-Chancellor and management;
- iii Develop and coordinate extra-curricular and fresh student's orientation programme;
- iv. Manage the affairs relating to student welfare, general development and discipline;
- v Organize and manage student accommodation in the halls of residence;
- vi Supervise activities in the halls of residence;
- vii Organize, conduct and supervise Ajayi Crowther University Student Assembly (ACUSA)
- viii Register and monitor students' clubs and associations;
- ix Liase between student's assembly; other associations and the university management;
- x Keeping non-academic records of students;
- xi Coordinate the review and publication of student's handbook;
- xii Coordinate the activities of Town and Gown activities;
- xiii Coordinate and solicit for awards of bursary/scholarship and other financial aid schemes by various organizations for the students;
- xiv Offer counseling and guidance services;
- xv Liase between the institution and the alumni association;
- xvi Dissemination of information to students on their welfare issues; and
- xvii Offering help to students on academic, financial and social problems.

Students Conduct and Discipline

The university community is made up of students, teaching staff, non-teaching staff, staff dependants and others. There is constant interaction between these components. In order for the members of community to live in peace and university goals to be achieved, there must be rules and regulations to guide the conduct of the students.

The rules and regulations which guide the conduct of the students with respect to living in the halls of residence, their academic work and examinations and general conduct in the university are all contained in the student handbook of information and regulations.

A copy of the book is given to every fresh student at the point of registration. The book is to be read and its contents understood at the beginning of the sojourn of the student in the university.

The students that are admitted to ACU, Oyo are expected to have a serious purpose and sincere interest in their own intellectual, social and practical development. They accepted to come to this university as a result of their own choice. Therefore, they are expected to conduct themselves in accordance with the rules and regulations of the university as contained in the student handbook. The SAO serves as a watchdog for strict observance of the rules and regulations of the university. Any student that infringes on any of the regulations appears before Students Disciplinary Committee (SDC) after proper investigation has been carried out. The Vice-Chancellor is the chairman of the SDC and the students Affairs officer is the secretary.

The misdemeanour of students falls into main categories:

- ✓ Examination malpractice;
- ✓ Misconduct – stealing; smoking, insubordination, etc

Any student found guilty by the SDC could have sanction ranging from reprimand to expulsion from the university depending on how serious the offence is.

The Governing Council has however put in place an appeal panel that hears appeal from any student that feels he is not satisfied by the verdict of SDC.

ACU is a faith-based university whose graduates are expected to go into the world and make a difference no matter how little. This will be possible only if christian ethics and values are engrained into the lives of the students during their 3- or 4-year sojourn in the university. The students are enjoined to live christ-like life both within and outside the university.

The university has in place a chief security officer and a security outfit for general maintenance of rules and regulations and security in the community. Each student is given the opportunity of fair hearing. Due process of the rule of law is followed in the handling of disciplinary cases.

Students' Clubs and Associations

In any university, the students improve their general knowledge, improve their talents and acquire leadership skill by belonging to and participating fully in students' clubs and associations and organization of lectures, seminars, symposia, debates, etc. The students are expected to develop non-academic aspects of their lives through intra and inter departmental/hall social activities, recreational competitions etc. The SAO collaborates with the students in development of new social and cultural programmes and enrichment of those that are already existing. Such activities are targeted at enhancing good behaviour and leadership qualities among the students.

The Student Affairs Office encourages the students to form and join clubs and associations. And these should arrange activities such as seminars, symposia, public lectures, excursions etc for their members and interested members of the community. These clubs and associations are expected to make the campus lively through their activities both during the week and at weekends.

Conditions for registering a student club or association

- As a rule, the University does not encourage or recognize any student association, which, in its membership, discriminates on account of race, sex

- or religion. For this reason, tribal and other ethnic student organizations shall not be permitted by the University. However, recognized associations are required to inform the Students Affairs Officer of their existence and to submit the names of their Officers to him for record purposes at the beginning of every session.
- For this purpose, groups seeking recognition must submit the following to the Students Affairs Officer:
 - i) Two copies of the proposed constitution and by-laws.
 - ii) Names, matriculation numbers, hall and faculty/departmental addresses of the officers.
 - iii) Signatures of a full-time, senior academic, administrative or technical staff of the University who agrees to serve as Adviser/ Patron to the association.
 - iv) Certification by the Adviser/Patron that at least twenty full-time students will form the nucleus of the association.
 - v) Statement of purposes and proposed programmes of activities, as they relate to the expected contributions to the academic, cultural, social or recreational life of the campus.
 - vi) Dissolution of Associations
 - Student associations may be dissolved or disestablished by request of the association itself, by action of the Students Affairs Officer, when the association has failed to file a registration form for two consecutive Academic Sessions; by recommendation from the Student Fellowship, or by action of the Students Affairs Officer, with the approval of the Registrar, for any violation of University regulation and policies governing student associations.

Student Representation on committees

Every member of the university community, be it staff or student owes it a duty to make positive contribution to the smooth functioning of the university. In pursuance of this, the management of the university allows representation of the students on some committees especially those that have direct bearing on the welfare of students. These include Sports Committee, Students Disciplinary Committee, Student Welfare Committee and Hall Management Committee.

Counselling Services

The Dean and Student Affairs Officer do offer counseling services to the students. Through this, social and psychological problems have been discovered in some students. Necessary assistance has been given to such students. The university chaplain is also available to help with spiritual counselling. It is hoped that professional counsellor would be available soon.

Peaceful coexistence on campus

The students at ACU, Oyo are here to pursue an academic career of various choices. Compared with the public universities, the pursuit is at a high expense to the students and their parents. For a successful pursuit of this career, the students must live in peace with one another and work hard at their studies. Students can contribute to their own welfare and peace on campus by being law abiding and be ready to expose the bad

elements among them. They are free to suggest ways by which quality of life on campus can be improved. Whenever there are grievances and misunderstandings, these should be brought to the attention of the Student Affair Officer or Dean, Student Affair. Students are encouraged to feel free to discuss their problems with the SAO and or DSA. Such will be treated with strict confidentiality. The Christian nature of ownership of the university should have greater influence on the attitude of the students.

Dr. J.A.Adejumobi

Ag. Dean, Student Affairs

CHAPTER THREE

**REGULATIONS ON
STUDENT CONDUCT
AND DISCIPLINE**

1. A high standard of personal integrity is expected of every student of Ajayi Crowther University. Each student is expected to conduct himself/herself peaceably in espousing any charges he/she may consider necessary. Ajayi Crowther University regards as serious offences, all acts of unethical, immoral, dishonest or destructive behaviour, as well as violations of University rules and regulations. It is the responsibility of each student to know these regulations.
2. All members of Ajayi Crowther University community are to obey the laws of the nation and to embrace the demands of mutual co-existence with their neighbours. Each member should recognise that, as he/she prizes rights and freedom for himself/herself, so also is he/she expected to respect the rights and freedom of others.
3. The Disciplinary System: Under the University law, the power to discipline students is vested in the Vice-Chancellor. In practice, there is a Student Disciplinary Committee, with the general function of dealing with individual cases of discipline.
4. **Student Disciplinary Committee-Composition and Terms of Reference:**
 - a. **Membership.**
 - Vice-Chancellor - Chairman
 - Registrar
 - Dean, Students Affairs
 - University Legal Officer
 - Two Students (elected by Student Fellowship)
 - Students Affairs Officer -Secretary.
 - The composition has to be checked for compliance with the university laws.
 - b. **The terms of reference of the Committee shall be:**
 - to deal with disciplinary cases involving students;
 - to make recommendations to Senate on any matter that could be in the interest of the proper discipline of students of the University;
 - to report to Senate from time to time.
5. **Categories of Offences:**

The offences fall into broad categories:

 - Cases of misconduct, which the Student Disciplinary Committee (SDC) could try.

- Criminal offences, which should be referred to the Police for necessary action.

In this regard, the final decision of the Student Disciplinary Committee would depend on the outcome of Police investigations.

6. **Misconduct**

The following are misconducts for which the Student Disciplinary Committee can investigate and try students:

- a. Examination Misconduct (This is discussed in detail in Chapter 4 of this Handbook)
- b. Unruly behaviour
- c. Indecent behaviour
- d. Vandalism
- e. Unauthorized transfer of bed space
- f. Unauthorized displacement of University property
- g. Pilfering
- h. Insubordination
- i. Membership of secret cults
Infringement of other University rules and regulations
- j. Any other behaviour that is considered to be an act of misconduct by the University authorities

b **Unruly Behaviour**

This shall include disorderly behaviour or acts of indiscipline indicating lack of self-restraint. Offences classified under unruly behaviour and the penalties they attract are as categorised below:

Offence & Punishment (Maximum, unless otherwise stated):

- i. *Driving on campus:*
 - Students are not expected to bring or drive cars on campus. Any contravention of this rule will attract the seizure of the car and in addition the offender will face the SDC for appropriate punishment. **(Just added)**
- ii. *Disturbance of peace of any kind anywhere on campus:*
 - The punishment shall range from reprimand to suspension, depending on the degree of the disturbance.
- iii. *Jumping the queue and scaling of the university fence:*
 - Reprimand, for the first offender and 2 weeks suspension for a repeat offence.
- iv. *Crossing the lawns:*
 - Reprimand.
- v. *Defacing a University building in any way:*
 - Reprimand and surcharge for the repair of damage done.
- vi. *Throwing of missiles:*

- The punishment shall range from reprimand to expulsion depending on the gravity of the offences, the target of the missile and the type of missile (paper, stone, etc.).
 - vii. *Hijacking of a private or public vehicle on campus:*
 - Suspension for a maximum of two sessions and surcharge for repair of any damage done to vehicle.
 - viii. *Fighting and or Use of threat of violence of any kind on anybody:*
 - Suspension for a maximum of two sessions for fighting:
 - The punishment shall range between reprimand to suspension for one session, or even expulsion, depending on the gravity of the brawl.
 - ix. *Illegal detention of people:*
 - The punishment shall range from immediate suspension for 2 weeks and referral to SDC. If found guilty, the punishment could range from suspension for one session to expulsion from the university.
 - x. *Any other behaviour that may be classified as unruly behaviour:*
 - This shall range from reprimand to expulsion depending on the gravity of the offence.
- c. **Indecent Behaviour**
The identified acts that constitute indecent behaviour and the recommended punishment for each act are listed as follows:
- Offence & Punishment (Maximum, unless otherwise stated):**
- i. *Urinating, defecating, bathing, brushing of teeth outside designated areas:*
 - Ranging from reprimand to suspension for 2 weeks to one semester. If offence is committed in a Hall of Residence, the offender shall be ejected for one semester.
 - ii. *Stripping:*
 - Expulsion from University
 - iii. *Overt sexual gestures:*
 - Ranges from reprimand to suspension for a maximum of one session.
 -
 - vii. *Lateness to Lectures, Church Service or any other University functions*
 - Reprimand to suspension for a maximum of one semester.
 - iv. *Any other behaviour that may be classified as indecent:*
 - Ranges from Reprimand to Suspension for a maximum of one semester.
- d. **Vandalism**
Offence & Punishment (Maximum, unless otherwise stated):
- i. *Willful damage or destruction of University or private property.*
 - Immediate payment for the repair or replacement of damaged or destroyed property, suspension for up to a maximum of one session,

- ii. Noise making: Casual noise through beating of drums, use of radio and stereo that can result in disturbance or disruption of academic activities
Punishment ranges from reprimand for first offence to suspension for 2 weeks and confiscation of the items for repeat offence.

e. **Unauthorized Transfer, Displacement, Use or Damage of University or Private Property**

Three possible offences are listed below:

- i. Unauthorized transfer of personal or University property.
- ii. Unauthorized transfer and use of such property.
- iii. Unauthorized transfer, use and damage of such property.

These offences shall attract a strong reprimand and replacement of the property removed, together with the repair of any attendant damage(s), a suspension of 2 weeks and repair/replacement for a repeat offence

f. **Pilfering and Stealing**

The Committee differentiates stealing from pilfering as follows:

i. **Pilfering**

This is the unauthorized removal of any small property or petty object belonging to another person with the intention of permanently depriving the owner of its use. It is pilfering when the value of the property is not of such substance, as would interest the law enforcement agents.

Cases of pilfering shall, therefore, be addressed by the SDC. Pilfering shall attract punishment ranging from reprimand to immediate suspension for 4 weeks to one session or expulsion, depending on the gravity and frequency of the offence.

ii. **Stealing**

This is the unauthorized removal of a property that belongs to another person. Stealing is a criminal offence and must be referred to the Police. Upon being arraigned in court, the student is automatically suspended from University. After the matter has been disposed of by the Police, the student still has to face the SDC for misconduct. It is punishable by a penalty ranging from suspension for one session to expulsion, depending on the gravity of the offence.

g. **Insubordination**

This is defined, as unwillingness to submit to, or willful disrespect of, constituted authority. This shall attract a punishment, ranging from strong reprimand for first offender to suspension for 2 weeks for repeating the offence and up to one session, depending on the gravity of the offence.

h. **Membership of Unregistered Societies/Groups**

It is an offence to belong to unregistered societies or groups. A student that contravenes this registration shall be expelled.

i. **Double Matriculation**

Student records are being computerized in the University Computing Center. For this purpose, each student is assigned a matriculation number upon registration.

No official student paper or document may be regarded as complete or valid unless it carries the correct matriculation number. Students are therefore strongly advised to know and to be always definite about their matriculation numbers, and to use these numbers on all official transactions, including payment of fees.

Once a student has been given a matriculation number, he must retain it even if he changes his Faculty or programme of study. Accordingly, he must use his undergraduate matriculation number when registering for any postgraduate course. Disciplinary procedures will be taken against any student who attempts to obtain a second Matriculation Number.

Double matriculation is a very serious offence in which a matriculated student retakes a JAMB examination in order to change to another course in Ajayi Crowther University. This offence shall attract outright expulsion.

j. **Student Identity Card**

Each registered student, of the University, upon payment of a prescribed fee is issued with an official student Identity Card valid for one session only, or as may be indicated on the card.

All persons, while on University property, may be required, for reasonable cause, to identify themselves upon request by authorized University officials acting in the performance of their duties. Some university facilities are open only to students who are able to show valid identity cards. Students are strongly advised therefore to carry their identity cards with them always and to be ready to produce them any time on demand.

Students must surrender their identity cards to the Academic Affairs Officer upon their graduation, or withdrawal from the University.

All students shall wear their Identity Cards where it can easily be seen and checked.

- o *Failure to do this shall be reprimanded and can result in suspension for 2 weeks.*

k. **Student getting pregnant**

Female students whether married or not are not expected to get pregnant during their studentship in the university. Failure to adhere to this rule will attract

- (i) Immediate suspension of studies for married pregnant student
- (ii) Immediate expulsion from the university for pregnant unmarried student
- (iii) Immediate expulsion for a male student that impregnates a fellow female student

(just added)

- l. All students are expected to behave themselves in the library and make good use of library facilities. Violation of this rule will attract payment of N200.00 for the loss of library ID card, payment of cost of books damaged or lost plus 15% handling charges. *(just added)*

m. **Other Offences Not Specified**

Other offences and their appropriate penalties, which are not specified in the present set of guidelines, shall be determined by the SDC and promptly added to the guidelines. Such addition shall carry the same force of authority as those contained in the present guidelines.

7. CRIMINAL OFFENCES

These are acts that contravene the laws of the land and, as such, shall be handled by the law enforcement agents. These acts are listed below. However, after the Police have concluded its own part of the case, the student shall still be arraigned before the SDC, which shall try him/her for misconduct.

Criminal Offences

- a. Fraud
- b. Theft
- c. Burglary
- d. Assault occasioning harm
- e. Murder
- f. Membership of a secret *cult*
- g. Possession of firearms
- h. Arson
- i. Rape
- j. Possession and use of hard drugs and drug trafficking

8. SHORT EXPLANATORY NOTES ON PROCEDURE

a. In deciding a case, the SDC shall consider the following:

- o Nature of the offence.
- o Gravity of the offence in the University.
- o Frequency of the offence in the University.
- o Character of the offenders (whether there have been similar or other offences).
- o Position of the offender among his co-offenders.

b. Procedure for Handling Cases of Examination Misconduct

Cases of Examination Misconduct shall be handled by the Faculty Disciplinary Committee after which its report including exhibits shall be forwarded to the Student Disciplinary Committee for consideration. (just added)

c. Procedure for Handling Cases of Misconduct e.g. Unruly Behaviour, etc.

Such cases emanating from Academic Departments or Halls of Residence shall be reported directly to the Registrar, who will refer them to the Student Disciplinary Committee for necessary action.

Note: The management is advised to decide on those cases that SAO can act on immediately

d. Criminal Cases

All criminal cases shall be handed over to the Police for necessary action.

9. SANCTIONS

The following are some of the disciplinary sanctions that may be imposed for violation of University regulations;

- i. **Fines**
Hall Administrators may impose fines of up to one thousand Naira (₦1,000.00) for certain categories of offences committed in their Halls of Residence. Anything in excess of this can only be imposed by the Student Disciplinary Committee. These must be paid within specified periods to avoid further stringent actions being imposed.
**** The operation of this has to be clearly stated.**
- ii. **Disciplinary Probation**
Disciplinary probation is a trial for a specific period of time, during which a student must behave in a manner acceptable to the University. The Student Disciplinary Committee may impose terms that will restrict the student's participation in extra-curricular and/or other activities.
- iii. **Suspension**
Suspension is an action that excludes the student from registration, class attendance, residence in an official University Hall of Residence, and the use of University facilities, for a specified period of time. This action means that the student must immediately leave the campus and shall not return to the University until the suspension period is over.
- iv. **Expulsion**
Expulsion is the permanent withdrawal by the Vice-Chancellor of the privilege of registration, class attendance or residence in an official University Hall of Residence. The privilege of the use of University facilities is also withdrawn by this sanction. This action means that the student has ceased to be a bona fide member of the university community and must leave the campus immediately.
- v. **Loss of Privilege**
Loss of Privilege is the withdrawal of a privilege or use of a service or facility (such as the University Library or Sports Centre) for a specific period of time.
- vj. **Reimbursement**
Reimbursement requires that a student must pay for damage to, or misappropriation of, University property, or the property of a member of the University Community. Such reimbursement is charged to any student, who alone, or through group concerted activities, organizes or knowingly participates in events that cause the damages or costs.
- vii. **Rights of Students to Appeal**
The student concerned has a right to appeal to Council, against the decision of the Disciplinary Committee within two weeks of the receipt of the letter conveying the decision of the Committee to him/her.

CHAPTER FOUR

DRESS CODE

The University attaches a great importance to modest and good dressing. Your dressing adds value to your personality, self-confidence and self-worth. This saying is very instructive: "Dress the way you would like to be addressed."

Below is the Dress Code for strict compliance. This is one of the unique aspects of the Ajayi Crowther University culture that you will imbibe to add dignity and respectability to your academic pursuit.

A. DRESS CODE FOR ALL FEMALE STUDENTS

1. During normal lectures, examinations public lectures, special ceremonies, such as Matriculation, Foundation Day and Convocation, all female students must be corporately dressed. To be corporately dressed connotes a smart skirt suit, skirt and blouse, or a smart dress with a pair of neat, covered shoes or sandals.
2. Female students may wear "native" attire outside Lecture and Examination Halls.
3. Dresses should be well below the knees. The wearing of sleeveless dresses or dresses with very tiny singlet-like straps (spaghetti strap), without a jacket, is strictly prohibited.
4. Strapless blouses, over-clinging clothing, including hip-stand trousers, revealing blouses, especially the type of blouse that does not cover the navel, are not allowed in the University.
5. Transparent dresses must not be worn.
6. The use of T-shirts and face-caps in Lecture and Examination Halls is strictly prohibited.
7. Wearing bathroom slippers is not allowed in and around the lecture halls of the University.
8. Female students are advised to wear hairstyles that are neat moderate and becoming of a responsible citizen. Extra long weave-ons, braids with bogus colours are prohibited.
9. Female students may wear trouser suits with a jacket to match.
10. Earrings and necklaces may be used by female students, provided they are not bogus types.
11. Excessive use of make-up on the face is not allowed.
12. Wearing of Jeans by students in the university is prohibited.(just added)
13. Female students can wear low sandals or covered corporate shoes.
14. Clean tennis shoes or sneakers may be worn to Lecture and Examination halls.
15. Piercing of any part of the body, other than the ear (for earring by female students) is prohibited.
16. Tattooing on any part of the body is prohibited.

B. DRESS CODE FOR ALL MALE STUDENTS

1. All male students are expected to dress corporately to the Lecture Halls, Examination Halls and special ceremonies, such as Matriculation, Foundation Day, Convocation, public lectures and other events specifically so stated.

To be corporately dressed connotes a shirt tucked into a pair of trousers, preferably with a necktie, with or without a jacket, and a neat pair of covered shoes or sandals.

For national days such as Independence Days, national dressing code may be observed.

2. Male students of the University may wear "native" attire or French suits outside lecture and Examination Halls.
3. No male student is allowed to wear T-shirts, face-caps, scarves, braided hair or earrings, necklace, bangles, beads, etc in the University.
4. Fastening of trousers below the waistline is not allowed.
5. Wearing of long-sleeved shirts, without buttoning the sleeves well or folding, as desired, is not allowed.
6. Shirt collars shall not be allowed left flying.
7. Shirts must be properly tucked into the trousers.
8. The practice of pulling down one's trousers to the hip line is not allowed.
9. Wearing of Jeans in the campus is prohibited. (just added)
10. Male students shall wear sandals and covered shoes, depending on the type of attire.
11. The use of face caps in Lecture and Examination Halls is strictly prohibited.
12. Piercing of any part of the body is prohibited,
13. Tattooing on any part of the body is prohibited.
14. Male students shall wear low-cut hair style and be clean shaven at all times

C. UNIFORM DRESS CODE FOR PROFESSIONAL DISCIPLINES

If any Uniform Dress Code is prescribed for female and male students in any Faculty/Department of the University, particularly those in the professional disciplines, all students concerned must adhere to the Uniform Dress Code very strictly. The University Administration will consider violation of any of the above dress code as a very serious one and severe disciplinary action will be taken against the defaulters, which may include a written warning, suspension or expulsion.

**** It is necessary for that department to inform the registrar about that decision.**

D. PENALTIES FOR IMPROPER DRESSING

- i. Erring students shall be sent out of the lecture room or examination hall immediately.
- ii * All offensive dresses and items will be seized and a strong warning issued to the first offender. For a repeat offence, the offender will earn a 2 weeks suspension.
- iii. *Wearing of beard and hair style that is not low cut will earn a strong warning and exit from the university until the offender complies with the rules. Repeat offence will earn 2 weeks suspension.
- iv. *Tattooing and or piercing of any part of the body other than ear will attract a 2 weeks suspension and weekly appearance at the student affairs office for counselling after.
*** just added (Fresh students with tattooing on their bodies should report at the SAO for necessary action.)**
- v. A copy of the letter may be filed in his/her personal file in the University/ Department.
- Vi The parents/guardians of the erring student will be informed in writing, accordingly.
- Vii The student shall be expelled from the University if unrepentant.

CHAPTER FIVE

POLICY ON RESIDENCE

Resident life of University students is a community life. It is an ideal place where a student's moral character and conduct can be molded. This chapter of the Handbook, therefore, contains necessary information on the available halls of residence and rules and regulations concerning the general welfare of students in the Halls of Residence. The main purpose of it is to enhance peaceful co-existence amongst the students and facilitate good administration in the Halls of Residence for the attainment of the University's goal of decency in education and morals, thereby, creating a happy, relaxed atmosphere or environment germane, for a student's successful stay on the campus. The penalties for violation of these rules and regulations are also clearly stated and will be fully enforced.\

The university has six halls of residence that are operational as of now. The seventh hall would soon be completed for use. The halls are listed as follows:

- i. Diocese of Lagos West (comprising Bungall(male), Red roof(female) and New Female halls)
- ii. Ibadan Diocese (Jasper Akinola) hall(male)
- iii. Diocese of Lagos hall(male)
- iv. University Female hall

Each hall has a warden who is in charge of day to day administration of the hall. He is assisted

by the porters. There is a hall master/mistress who is a senior academic staff and or administrative staff to help in the overall administration of the hall. Each hall under the guidance of the hall master/mistress is to have a student hall management committee which is responsible for the welfare, programmes of social, intellectual and sporting activities of the hall. The hall master/mistress is the chairman of the committee, the warden is a member and the student members of the committee are elected by all members of the hall. The student hall management committee is expected to meet once a month, keep records of its business and make recommendations to appropriate body as necessary.

1. **CONDITIONS FOR TAKING UP RESIDENCE IN HALLS OF RESIDENCE**

i. **Eligibility for Accommodation**

No student shall be granted accommodation unless he or she has being admitted, paid all required school fees, and has been properly registered as a full-time student of the University.

ii. **Authorization for Allocation of Accommodation & Hall ID Card**

The Dean of Students Affairs, or his representative, shall assign accommodation to students.

Any student that is found squatting in a hall of residence or a room will be immediately ejected and given a reprimand with his host. A repeat offence will attract 2 weeks suspension and in addition the offender and the host will be referred to SDC. (just added)

iii. **Keeping to Stipulated Exit Hours**

Student will be normally admitted into halls of residence any time, from 12.00 noon the day before semester lectures begin, and vacate it, latest, 12.00 noon on the day the University is officially declared closed for the semester or session.

2. **EVOLVING DISTINCT HALL CULTURE**

Halls or residence are encouraged to evolve distinct identificatory culture, for example moderate, not flamboyant hall outfit for special social functions (necktie for men, scarf for ladies, etc.), annual hall week activities (sports, debates, etc.).

3. **RULES FOR PEACEFUL RESIDENCE**

- i. All students are expected to abide strictly by all the rules of residence.
- ii. A student, who, in the judgement of the Dean, cannot live peacefully with his colleagues, after sufficient caution and warning, shall be expelled from the University.
- ii. All students must be in their rooms for mandatory bed checks at 10.00 pm everyday. Unauthorised miss of bed checks will attract reprimand for first offender and 2 weeks suspension for a repeat offence. (just included here)
- iv. From 10.00pm to 5.00a.m. each night, there shall be silence in the Halls of Residence. No student shall make noise that can disturb the sleep or study of another student.
- v. There shall be a brief morning and evening prayer which shall be conducted in each hall by the Hall Leader or individuals so selected.
- vi. A student of noisy character, if he/she does not comply after enough warnings or cautions, shall be expelled from the University,
- vii. Pet animals and birds are prohibited in University Halls of Residence.
- viii. Quarrelling and fighting are absolutely forbidden in the Hall and in any other part of the University. Any student who contravenes this rule shall be suspended for at least two semesters.
- ix. Stealing is viewed as a serious offence in this University. Any student who is involved shall be expelled from the University, and handed over to the police.

4. **CHANGE OF HALL/ROOM**

- i. A student may not, without the prior authorization of the Dean of Students, transfer from one room or Hall to another.
Violation of the rule will attract a reprimand and a suspension of 2 weeks for a repeat offence.

5. **HALL RESIDENCE DURING VACATION**

- i. A student who wishes to stay in the Hall during vacation shall apply in writing to the Dean, Student Affairs at least two weeks before the vacation begins.

- ii. The decision of the Dean Student Affairs on such application is final.
 - iii. A student whose application to stay in a hall during vacation is approved, shall pay an appropriate fee.
 - v. A student permitted to stay in a hall during vacation must move to the hall assigned him/her for the period, irrespective of his normal hall during the semester.
 - v. Students permitted to stay in the halls during vacations must vacate the halls not later than 12 noon a day before lectures resume for the semester.
 - vi. All students permitted to stay in Halls of Residence during breaks or vacations must abide by the rules of the Halls of Residence.
6. **SPECIAL ACCOMMODATION**
- i. The University does not provide any special accommodation for any student. Any student who is not satisfied with the accommodation provided by the University should make plans to adjust to the Hall environment or leave the University.
7. **SPIRITUAL HARMONY**
- (i) With the purpose of fulfilling the founding philosophy of the University, all students are expected to comply with all regulations designed to ensure spiritual harmony in the University. For this reason, no instrument, symbol, document, property, substance of any form, connoting or purporting to be used for any other religious practice or activity, is allowed in the University.
 - (ii) All students are expected to attend all Sunday and other worship services punctually. Failure to do so will attract reprimand for first offence and 2 weeks suspension for a repeat offence. **(ii is just added)**
8. **NIGHT-TIME HALL ACTIVITIES**
- i. All students of Ajayi Crowther University, Oyo are expected to respect other students' rights to privacy and rest, both in the Halls of Residence and in their respective rooms.
 - ii. Students must not for any reason enter or leave a hall/room between the hours of midnight and 5:00 a.m.
 - iii. Students who wish to continue their studies in their rooms between the hours of midnight and 5:00am should do so by using their reading lamps for illumination, as opposed to general lighting.
9. **HALL OF RESIDENCE FUNCTIONS**
- i. Although the University places a high premium on the pursuit of academic excellence, it also appreciates students' need for social functions and interaction. However, everything must be done within the acceptable boundaries of decency and purity.
 - ii. Before any social functions, other than the normal Worship, Foundation Day, Matriculation Day, Convocation or any other University event, is held,

a prior permission, in writing, should be obtained by the organizers from the Registrar of the University through the **hall Warden and Student Affairs Officer**, at **least 5 days** before the function.

- iii. While applying for permission to the University authorities, the nature, purpose, place/ venue and time of commencement and closure of the functions should be specifically mentioned in the application.
- iv. Where such application is successful, the University authorities shall not permit any Hall function after **8.00p.m.**
- v. On no account, should the venue be found dirty after use. Those involved in organising the function should ensure that the place is thoroughly cleaned up immediately after use.
- vi. No such function may be carried out elsewhere, or in living room(s) of the halls of residence, if the application is turned down.
- vii. The Registrar shall normally request the Chief Security Officer of the University to make available the necessary security arrangements for peaceful conduct of permitted functions.
- viii, Any student found violating these regulations will be suspended from the university and may even be expelled.

10. WEEKEND/EMERGENCY TRAVELING BY STUDENTS

As the University is concerned with the safety of its students, especially with respect to movements outside the University premises, students are to note that:

- a) Normally, no student shall be absent from the Hall of Residence overnight without permission from the Student Affairs Officer.
- b) Similarly, no student is allowed to travel out of the University on weekends or undertake an impromptu journey outside the University, no matter how urgent or important the issue at stake, without a written permission from the Student Affairs Officer of the University.
- c) **In his /her application**, such a student must disclose, honestly, the information regarding his/her destination address, telephone number and purpose for such journey, **parent/sponsor's consent** to the Student Affairs Officer.
- d) A student leaving the Hall, except for activities within the campus, must sign off at the Hall Administrator's office. Upon return, he/she must also sign in.

Violation of the rule shall attract a reprimand for a first offender to 2 weeks suspension for a repeat offence.

- e) **Any student permitted to leave the campus as stated above shall be expected back on campus on or before 6.00 pm**

Violation of this regulation shall attract a reprimand to expulsion depending on the gravity of the offence.

11. CLEANING OF ROOMS

- i. Every student occupant shall take the responsibility of cleaning his/her room. This responsibility shall be shared among all occupants in the room.
- ii. Unwashed plates, cutleries, overnight soaked pants and dresses etc. should not be found in any room, bathrooms, toilets or kitchenettes.
- iii. All dirts, waste papers, etc., should be emptied in the waste paper basket /dust bins provided by the University. This is to ensure easy evacuation by the Hall Cleaners.
- iv. All beds should be neatly dressed before students go for lectures.
- v. All electrical appliances/lights should be switched off when leaving the room.
- vi. Every student shall participate in the general cleaning of his/her room and **surrounding of the hall every Saturday**.
- vii. The University Authority shall eject any dirty student from the hall after a warning.

12. DEFACING OF UNIVERSITY WALLS WITH PASTING OF POSTERS, BILLS OR PAPERS, WRITINGS, DRAWING, ETC.

- i. No student shall deface the walls of the University, or hall/rooms with any posters, bills, writings, drawings, graffiti, etc.
- ii. Any violator of this rule shall be made to paint the wall at his/her cost and earn a 2 weeks suspension. This is without any prejudice to any other form of disciplinary action by the University.

13. USE OF WIRELESS SETS, RADIOS, STEREO SETS, MOBILE TELEPHONES, ETC

- i. **Use of Musical Instrument**
No student is allowed to disturb his/her roommates with musical equipment. However, students may play radios, cassettes and other musical instruments any time between 6.00am and 10.00pm, provided the gadget is always tuned to the level that will not disturb other roommates. The appropriate use of earphones is recommended.
- ii. **Use of Batteries Only for such Equipment**
Students who play radios, cassettes and other musical instruments in the halls must do so with their own batteries and not electricity.
- iii. **Minimum Sound**
On no account shall a gadget be so loud as to be heard outside the closed door of a particular room. Earphone use is always preferable when operating electronic gadgets.
- iii. No student is allowed to bring television set into the Hall of Residence.

Use of any electronic gadget in a way to cause disturbance to other residents in the hall will attract a reprimand for the first offender and confiscation of the gadgets for a repeat offence. **(just included)**

v. **Use of Mobile Telephones**

All mobile telephones should be switched off in the Centre for lectures and examination halls, library and during prayer/worship periods. Students should show consideration for others by speaking with low tones and putting the ring tones at vibration at all times. Any student found violating this rule shall have his telephone seized and he/she shall be strongly reprimanded.

** Students are advised not to bring sophisticated and expensive phones to the university. The university will not be liable for any stolen phones. Students are advised to be security conscious at all times.

**** This section is just added.**

- vi. Permission must be sought and obtained from the students affairs office prior any student official event such as students association, departmental week etc.

Failure to do so will attract arraignment of the officials of the student group before SDC.

(just added)

14. **ELECTRICAL APPLIANCES/ CANDLES**

- i. In order to prevent domestic hazards and accidents, the uses of electrical appliances and candle, etc., are absolutely forbidden in the halls. Any student found violating those regulations, in respect of the use of electrical equipment, radios and naked light shall have his equipment seized, in addition to paying a fine of ₦5,000, or expulsion from the university on the first offence and second offence, respectively, student are, however, allowed to use bedside lamps with rechargeable batteries.

ii. **Use of Additional Fans**

Students shall not use additional fans in the Halls of Residence.

- iii. The University may provide some electrical appliances for students to be used in designated kitchenettes, laundry or ironing rooms. It is the responsibility of any student using these appliances to use them with utmost care, clean them after use and return them to the appropriate storing place.

15. **FEEDING**

- i. The University has canteens where students can eat on a pay-as-you-eat basis.
- iii. Hot water can be obtained from the kitchenette.

16. **COOKING IN THE HALLS OF RESIDENCE**

- i. No student is allowed to cook in the Hall of Residence. Students are to purchase their meals from the University Cafeteria.

- ii. Any student found violating this rule shall be expelled from the Hall and the University.

17. VISITORS TO HALLS OF RESIDENCE

A visitor is any person who is not an authorized resident of the particular hall. All students should, therefore, take note of the following details:

- i. No visitor is permitted to enter into a student's Hall room. Any visitor shall first report at the Hall Administrator's Lodge and sign the required documents, after which, the Hall Administrator shall direct the visitor to the Common Room. The Hall Administrator shall then send for the student being visited, who shall meet with the visitor only in the Common Room. Before leaving, the visitor shall again report at the Hall Administrator's Lodge and sign out. If this process is not followed, the student being visited shall be duly held accountable.
- ii. The hours of visitation are from 3.00pm to 6.00pm, Monday to Friday, and 12.00 noon to 6.00pm on Saturdays, Sundays and public holidays.

This regulation applies also to the visiting students of this University and to students' relatives. The visiting period, as indicated above, must be observed. Visitors outside this period must see the Student Affairs Officer, if he/she is from outside or the Hall Administrator if he/she is a student of the university.

- iii. No visitors (see (i) and (ii) of this section) shall be allowed in any hall after 6.00p.m. each day. Failure to comply with the above rules leads to an outright expulsion of the violator(s) from the university.
- iv. All visitors must wear the University Visitor's Card for easy identification.

18. OPPOSITE SEX VISITORS

Visitors of the opposite sex **MUST NOT** enter the students' rooms.

- i. Thus, a male student visiting female student(s) is regarded as a visitor and vice versa.
- ii. However, a male student visiting a male hall or a female student visiting a female hall is not a visitor, but a colleague.
- iii. Female students are not allowed into the rooms of the male students and vice versa.
- iv. Opposite sex visiting students are to meet strictly at the visiting hours in the respective Common Rooms of the Halls of Residence.
- v. Any violation of these regulations by students will attract a written warning to the student involved, the visitor and his/her host/hostesses **for the first offence**. Repeat offence will be referred to SDC. (a new addition)

19. OVERNIGHT VISITOR/ GUEST ARRANGEMENT

No student is allowed to accommodate any male or female visitor/guest, in his/her Hall room overnight.

Any student found entertaining a visitor /guest or any other student in his/her Hall room overnight will be immediately suspended for 4 weeks from the University. The visitor will be handed over to the Police. Arrangements to accommodate an overnight guest/visitor must be made with the Dean, Student Affairs or his appointed officer.

20. INVITATIONS TO STUDENTS FROM OTHER INSTITUTIONS

- i. No student is allowed to invite student(s) of other tertiary institution(s) to the University or his/her living room to hold parties or meetings, either in the Hall or any other venue of the University, without written permission from the Dean, Affairs Office.
- ii. Any violation of this regulation may attract suspension of the student from the University.

21. SMOKING

- i. Smoking, in all its ramifications, is prohibited in the University. No student is allowed to smoke in the Lecture Halls, Halls of Residence or anywhere in the University Environment.
- ii. Any student found smoking shall be expelled from the University.

22. ALCOHOL USE

- i. No student is allowed to **possess or** drink alcohol on Campus.
- ii. Any student of the University who violates this rule shall be expelled from the University.

23. USE OF HARD DRUGS

- i. The use and **possession** of hard drugs, which includes Indian hemp, cocaine, heroin, etc., is highly prohibited in the University.
- ii. Any student found in possession or using hard drugs of any kind will be suspended indefinitely and referred for psychiatric treatment. If found guilty, he/she will be expelled from the University and handed over to the police for prosecution.

24. LOSS OF PERSONAL PROPERTY

- i. It is the duty and responsibility of each student in the Hall to take care of his/her personal property, as the University Administration will not accept any responsibility for any loss of property in the Halls of Residence.
- ii. Students are allowed the use of mobile phones and laptops on campus since these can enhance their academic work and interaction with the outside world. For security reasons and in order to guard these gargets from theft, the owners of laptops are advised to register same with the security personnel at the main university gate and the porters in the hall of residence. They are advised to engrave their names boldly on their laptops.
**** new addition**
- iii. Students are, therefore, advised, in their own interest, not to bring their valuable items into the Halls of Residence.

- iv. The wardrobes and door keys should be properly used.
 - iv. Students are advised to deposit their money in the nearest bank.
 - v. **Note that the university will not be responsible for any stolen property.**
25. **USE OF FIREWORKS AND POSSESSION OF FIRE ARMS AND OTHER DANGEROUS WEAPONS**
- i. The possession and use of firearms and fireworks, such as knockouts, etc. by students are strictly prohibited on the University campus.
 - ii. Any student found violating this rule will be expelled from the University and handed over to the police for prosecution.
26. **INVENTORY OF UNIVERSITY PROPERTIES IN HALLS OF RESIDENCE**
- i. At the end of each academic session, all students living in the University Halls of Residence are **expected to pack out all their belongings and hand over the keys and other properties in their rooms belonging to the University, to the hall warden/administrator** not later than 12 noon on the day of vacation, after assets verification through the Hall Administrator might have been carried out.
 - ii. A representative of the Dean, Student Affairs Office, will take a proper inventory of all rooms and will, thereafter, issue a Clearance Certificate to each student at the end of every session. Students who fail to comply with this rule shall face disciplinary action. **Any missing or damaged item identified in the room or block shall be repaired or paid for by the student(s) responsible for same. (just added)**
27. **CARE FOR THE SICK**
- i. Every student is expected to register with the university health centre on resumption at the university. Any student that fails to register or fails to take his/her card to the health centre when requesting for treatment should be reported to student affairs officer for necessary disciplinary action.
(a new addition)
 - ii. A student who becomes sick should report to the University Health Services Centre without delay.
 - iii. A student who is too sick to report personally to the Health Centre shall get his/her room mate or nearest neighbour to report to the Health Centre immediately.
 - iv. Should a student take any medical treatment not authorized by the Medical Centre, he/ she does so at his/her own risk.
 - v. Students suffering from infectious or contagious diseases shall be isolated until he/she recovers from the illness.
28. **EMOTIONAL OR SOCIAL COUNSELLING**
- Any student who experiences any emotional or social discomfort while within the University should feel free to speak, in confidence, with the Chaplain, the Dean,

Student Affairs Officer, Hall Mentors, Hall Administrators, or any other Officer designated to provide spiritual and emotional counseling to students. Every student of Ajayi Crowther University is expected to relate with other students and staff and the entire University Community, as a member of God's family and as devoted Christian family. The authority will perform its role as *'in-loco-parentis'* to students and will assist students to develop spiritually, academically, emotionally, socially and physically during their period of study in the University.

29. **CLOSING OF DOOR/GATES**

- i. The main gates of the University shall remain closed from 10.30 pm to 5.00 am the next morning.
- ii. Any student who arrives after the gates have been shut must give satisfactory explanation to the security men on duty before he/she will be allowed on Campus.

30. **HALL MANAGEMENT**

A. **Hall Student Leader (Hall Representatives)**

- i. Every Hall unit shall have an elected Hall leader who shall be a student, lawfully resident in that Hall unit.
- ii. The functions of a Hall Leader include;
 - a. Conducting morning and evening prayer.
 - b. Keeping the Dean, Affairs Office regularly informed of developments in his/her unit relating to issues such as light, water supply, squabbles, etc.
 - c. Ensuring discipline in his/her unit.
 - d. Keeping an up-to-date register of all students resident in his/her unit.
 - e. Preparing his/her Hall for Inter-Hall Sports Competition, Dinner, Quiz, Drama, etc.
 - f. Any other duties the Dean, Affairs Office may assign to him/ her.

**** This section can be taken care of by the hall management committee. If so, this section can be deleted**

B. **Hall Warden**

Every Hall shall have a Hall Warden who shall be under the supervision of Hall Master/Mistresses. The Warden is charged with the following duties:

- i. Enforcing all Hall rules in the Hall,
- ii. Maintaining discipline in the Hall,
- iii. Keeping an up-to-date register of all students residing in the Hall.
- iv. Keeping the Students Affairs Officer regularly informed of the situation of things in the Hall,
- v. Maintaining proper sanitation in the Hall,
- vi. Caring for Hall property and Hall keys,
- vii. Securing the Hall, especially when students are away,
- viii. Collecting the Hall keys from Students Affairs Officer and opening the Halls of Residence, before noon on the day before lectures begin, in any

semester, for the returning students. On the day the University closes for any reason whatsoever, the Hall Administrator shall check and ensure that all Hall properties are intact and secure. He shall then lock up the Halls of Residence and return all keys to the Students Affairs Officer, and

- viii. Hall Administrators shall also perform any other duties the Students Affairs Officer shall assign to them.

31. SANCTIONS

- i. Hall Wardens shall report cases of infringements of hall rules to the hall master/mistresses who can mete out punishment for minor cases. More serious cases are to be reported to the Dean, Student Affairs .
- ii. The Dean, Students Affairs may impose punishment, ranging from immediate sack from the Hall to recommending the total expulsion of the culpable offender from the University.

32. VIGILANTE SQUAD

A vigilante squad consisting of Students Affairs Officer, Hall Administrators, Chief Security Officer, a selected few of the security staff and any other appointed staff will periodically visit the Hall rooms at any time to enforce the above Hall Rules and Regulations and to report exceptional matters to the University Authorities.

(This section to be deleted)

33. STUDENTS' RIGHTS OF APPEAL

Ajayi Crowther University has provided these rules and regulations to guide and ensure excellent behaviour by student. It has no intention of frustrating, rejecting or condemning any student. Any student who has been placed on corrective measures, but who feels he/she has not been given a fair hearing, or has additional information to guide the University's decision, has the right to send in a letter of appeal **in writing within seven days** to the Students Affairs Officer in the case of offences in the Halls.

34. AWARD OF AJAYI CROWTHER UNIVERSITY DEGREE

Ajayi Crowther University has the right to refuse the award of its degree to any student who has exhibited gross acts of misconduct in the University, the award of the University's degree is subject to being found worthy in character and learning throughout the period of study.

CHAPTER SIX

**EXAMINATIONS
REGULATIONS**

This chapter presents the regulations governing all examinations in the University. Part of its objective is to inculcate sound moral discipline and practice and to promote integrity. This is to avoid those pitfalls that have tended to erode the public's confidence in university degrees. You must not lose your identity. Depend on yourself, study well, attend lectures and cultivate the habit of personal reading and studying. All students should scrupulously observe the regulations, as ignorance of them will not be entertained by the Administration.

1. ADMISSION TO EXAMINATIONS

Only those students, who have been duly admitted, who have registered, matriculated, signed for the Student Handbook, paid their school fees in full, signed the matriculation oath, and undergone a regular course of study in the University in line with the rules and regulations of the University, shall be allowed to take their examinations, subject to section 2 below.

2. MINIMUM CLASS ATTENDANCE

All such students, who are matriculated with the University, are required, in addition to paying all prescribed fees to the University, to have minimum of 75 percent physical attendance in the courses registered for in the various departments of the University, before being allowed to take their examinations. Each lecturer shall keep class attendance register for course(s) taught.

3. STUDENTS TO USE ONLY ASSIGNED SEATS

The invigilators shall assign seats to candidates. A candidate shall neither choose a seat for himself, nor refuse a seat assigned to him by the Invigilator.

4. USE OF CURRENT STUDENT IDENTITY CARD IN ALL EXAMS

All students are expected to put on their current ID Card during examinations. Any student who fails to show his ID Card during an examination shall present his passport photograph to the Chief Invigilator for authentication and shall, within 24 hours working days, submit a duly authorized ID Card. Until then, his script will be marked on top by the Chief Invigilator as "SUSPECT".

5. NEED FOR STUDENT'S PUNCTUALITY

Students must be punctual at every Examination Hall. In this respect, all students are expected to report at the Examination Hall at least 30 minutes before the commencement of each examination. Students who come late to the Examination Hall may be admitted at the discretion of the Chief Invigilator, but no student shall be admitted into the Examination Hall, 30 minutes after the commencement of the examination.

6. LEAVING HALL UPON COMMENCEMENT OF EXAMINATION

No student is allowed to leave the Examination Hall for the first one hour after the commencement of an examination.

7. VISITING THE TOILET DURING EXAMINATIONS

No student is allowed to leave the Examination Hall with the intention of returning, except to go to the toilet, and an Examination Attendant of the University must accompany the student.

8. **UTMOST SILENCE DURING EXAMINATIONS**
Students are advised to maintain utmost silence in the examination Hall throughout the examination.
9. **WRITING MATERIALS**
Students must bring their own ink, pens, biros, erasers, rulers, pencils, calculators and any other instruments that are specifically permitted to be brought into the Examination Hall for a particular examination paper. No borrowing of any of these items is allowed in the Examination Hall.
10. **ITEMS PROHIBITED FROM EXAM HALLS**
Students are not allowed to bring handsets, books and/or bags with them into the examination hall. However, where a particular course requires the use of tables, graphs, etc., the University shall supply these during the examination and they must be returned along with the examination scripts.
No candidate shall have any other material or paper in his possession, even a private letter, while inside the Examination Hall.
11. **INTERPERSONAL COMMUNICATION DURING EXAMINATION**
No student is allowed to communicate with any other student when the examination is in progress in the examination hall. Instead, if a student needs clarification, they are advised to **raise their hands** to draw the attention of the Invigilator, as opposed to rising from their seats or making any sound of any sort.
12. **ALTERATION OR CANCELLATION OF MATRICULATION NUMBER**
No alteration or cancellation is allowed in the answer booklet of the student's registration or matriculation number. If any mistake is made in respect to a student's registration or matriculation number, the Chief Invigilator shall witness and initial the correction immediately it is made.
13. **SMOKING, EATING, DRINKING, ETC.**
Smoking, eating, chewing gum, drinking, etc, is prohibited in the Examination Hall.
14. **USE OF SCRAP PAPER**
The use of scrap paper is not permitted in the Examination Hall. Students are advised to do rough examination work in the answer book itself and it should be neatly crossed through later on. Similarly, no rough work is permitted on the question paper, on the desk, the student's palm, handkerchief, or anywhere else.
15. **LEGIBLE AND NEAT WRITING**
Students are advised to write neatly and legibly.
16. **FILLING EXAMINATION ANSWER BOOKLETS**
Students are advised to ensure that, within the first 5 (five) minutes of the examination, they have inserted, the title and code of the course being examined and their matriculation numbers at the appropriate place. Students shall also insert the number of the attempted questions on the front cover of the answer scripts before submitting their answer scripts to the Invigilator.
17. **USED OR UNUSED ANSWER SCRIPTS**
The students are not allowed to take away any used or unused scripts from the Examination Hall.
18. **DRESSING TO EXAMINATION HALLS**
Students' dressing to the Examination Halls should comply with the regulations on the Dress Code, Veils, or coverings over the head and face-caps are not allowed in the Examination Halls.

CHAPTER SEVEN

EXAMINATION MISCONDUCT AND PENALTIES

This chapter summarizes what constitutes an examination misconduct and the various penalties, ranging from warning to expulsion, for violating examination rules. Ajayi Crowther University stands out to promote integrity, both in and outside the classroom. Thus, every student has been advised to study these rules and their penalties. Examination malpractices not covered in this code shall be addressed by the appropriate Disciplinary Committee and if found guilty, the violator shall face appropriate sanction.

The list is by no means exhaustive. Students are to note that:

- i) Any action by a student, which compromises the integrity and sanctity of the University examination, shall be considered to be an academic misconduct and shall be visited with appropriate disciplinary action;
- ii) Without limiting the generality of the foregoing, academic misconduct shall be deemed to include, but shall not be limited to, the following:

A. **Examination Misconduct**

1. **FALSIFYING ACADEMIC RECORDS FOR ADMISSION, ETC.**

Falsifying academic records or submitting false credentials for purposes of gaining admission to the University examination or for any other academic purpose.

2. **IMPERSONATING**

Impersonating another student or entering into an agreement with another person to be impersonated for purposes of taking examinations or tests or carrying out laboratory or other assignments.

3. **PLAGIARISM**

Plagiarism, that is, the act of presenting the ideas or words of another as one's own. The use of other people's ideas or words must be properly acknowledged and referenced. This applies to all written materials, such as essays, laboratory reports, term papers, designs and other projects, statistical data, computer programmes and research results. The properly acknowledged use of sources is an accepted and required form of academic behaviour.

4. **UNORTHODOX MEANS**

Obtaining, by theft, or other improper means, examination papers, tests, or any other materials, or using such materials, or distributing such materials to other students.

5. **CHEATING**

Cheating in examinations, assignments, term papers, reports, projects or any other test that is to be used in judging the student's performance in a course, programme of study or on any special test, which the University may offer. Cheating includes copying from another student's work or allowing other students to copy from one's own work, consultation with any

unauthorized person during an examination or test and use of unauthorized aids.

6. **FALSE MEDICAL CERTIFICATE**

Submitting a false medical or other certificate, or obtaining such certificate under false pretence for examinations or any other academic purpose whatsoever.

7. **RE-SUBMISSION OF USED MATERIALS**

Submitting an essay, report or assignment to satisfy some, or all of the requirements of a course, when that essay, report or assignment has been previously submitted or is concurrently being submitted for another course, without the express permission of the lecturer(s) involved.

8. **DISRUPTION, HARASSMENT, ETC.**

Behaving in a manner, which infringes, in an unreasonable way, on the right of other students to engage in their scholarly work. This shall include the disruption of classes and examinations and the harassment or intimidation of students or staff.

9. **ANTI-SAFETY BEHAVIOUR**

Behaving in a workshop, studio room or laboratory, in a manner which is in serious or repeated violation of safety regulations and, thereby, creating a situation that constitutes a threat to the safety of the individual or other occupants of the workshop studio room or laboratory.

B. PENALTIES

1. **UNAUTHORIZED COMMUNICATION**

If a student is found engaging in any unauthorized communication (oral, written or sign) while the examination is in progress, the student involved shall be disqualified in the relevant examination paper and shall be deemed to have failed that paper. Such a student may be allowed to register for the course during the following year.

2. **INFLUENCING AN EXAMINATION OFFICIAL**

If a student is found attempting to influence any examination official with a view of gaining an advantage (e.g. writing of unauthorized numbers, names, marks, notes, etc. on answer booklets), the student involved shall be disqualified in that examination, and shall be deemed to have failed that paper. Such a student may be allowed to register for the course during the next session.

3. **WRITING ON UNAUTHORIZED MATERIALS**

If a student is found writing on any unauthorized paper or material(s) during an examination, either the question set or solution, thereof, the student involved shall be disqualified in the relevant examination paper and shall be deemed to have failed that paper. Such a student shall be allowed to register for the course during the next session.

4. **UNAUTHORIZED CHANGE OF SEATING POSITION**

If a student is found changing assigned sitting position in the examination hall without the permission of the Invigilator, the student involved shall be disqualified in the relevant examination paper and shall be deemed to

have failed that paper. Such a student shall be allowed to register for the course during the next session.

5. **POSSESSION OF WRITTEN MATERIALS**

If a student is found having in his/her possession, any written or photocopies of notes or any printed materials, or notes written on any part of the body, clothing, instruments, such as set square, slide rules, calculator etc, or having notes written on chairs, tables, desks or drawing boards during the examination, the student involved shall be disqualified from the entire examination and suspended for one calendar year, and give a written undertaking of good behaviour, signed by the student and his/her parents/sponsor(s).

6. **COPYING FROM UNAUTHORIZED MATERIALS**

If a student is found, while the examination is in progress, copying, or has copied any paper, book or note on to any part of clothing, body, table, desk or instruments, like set square, slide rule, protractors, calculators etc., the student involved shall be disqualified from the entire examination and suspended for one calendar year, and give a written undertaking signed by both the students and his/her parents or sponsors of good behaviour.

7. **CONSULTING RECOMMENDED BOOKS OR LECTURE NOTES**

If a student is found, while the examination is in progress, consulting lecture notes or recommended textbooks, inside or outside the examination hall, the student involved shall be disqualified from the entire examination and suspended for two calendar years and give a written undertaking to be of good behaviour, signed by the student and his/her parents/sponsor(s).

8. **PASSING UNAUTHORIZED MATERIALS TO OTHERS**

If a student is found, while the examination is in progress, passing any material, such as a copy of the question set in the paper or solution, to any one, both students involved shall be disqualified from the entire examination and suspended for one academic year and shall be required to register at the beginning of the corresponding semester of the following year.

9. **RECEIVING UNAUTHORIZED HELP FROM OTHERS DURING EXAMINATION**

If a student is found, while the examination is in progress, receiving from or giving help to another student through some written material relevant to the examination, both students involved shall be disqualified from the entire examination and suspended for one calendar year.

10. **AIDING AND ABETTING OTHERS TO COPY**

If a student is found, while the examination is in progress, aiding and abetting any other student to copy from unauthorized material, the students involved shall be disqualified from the entire examination and suspended for one calendar year and shall be required to register at the beginning of the corresponding semester of the following year. If the student aiding or abetting the other(s) is not writing that particular paper,

he shall be expelled from the University. If the culprit is from another institution, he shall be handed over to the police.

11. **SOLICITING FOR MARKS**

If a student is found, while the examination is in progress, communicating or attempting to communicate, directly or indirectly, with the examination officials, with a view of influencing them in the award of marks, the student involved shall be disqualified from the entire examinations and suspended for two calendar years.

12. **DESTRUCTION OF UNAUTHORIZED MATERIALS**

If a student is found, while the examination is in progress, destroying any unauthorized note or paper found on him/her, the student involved shall be disqualified from the entire examinations and suspended for one calendar year.

13. **DISOBEYING EXAMINATION INSTRUCTIONS**

If a student is **found**, while the examination is in progress, disobeying lawful instructions from examination officials, the student involved shall be disqualified from the entire examinations and suspended for **one** calendar year and shall be required to register at the beginning of the second year following the suspension.

14. **REFUSAL TO COMPLETE MALPRACTICE FORM**

If a student is found, while the examination is in progress and refuses to complete part of the form for reporting examination malpractice, the student involved shall be suspended for two calendar years.

15. **POSSESSION OF EXAMINATION MATERIALS**

If a student is found, being in possession of examination materials, such as answer booklets, before and/or after examination, the student involved shall be disqualified from the entire examinations and suspended for one academic session and shall be required to register at the beginning of the third session.

16. **MAKING PREVIOUS ARRANGEMENTS FOR HELP**

If a student is found to have made, or makes, or is making, any prior arrangement to obtain help in connection with the question paper, the student involved shall be disqualified from the entire examinations and suspended for one academic year and shall be required to register at the beginning of the corresponding semester of the third year.

17. **SMUGGLING OF ANSWER SCRIPTS**

If a student is found smuggling, in or out of the examination hall, an unauthorized answer script or continuation sheet or question paper, the student involved shall be expelled from the University.

18. **IMPERSONATING ANOTHER STUDENT**

If a student is found impersonating another student by writing the candidate's name and/or number, the students involved, that is, both the impersonator and the impersonated, if both are Ajayi Crowther University students, shall be expelled from the University. However, where the imper-

sonator is not a student of Ajayi Crowther University, he shall be handed over to the police. If a student of Ajayi Crowther University impersonates anyone outside the University, he shall be expelled from the University.

19. **STEALING QUESTION PAPERS, EXAMINATION MATERIALS, ETC.**

If a student is found with unauthorized written materials, question papers, solutions or any materials relevant to the examinations, the student involved shall be expelled from the University.

20. **ATTACKING INVIGILATOR (S) OR LECTURER (S)**

If a student attacks an invigilator or any Officer conducting the exam in or out of the examination hall, the student involved shall be expelled from the University.

21. **COLLABORATIVE COPYING, REFUSAL TO SUBMIT OR DESTRUCTION OF MATERIALS**

If any student is involved in collaborative copying, exchanging of answer scripts or written materials in the examination hall, or refuses to hand over suspected offending material(s), or destroys the suspected offending material(s), or tenders any unauthentic document relating to the examination (e.g. I.D. Card, payment of receipts, medical certificates), or refuses to sign the Examination Misconduct Form when instructed to do so, such a student shall be expelled from the University.

22. **TALKING, FAILURE TO RETURN EXAMINATION BOOKLETS, ETC.**

Failure to return an answer script after the examination or talking to another student during an examination or looking into another student's answer script, or borrowing or lending material in the Examination Hall, or exhibiting an unruly behaviour to the invigilator or any other examination officer or student constitutes an examination misconduct. Any student involved shall be deemed to have failed that particular course. He may, however, be allowed to write the paper in the next session or summer programme.

23. **FAILURE TO STOP WRITING OR WRITING BEFORE THE START OF EXAMINATION**

Writing before the start of examination, or after the call to stop writing or writing things other than the registration number on the question paper administered, constitutes an offence and the offender shall be given a written warning.

24. **OTHER TYPES OF EXAMINATION MALPRACTICES**

If a student is found committing any other related offence(s) connected with examinations, which may not be specifically mentioned above, the student involved shall face the penalty recommended by the Student Disciplinary Committee.

C. **PREROGATIVE OF THE VICE-CHANCELLOR**

i. As the law governing the University vests the Vice-Chancellor with the power and authority to discipline the students, it is the prerogative of the Vice-Chancellor of Ajayi Crowther University to enforce the "**STUDENT HANDBOOK**" in whole, or in part or to suspend any

part of the "**STUDENT HANDBOOK**" in the best interest of the University.

- ii. Thus any student, whether suspended, expelled, or given a warning in any major offence, and having served the penalty, would be required to come **along** with his/her parents or guardians to see the University Administration, before he/she is readmitted into the University.

CHAPTER EIGHT

STUDENTS SPIRITUAL DEVELOPMENT AND CAMPUS LIFE

Ajayi Crowther University, Oyo was established to provide a living and learning environment which is influenced by Christian/Biblical ethics and principles by focusing the vision of her students and graduates on Spiritual, Moral rectitude and academic excellence.

The arrowhead of the spiritual operations unit of this University is the Chaplaincy Unit headed by the University Chaplain and assisted by other clergymen in the chaplaincy. The spiritual place of worship in Ajayi Crowther University is the University Chapel which is the heart beat of the chaplaincy unit. Ajayi Crowther is a christian mission University and takes the spiritual development of her students very seriously.

The spiritual thrust/development goals of the University are achieved through the following segments:

- i. The Chaplaincy
- ii. The University Chapel
- iii. The Spiritual Build up department
- iv. The In-reach & Outreach departments
- v. Church Attendance

The Chaplaincy's mission is to generate holistic spiritual programmes packaged/designed to achieve the vision and mission of the Church of Nigeria Anglican Communion vis-à-vis the mission of Ajayi Crowther University for her students and graduates.

The spiritual life of the University community – the staff, students and entire members of the University shall be enhanced through;

- Chapel and attendance
- Pastoral care services
- Spiritual build up operations
- Chapel programmes
- Counseling
- Outreaches

The University Chapel:

It is the desired expectation of the chaplaincy to bring through the University chapel, the entire staff, students and community together for corporate worship, spiritual nurture and education, regarding relevant issues of life.

The Chapel is set out to bring about:

- i. Corporate and intimate, personal relationship with God.

- ii. A systematic and consistent biblical teachings geared towards producing Holy Spirit filled, vibrant and spiritually grounded members that will affect both the University and her community in all righteousness.

Chapel Attendance Policy and Procedure:

Attendance at chapel is required of all students. A record of attendance is kept for each student. The services made available by the chaplaincy are as follows:

- i. Chapel corporate worship services hold every Sunday
 - 8.00 am – 9.45 am (1st Service) → Attendance Check – 7.30 am – 7.45 am
 - 10.00 am – 11.45 am (2nd Service) → Attendance Check – 9.50 am – 10.05 am
- ii. Tuesday Bible study – 5.30 pm – 6.45 pm
- iii. Mid-week prayer service – 5.30 pm – 6.45 pm
- iv. Night vigil programme: Every last Friday of the month at 10.00 pm.
- v. Beginning the Month with The Lord: First day of every month @8.00a.m
- vi. Other Programmes:
 - Week of spiritual emphasis: Every last weekend of every quarter in the year
 - Daily morning devotion: 5.30 am – 6.15 am in every Hall of residence.
 - Other programmes as led by the Holy Spirit will be announced by the chaplaincy.

Please Note That:

- **Chapel Attendance is mandatory for ALL students.**
- No other religious gatherings are allowed on the Campus besides those permitted by the chaplaincy. Absence from the services shall be with the written permission of the hall master/mistress.
- Other programmes including; social gatherings, recreating in the cafeteria/eateries, lectures or sporting activities are not permitted during the period of worship services and related programmes.
- Students are expected to dress decently to the chapel and conduct themselves decently during worship services.
- All students must obey and take the official instructions from Chapel officials e.g., Ushers, Sanctuary Keepers, Counsellors etc.
- Students are advised to bring their copies of the Holy Bible and a Chapel Service notebook, to record messages, testimonies and instructions during the service.

Any act of misconduct in the chapel will be referred to the student Disciplinary Committee.

Ven. O. O Olagundoye
UNIVERSITY CHAPLAIN

CHAPTER NINE

AJAYI CROWTHER UNIVERSITY STUDENT ASSEMBLY (ACUSA)

As it is in other universities and tertiary institutions in the country, the Management of Ajayi Crowther University, Oyo approved that the students of the university be allowed to constitute themselves into a body known as Ajayi Crowther University Student Assembly (ACUSA).

The ACUSA aims to serve as an effective mean for training the students in godly and mature leadership, a channel of involving the students in the management of their own affairs and promoting understanding between the University Management and the students. All matriculated students are qualified to be members.

The ACUSA is under the office of the Vice Chancellor and all its activities are supervised by the Students Affairs Office. The Students Affairs Office (SAO) in its supervisory role of ACUSA is to ensure that the rules guiding the operations of the Assembly are strictly followed and the aims for which the body is established are achieved.

ACUSA OFFICERS

There shall be two categories of Officers namely: Central Executive Committee (CEC) and the Students Representative Council (SRC). The two categories of Officers combine to form the General Council (GC).

Central Executive Committee shall consist of:

- President
- Vice President
- Secretary
- Assistant Secretary
- Treasurer
- Financial Secretary
- Social Director
- Sports Director
- Public Relations Officer
- Auditor

Students Representative Council (SRC) shall comprise two representatives from each of the Halls of Residence.

Election into the offices:

Qualified students would be appointed into these offices by election. For offices which are not hall based, there shall be no gender discrimination. There shall be an Electoral Committee that will conduct the election in accordance with the provisions in the constitution of ACUSA.

The functions of the officers of ACUSA shall be as spelt out in the Constitution of ACUSA. The tenure for each office is one academic year.

Source of Revenue:

The revenue for the operation of ACUSA shall come from:

- i) Annual levies collected from students
- ii) Donations from philanthropists
- iii) Profits accruable from investments

All financial transactions of ACUSA shall be in accordance with the provisions in the Constitution and those of the university.

CHAPTER TEN

UNIVERSITY LIBRARY

1. Introduction

The new University Library, an architectural showpiece, was commissioned by the donor Lt. Gen. T.Y. Danjuma (Rtd) on 30th November, 2009. It became functional as T.Y. Danjuma Library on Monday, 4th January 2010. It supersedes the old library building inherited from St. Andrew's College of Education. Presently, the collection covers the disciplines in the Faculties of Social and Management Science, Humanities and Natural Science. The collection continues to grow at an appreciable rate. It has also a reasonable amount of journal titles in the disciplines presently taught in the University. Subject coverage increases as new knowledge disciplines are introduced into the programmes.

2. Mission

The mission of T.Y. Danjuma library is to provide rich, up-to-date resources needed by students, lecturers, researchers and administrative staff of the University in a conducive accessible environment; to enhance teaching, learning and research objectives of the University.

3. University Library Hours

The University Library hours of operation are:

Monday – Friday

8.00a.m- 10.00pm

Saturday

9.00a.m- 1.00pm

The library shall be closed on Sundays and public holidays.

4. Registration to use the University Library

Registration to use the University Library by students, staff, researchers, etc., requires that a user should register and obtain an identity card. The requirements for registration of students are;

- (a) photocopy of admission letter
- (b) 2 passport photographs
- (c) evidence of payment of school fees

Registration is renewed every session. library ID card is not transferable. Before graduation, each registered user is expected to do a library clearance and submit the library ID card.

5. Organisation of Library Resources

Library books and journals are classified by the use of Library of Congress Classification Scheme and subject accorded them through the use of Library of Congress Subject Headings. Therefore, on the shelves, books are arranged in strict subject areas determined by the scheme in which all books on the same main subjects are placed together.

Special Collections

A. Documents

The term 'documents' is used for official publications of government at local, state and federal levels. It also covers publications issued by banks, companies and inter-governmental bodies both nationally and internationally. These materials are kept separately in a designated area and can be accessed by users. Documents are useful for research and can be consulted only in the library. Consult the Public Services Librarian for the services.

B. Reserved Books

Reserved books in the library do not circulate like the normal books. Materials are selected and kept in the Reserved Section for several reasons. Some are kept at the Circulation Desk, at the instance of a lecturer for maximum benefit of students. Reserved books are not meant to be taken out of the library.

The user will have to sign for any of the books of interest for a specified period of time, i.e. (2) hours. The duration can be extended if no reader is on the queue. The user must return the material to the circulation desk and sign out.

6. Services

The University Library renders numerous services. Specifically, some are carried out in the Public Services Unit to the direct benefit of users' information needs. Such services include: lending, inter-library loan, document delivery, reservation, reference services, user education, photocopying, display, exhibition and user education.

User education involving Information Literacy Programme and Library Orientation comprise activities designed to welcome and introduce new students and staff to the services, resources (print and online) and organization of materials. Information Literacy Programme is provided to teach staff and students the process that enable maximum usage of online resources.

7. Internet Services

The internet services are components of the Virtual Library which presently operates from 8am-4pm; Monday to Friday. The services include; access to online resources that support students class assignments and projects

- opportunity to download and print materials pertinent to assignment at the rate of #10 per page.
- access to paid subscription to EBSCOHOST databases in the areas of Social and Management Science, Natural Sciences and Humanities
- access to other free online databases e.g. Nigeria Virtual Library, JSTOR, INASP PERI, and HIGHWIRE ARCHIVE.

Trained staff are always at hand for assistance.

8. Basic Library Rules

1. Generally, borrowers can borrow two books for a period of two weeks.
2. Each loan is for one night, though it can be renewed.
3. A fine is usually imposed when a book borrowed is not returned at the due date.
4. All prospective users must complete a registration card.
5. Reader's cards are not transferable. All loans and renewals must be made in person.
6. Books borrowed should be returned on or before the due date as shown on the due date label pasted on the book.

7. Borrowed library books are not transferable.
8. Reference materials and books on reserve are not allowed to be taken outside the library.
9. Silence must be observed in the library.
10. Drinking and eating are forbidden in the library.
11. Seats should not be reserved in the library.
12. All library materials must be handled with care: no bending of leaves of books, no folding, no writing on sides and footnotes and no underlining of any part of the text.
13. Stealing, pilfering and mutilating pages of books, journals and newspaper and other library materials shall attract severe disciplinary actions.
14. Personal materials left behind, in the library at closing time will be removed by library staff, but the library will not accept any responsibility for the loss or damage.
15. Orderly conduct must be observed at all times in the library.

UNIVERSITY LIBRARIAN

CHAPTER ELEVEN

BURSARY

WAITING FOR THE SUBMISSION

CHAPTER TWELVE

SPORTING FACILITIES

Ajayi Crowther University maintains a well-rounded programme of sporting and athletic activities on the Campus under the supervision of experienced coaches. Participations in sports by students are not only for bodily health but it serves to help students manage idle time meaningfully. It helps students to get over those antisocial antics i.e. helps to make positive friendship and it reduces phobia for interpersonal relation. It promotes co-habitation of persons from different ethno-social and cultural/religious backgrounds. Students are therefore strongly advised to get involved by participating actively in sports.

Sports for which facilities are made available include Athletics (Track and Field), Basketball, Handball, Tennis, Soccer, Table Tennis, Volleyball.

The Sport Unit organized annual games competitions among departments/faculties and halls of residence for all sports that run through all segments of 2nd semester. During the games, prizes, awards and medals are given to deserving athletes inclusive of trophies to winning departments/halls. This is an important sports festival in the University calendar and students are encouraged to participate to showcase their talents and skills in sport.

The university is a member of Nigeria Private Universities Games Association (NPUGA) and she participates in the biannual games of the association.

Students are equally encouraged to come out for jogging exercise in the morning between 6.30 am-7.30 am Monday to Friday, and Saturday (6.30am-8.30am).

The periods for sports practice are;

4.00 pm-6.30 pm Monday-Friday

2.00 pm-6.30 pm Wednesday (compulsory)

The responsibility for the Administration of sports in the University is vested in the University Sports Committee.

CHAPTER THIRTEEN

UNIVERSITY HEALTH SERVICES

The university provides health service to the students and staff through its medical centre. The medical centre has qualified personnel in terms of doctors, pharmacists and staff nurses. The centre is well equipped and it offers some laboratory services. The Medical Centre is opened 24 hours daily. It must be noted that it is not a hospital. Medical cases that are beyond what the centre can cope with will be referred to government hospital or better equipped private hospital in town.

- i. All students, upon first admission to the University, during the orientation week, are required to register at the University Medical Centre. The purpose of this registration is to ensure that no student with infectious disease is allowed to spread the disease, and to note students with serious chronic health problems (e.g. Hypertension, Sickle Cell Anaemia, Bronchial Asthma etc), who will need frequent and urgent treatment at the Medical Centre.
- ii. During the registration, students are expected to bring along two passport photographs, their chest X-ray films and completed medical forms.
 - a. Each student is issued a Health Centre Registration Card with his/her number and photograph on it. The University Health Centre has been equipped with qualified medical personnel and all appropriate medical paraphernalia to cater to students' needs.
 - b. Students with chronic health-problems, such as Asthma, Diabetes, Epilepsy, Heart Disease or other potentially serious conditions, are required to establish and maintain a regular patient relationship with the University Medical Centre.
 - c. The Medical Centre may issue "Excuse from Lecture" documents when a student is found temporarily unfit to attend lectures or examinations on grounds of illness or injury. Such document must reach the Student Affairs Officer not later than 8:00 a.m. of the succeeding working day.
 - d. Ajayi Crowther University is committed to combining the prayer of Faith and medicine as the best means of maintaining and regaining health.

Note: It is compulsory for all students to register at the university health centre on admission into the university.(just added)

CHAPTER FOURTEEN

GENERAL INFORMATION

1. DINING SERVICES

Ajayi Crowther University has put feeding arrangements in place that are not beyond the average student. The University Cafeteria provides a broad variety of food on an *a la carte* basis. The dining hours are:

- i) Breakfast - 7.00 a.m. - 9.00 a.m.
- ii) Lunch - 12 noon - 3.00 p.m.
- iii) Dinner - 6.00 p.m. - 8.00 p.m.

The rationale behind setting up this cafeteria system is to enable students have balanced diet and nutrition. Students are advised to patronize only University-approved food vendors within the dining halls.

2

CONSULTANCY SERVICES

In order to accomplish timely completion of academic assignments, the University operates a Business Centre in the academic area to provide the following services for the University Community:

- Cyber Cafe
- Word Processing
- Photocopying

These services are available at affordable prices.

Note: If this is not available, the section should be deleted.

3. POSTAL AGENCY

Postal services shall be provided to serve all students and staff of University. Postage stamps and other Postal Services are available at the Agency. Students' letters and correspondences shall be distributed to them promptly in their colleges and Halls of Residence, as the case may be.

Note: If this is not available, the section should be deleted.

4. SAFETY AND SECURITY

The Security Department issues parking permits and enforces traffic regulations, which are to be obeyed by all and sundry. All thefts, vandalism or accidents should be reported to the security office immediately.

Students are advised to visibly display their ID cards at all times for identification upon request by security personnel.

5. TRANSPORTATION

Students are not permitted to operate or park personal vehicles on Campus. The University shall provide transportation, when necessary, to any location, on or outside Campus, as demanded, by academic or sporting programmes.

6. *PROVISION OF AT MACHINES ON CAMPUS

The university in collaboration with some commercial banks have provided Automatic Teller

Machines (ATM) in some locations within the campus. These are meant to ease the process

of cash withdrawal by the students and staff members.

- (Just added)

CHAPTER FIFTEEN

CONCLUSION

The rules and regulations in this handbook are subject to review from time to time by Senate.

THE UNIVERSITY ANTHEM

Music: Tune of St. Andrew's College Old Boys Association (SACOBAs) Anthem

Hail to you this glorious day
Ajayi Crowther University
All the virtues that you preach
Hard Work, truth, and Honesty
And that what we learn or teach
Must all serve Humanity
All these make us proud to say
Hail our great University!

Praise to you and those you train
Ajayi Crowther University
All your lessons we'll retain
God grant us the sagacity
Your ideas will guide us on
We'll pursue them as our own
Now and till eternity
Hail our great University.

APPENDIX A
Hall of Residence Requirements for Undergraduates

Below is a list of the minimum required items that a student may need during his/her stay in the Hall of Residence. This suggested that not all the items on the list are compulsory, but they are *highly* recommended to ensure that the student enjoys a comfortable and stress-free stay in the Hall of Residence.

Please keep in mind that storage space for each student is limited. Students must endeavour to bring only items of necessity to avoid congestion in the room.

- | | |
|--|--------------------------------------|
| 1. Pillow | 1 |
| 2. Blanket | 1 |
| 3. Bed Sheet with Green and Blue background
and pillow case to match 4'x7' | 2 |
| 4. Mosquito Net | 1 |
| 5. Set of Cutlery | 1 |
| 6. Plastic/Metal Buckets | 2 |
| 7. Padlock and Key Ring | 1 |
| 8. Hangers | 6-12 |
| 9. School Bag | 1 |
| 10. Raincoat or Umbrella | 1 |
| 11. Toiletries | |
| 12. Reading Lamp with 40W bulb or fluorescent tube | 1 |
| 13. Feeding per Semester | |
| 14. Books, Exercise Books,
Hard Cover Notebooks,
Writing Materials, etc. | } *Adequate money for food and books |
| 15. Suits, Shirts, Ties and Trousers for boys, | |
| 16. Trouser Suits, skirts and Trousers for girls. | |
| 17. Decent outfits for Church Services | |
| 18. Sport wear and Tennis | |



FACULTY OF NATURAL SCIENCES COMPLEX



FACULTY OF SOCIAL & MANAGEMENT SCIENCES BLOCK



CENTRE FOR ENTREPRENEURSHIP STUDIES



LANGUAGE LABORATORY



UNIVERSITY FEMALE HALL



D Y T DANJUMA LIBRARY