

UNIVERSITY OF PORT HARCOURT PORT HARCOURT, NIGERIA



GENERAL REGULATIONS AND STATEMENT OF ACADEMIC POLICIES

**APPROVED AT THE 456TH MEETING OF SENATE HELD ON
WEDNESDAY, 26 MAY 2021**

**Version Ratified during the Stakeholders' Meeting of Monday 16th October 2023 at the CBN
Centre of Excellence Auditorium, University Park**

The Statement of Academic Policies of the University was issued first in 1977. It was revised in 1983 to reflect the reorganization from a School to a Faculty-Department system and in 1990 to reflect changes in line with the National Universities Commission (NUC) minimum academic standards. It was further revised to reflect changes made by the Senate of the University in 1995 and from 2002 to 2016.

This document took effect from the 2019/2020 Session.

©Copyright 2021

General Regulations and Statement of Academic Policies of The University of Port Harcourt, Port Harcourt, Nigeria.

Printed in Nigeria

By University of Port Harcourt Press University Post Office
Box 50 University of Port Harcourt Port Harcourt, Nigeria.

[E-mail: uniport.press@uniport.edu.ng](mailto:uniport.press@uniport.edu.ng)

All rights reserved. Electronic reproduction, distribution, or storage of any part of this Document, without the written consent of the Senate of the University of Port Harcourt is prohibited.

DOCUMENT CONTROL

Policy Title	General Regulations and Statement of Academic Policies
Effective Date	<i>October 2023</i>
Version	September, 2023
	7 th version
Approved By	Stakeholders
Date Approved	16 th October 2023
Review Date	16 th October 2028
Superseded or Obsolete Policy/Procedure(s)	2019/2020
Policy Owner	Academic Office

CORPORATE IDENTITY

MOTTO

For Enlightenment & Self-Reliance

VISION

The University of Port Harcourt envisions to be among the best entrepreneurial Universities in the world renowned for its teaching, research, innovation, creativity, productivity, scholarship and entrepreneurship.

PHILOSOPHY

The University of Port Harcourt is committed to academic freedom, ethics and integrity, tolerance, probity, equal opportunity, producing competent graduates and respect for cultural diversity.

MISSION STATEMENT

The Mission of the University of Port Harcourt is the pursuit of academic excellence, the advancement of knowledge and services through quality teaching, lifelong learning, social inclusion, strengthening of civil society and policy relevant research that address the challenges of contemporary society.

GOALS AND OBJECTIVES

GOAL 1: UNIVERSITY GOVERNANCE/FINANCIAL MANAGEMENT

Objective 1: Every unit of the University should be structured to be cost effective and efficient, and generate revenue e.g. 10% annual improvement

Objective 2: Broaden the funding sources for the University.

Objective 3: Computerization of the accounting system of the University

Objective 4: The skill set of people in the University leadership should meet global best practice.

Objective 5: Adherence to procurement guidelines

GOAL 2: EXCELLENCE IN TEACHING, TRAINING AND RESEARCH

Objective 1: Improvement in the quality of teaching, research and Learning

Objective 2: Improvement in the international outlook of the University

Objective 3: Upgrade of existing library and information technology services in the University

Objective 4: Making the University a Centre of excellence for Niger Delta Studies, Sports, Arts, Petroleum Engineering and Geosciences

Objective 5: Engage in internationally recognized and locally relevancy research, perfect creativity, innovation, patent, publish and develop products for commercialization and entrepreneurship.

GOAL 3: UPGRADING OF INFRASTRUCTURE AND UTILITY SERVICES

- Objective 1: Improvement of the road network and access to all units.
 - Objective 2: Water supply for a projected population of 100,000 by 2025
 - Objective 3: Provision of uninterrupted power supply using a multi-prong approach including gas, biomass, solar.
 - Objective 4: Strengthening and upgrade of safety, waste management and general environmental beautification (including aesthetics, painting/building designs)
 - Objective 5: Provision of suitable buildings to accommodate all academic Units.
 - Objective 6: Improvement of health care and recreational facilities.
 - Objective 7: Expansion of student and staff accommodation using various partnership options
 - Objective 8: Provision of modern ICT infrastructure
 - Objective 9: Provision of adequate resources and logistics to enable units of the university to fulfill their roles.
- GOAL 4: STRENGTHENING THE ENGAGEMENT OF THE UNIVERSITY WITH STAKEHOLDERS
- Objective 1: Building enabling environment and encourage partnership with stakeholders.
 - Objective 2: Increasing participation of stakeholders in decision making
 - Objective 3: Marketing our services and solicit the services of stakeholders and partners through the Technology Park, Art Village, Green Park.
 - Objective 4: Engaging national and international standards organizations for ISO Certification of the University of Port Harcourt
 - Objective 5: Encouraging the Alumni Association by developing programmes that promote effective networking amongst its members in Nigeria and Diaspora

THE UNIVERSITY OF PORT HARCOURT ANTHEM

On the green lowlands and swampy plains Of the New Calabar River stands
The University of Port Harcourt; A citadel of learning and excellent education
A home of academic enthusiasts, Searching, searching for knowledge and wisdom.

Enlightenment and self-reliance, our mission. Our hope in the future is rooted in God alone: The
vision of our fathers shining in the stars. Opportunities, unlimited and equal, Our progenies
citizens of the universe. From far and near, the pride of Uniport echoes.

Refrain:

Unique, Unique, Unique Uniport Unique, Unique. Unique Uniport

TABLE OF CONTENTS	PAGES
Academic Objectives	8
Students' Life Cycle	8
Admissions/Enrollment/ Entry Requirements	8
Deferment of Admissions	11
Change of Programme on Admission	11
Certificate Verification/Appeals	11
Payment of School Charges	12
Orientation and Onboarding	12
Orientation Programme	12
Registration of Courses	13
Change of Degree Programme	14
Time Tables	16
Academic Progression	17
Degree Structure	17
General Objectives of Courses	18
Guidelines for Course System and Instruction	19
Grading System	20
Computation of Grade Point Average	21
Continuation, Probation, and Withdrawal	25
Teaching	27
Examination Regulations	27
Procedure for the Review of Scripts of Aggrieved Students	30
Procedure for Change of Results	30
Misconduct	31
Criminal Offences	32
Examination Misconduct	32
Procedure for Investigation of Examination Misconduct	34
Punishment for Examination Misconduct	35
Student Support Services	35
Academic Advisers/Mentorship	35
Feedback Mechanism	36
External Moderation of Degree Examination	36
Extracurricular Activities	36
Clubs and Associations	36
Secret Societies/Cults	36
Graduation and Beyond	36
General Requirements for the Award of a Degree	36
Criteria for Graduating Students	38
Classification of Degrees	38
Appendix 1: Matriculation Pledge	40
Appendix 2: List of Students Registered for a Course	41
Appendix 3: Add/Drop Course Registration Form	42
Appendix 4: Application for Temporary Withdrawal Form	44
Appendix 5: Examination Invigilator's Report Form	46

Appendix 6: Examination Supervisor's Report Form	47
Appendix 7: Examination Misconduct Form	49
Appendix 8: Plagiarism	50
Recommendations	52
Appreciation	53

GENERAL REGULATIONS AND STATEMENT OF ACADEMIC POLICIES OF THE UNIVERSITY OF PORT HARCOURT

1. ACADEMIC OBJECTIVES

The Academic Objectives of the University of Port Harcourt shall be: To contribute to human development, self-reliance and unity through the advancement and propagation of knowledge and to use such knowledge for service to the community and humanity.

To this end:

1.1.1 Degree programmes shall be pursued with the objective of producing persons who are well-grounded in contemporary culture, have sound knowledge of at least one branch of learning and are intellectually and morally well-equipped to make effective contributions to human development, self-reliance and national unity.

1.1.2 Research facilities shall be provided for staff and students to undertake cutting-edge research relevant to the total development of Nigeria.

1.1.3 Continuing education programmes shall be provided for the benefit of persons in the various sectors of the economy and in the public service, with a view to increasing their efficiency and productivity through knowledge of how to key into innovations relevant to their work.

1.1.4 Programmes shall be initiated to assist the local community to benefit from the facilities of the institution.

2 STUDENTS' LIFE CYCLE

2.1 ADMISSIONS/ENROLLMENT/ ENTRY REQUIREMENTS

2.1.1 UNIVERSITY REQUIREMENTS FOR UNDERGRADUATE PROGRAMMES

i. Basic, Certificate and Diploma Programmes

(a) Five credits at O-Level in the relevant subjects, including English Language and Mathematics, obtained at not more than two (2) sittings in the Senior Secondary School Certificate (SSC), West African School Certificate (WASC), General Certificate of Education (GCE), National Examination Council (NECO) and National Business and Technical Examinations Board (NABTEB) Examinations or the equivalent.

(b) An acceptable score in the Screening Exercise conducted by the University.

Undergraduate Programmes

The admission requirements for Undergraduate Programmes of the University are:

(i) Unified Tertiary Matriculation Examination (UTME) Entry Admission Requirements

(a) The candidate must be at least 16 years old by October of the academic year.

(b) Five (5) credits at O-Level in the relevant subjects, including English Language and Mathematics obtained at not more than two (2) sittings in the Senior Secondary School Certificate (SSC), West African School Certificate (WASC), General Certificate of Education (GCE). National Examination Council (NECO) and National Business and Technical Examinations Board (NABTEB) Examinations or the equivalent. This must be uploaded on the Joint Admissions and Matriculation Board (JAMB)'s Central Admissions Processing System (CAPS) website.

(c) A score in the Unified Tertiary Matriculation Examination (UTME) conducted by the Joint Admissions and Matriculation Board, not below the University of Port Harcourt minimum cut-off point for the particular year in question. The UTME subjects shall be relevant to the programme desired by prospective students.

(d) A score in the Post-UTME Screening Exercise conducted by the University not below the minimum cut-off as prescribed by the University for the particular year in question.

OR

(e) An acceptable score prescribed by the University in the relevant Pre-degree Programme in addition to a score in the current UTME. not below the University of Port Harcourt minimum cut-off point for the particular year in question.

(ii) Direct Entry Admission Requirements

The Direct Entry admission requirements of the University are:

(a) Two (2) Advanced Level (A-level) passes in GCE or Higher School Certificate (HSC) including UTME requirements. Specifically, for Engineering, Medicine, Dentistry and Pharmaceutical Sciences, three (3) A-level passes in requirements: relevant subjects including UTME

OR

(b) Two (2) Joint Universities Preliminary Examinations Board (JUPEB) Advanced Level (A-level) passes including UTME requirements: and specifically. for Engineering, Medicine, Dentistry and Pharmaceutical Sciences, three (3) A-level passes in relevant subjects including UTME requirements;

OR

(c) OND (Upper Credit); HND (Lower Credit); NCE (Credit) from recognized institutions

including UTME requirements:

OR

(d) For Law, University of Port Harcourt Diploma in Law with Upper Credit and UTME requirements: Bachelor's Degree from the University of Port Harcourt or any other recognized University with a minimum of Second Class Honours (Lower Division) including UTME requirements:

OR

(e) For Medicine, Dentistry and Pharmaceutical Sciences. B.Sc. not lower than Second Class Honours (Upper Division) in relevant disciplines including UTME requirements

OR

(f) For Nursing, Registered Nurse (RN) or Registered Midwife (RM) or both qualifications including UTME requirements.

2.1.2 UNIVERSITY REQUIREMENTS FOR POST-GRADUATE PROGRAMMES

The entry requirements are as specified in the current Prospectus of the School of Graduate Studies. [\(provide link\)](#)

2.1.3 DEPARTMENTAL REQUIREMENTS

In addition to meeting the basic admission requirements of the University, prospective students are also required to fulfill the requirements of their respective departments with respect to O-Level and UTME subject combinations and also A-Level in the case of direct entry requirements as contained in the respective Departmental Brochures.

2.1.4 ADDITIONAL REQUIREMENTS

a. Inconsistency in Name/Date of Birth: Candidates' names/dates of birth on their O-Level certificates, UTME results and other registration documents shall be the same. Variance in the name/date of birth is not acceptable to the University and may lead to disqualification.

b. Change of Name/Date of Birth:

A student who has already registered and matriculated is not allowed to change his/her name and/or date of birth. A student shall graduate with the name and record with which he/she registered and matriculated.

C. Double Matriculation:

No student is allowed to run two concurrent programmes in the University of Port Harcourt.

d. Matriculation Pledge

Students are required to swear/affirm to a Matriculation Pledge during the matriculation ceremony of the University as contained in Appendix 1.

General Regulations and Statement of Academic Policies

2.2 DEFERMENT OF ADMISSION

a. A candidate who has been offered admission and is found qualified to be registered can defer the admission to the next academic year (for only one year) after acceptance of the offer of admission. The candidate must go through clearance and deferment procedures.

b. In view of the carrying capacity and strict admission guidelines, deferment of admission is not allowed in the following Faculties/Departments/Programmes:

1. Medicine and Surgery
2. Faculty of Dentistry
3. Department of Nursing Science
4. Faculty of Pharmaceutical Sciences and
5. Faculty of Law

All candidates offered admission into the aforementioned Faculties Departments Programmes, if registerable, must take up the admission or forfeit it.

This took effect from 2018/2019 session.

2.3 CHANGE OF PROGRAMME ON ADMISSION

A candidate offered admission in a programme might be rejected by a department owing to inappropriate O- Level/UTME subject combinations. In such instance, the candidate is offered admission into another programme appropriate to his/her O-Level/UTME subject combination on the purchase of Rejection Form and completing the rejection procedures. The candidate is to complete the Rejection Form and return same to the new Department for endorsement. Thereafter, the candidate returns the Form to the Admissions Office.

2.4 CERTIFICATE VERIFICATION/APPEALS

All students admitted to the University must submit their original academic entry

documents/certificates, not later than the Third (3) year, to the Certificate Verification Committee (CVC) of Senate for verification.

Students who are not satisfied with the outcome of the verification exercise, may within two (2) weeks from the date of publication of the reports, appeal to the Senate's Appeals Committee on Certificate Verification (ACCV). The decision of the ACCV is final.

2.5 PAYMENT OF SCHOOL CHARGES

- i. School charges include statutory, non-statutory and peculiar charges.
- ii. Students are required to pay their school charges within six weeks (6 weeks) of resumption of the session after which the payment portal will be shut down.
- iii. A student who chooses to pay his/her school charges for that particular session in two instalments must pay the first instalment within six weeks of resumption of the first semester and, the second instalment within six weeks of resumption of the second semester of that session.
- iv. Any student who chooses to pay his/her school charges for any particular session in two instalments and pays the first instalment but does not pay the second instalment within six weeks of resumption of the second semester shall be deemed to have forfeited that second semester and shall not have completed that session. Such a student shall be required to pay full school charges for the next session including the second semester of the previous session.
- v. All payments of school charges (except peculiar charges) on the REMITA platform shall be routed through the University of Port Harcourt payment portal. For the avoidance of doubt, any payment on REMITA platform outside the University of Port Harcourt payment portal or after the closure of the said payment portal shall not be deemed to be payment to University of Port Harcourt.

3 ORIENTATION AND ONBOARDING

3.1 ORIENTATION PROGRAMME

An orientation programme shall be organized by the university at the beginning of a new academic year. A comprehensive orientation programme introduces students to academic expectations, campus resources, and support services. All newly admitted students are required to be at the orientation exercise. The orientation and onboarding exercise shall include the following activities:

- i. **Opening Ceremony:** There shall be a formal welcome from the university management to introduce students to the University's history, mission, vision, philosophy, values, and academic culture.
- ii. **Campus Tour:** Students shall go on a campus tour to familiarize themselves with key facilities (libraries, laboratories, student centers, hostels, etc.) to help students navigate the campus.

- iii. Introduction to University Systems and Academic Resources: Demonstrations shall be done on how to use student portals and course registration systems by staff of the Information and Communication Technology Centre (ICTC). Information on libraries, academic advising, and other resources available to support learning shall be shared with the students.
- iv. Programme Overview and Academic Expectations: Presentations shall be made by Deans of Faculties and Heads of Department explaining programme structures, credit systems, and graduation requirements.
- v. Explanation of Academic Policies: An explanation of academic policies including attendance policies, grading systems, academic integrity, and plagiarism policies shall be made to the students. Students will be intimated with the university's safety protocols, emergency contacts, and procedures for dealing with security issues.
- vi. Health and Wellness Services: Students shall be introduced to counselling and health services of the University.
- vii. Code of Conduct and Ethics: Students shall receive clear explanations of behavioural expectations, ethical conduct, anti-harassment policies, and respect for diversity.

3.2 REGISTRATION OF COURSES

3.2.1 The period for normal registration is the first three weeks of each academic year, excluding the orientation week or as adjusted by the appropriate authorities of the University.

3.2.2 Course registration is the responsibility of the student's parent Department or Faculty/College as the case may be. General Studies courses shall also be registered at the School of General Studies. The Head of Department/ Academic Adviser should guide the students on the courses to register.

3.2.3 In registering students, the parent Department should ensure that students re-register all previously failed Courses. Furthermore, the total Credit Units registered should not be less than 15 or more than 24 per semester (c.f. 7.5, 8.5).

3.2.4 Registration of Courses is online, after that, the student should submit a copy of his/her Course Registration Printout to the Head of Department or any other officer designated for that assignment. Note that these processes must be completed six (6) weeks upon resumption.

3.2.5 The registration portal will be shut down one month to the First Semester Examination. Therefore, any student who fails to register his/her Courses online one month to the First Semester Examination in a session loses his/her studentship for that session. Note that the lost session shall form part of the total duration allowed for the programme.

3.2.6 A student who chooses to pay his/her school charges for a particular session in two instalments shall register for only First Semester Courses on payment of the first instalment. Second Semester Courses shall be registered for on payment of the second instalment. The

Second Semester Course registration shall be done online not later than one month to the Second Semester Examination.

3.2.7 Students are not allowed to sit for examinations in Courses for which they have not previously registered

3.2.8 Only results of bonafide students (that is, those who have paid their school charges and registered their Courses online) will be published online.

3.2.9 A list of students who registered for each Course should be kept (see Appendix 2). This list should be displayed for one week immediately after the close of registration for necessary corrections.

3.2.10 The parent Faculty and the parent Department will retain one copy each of this list and forward copies to the Teaching Faculty to be distributed as follows: one to the faculty, one to the Department and one to the Course Lecturer. This list becomes the official register for the Course Examination.

3.2.11 Application for adding or dropping a Course must be made online on the prescribed ADD DROP Form (see Appendix 3) after obtaining the approval of the Head of Department concerned. This process must be completed not later than one month to the commencement of First Semester Examinations. Any change of Course made by altering the hard copy of the Course Registration Form will be null and void.

3.3 CHANGE OF DEGREE PROGRAMME

3.3.1 A student, who has been admitted to a Degree Programme on satisfying the minimum requirements for entry into the University, as well as Course requirements for the Faculty and Department, shall not normally be allowed to change his/her programme until the student has completed the first academic year of the Degree Programme

3.3.2 A student awarded a scholarship in a discipline different from that for which he/she is admitted shall be allowed to change Faculty or Department to that in which the programme specified by the Scholarship Award is available, provided that he/she meets the requirements of the Faculty or Department to which change is desired.

3.3.3 Inter-Faculty Transfer

(a) Application to change Faculty shall normally be made by the student concerned through the purchase of the Inter-Faculty Transfer Form from the Admissions Office of the University in the 2nd Semester preceding the year of transfer.

(b) The Form shall be filled by the student, the HOD and Dean of the present Department/Faculty and after that processed by the new Department and Faculty before

the 1 Semester of the new academic year.

(c) The recommendation from the receiving Faculty Board shall be forwarded to the Committee of Provost and Deans (CPD) for consideration before the commencement of lectures for that new academic year

(d) Thereafter, a letter of approval to transfer shall be issued by the Admissions Officer to the student before the actual transfer takes place.

(e) Any student who transfers before approval by CPD shall be deregistered from the University for irregular transfer.

(f) For a student to qualify for transfer into another Faculty, he/she requires a CGPA of 3.00 at the time of application.

3.3.4 In exceptional situations, a student may be allowed to transfer to professional programmes namely Medicine, Dentistry, Nursing, Pharmaceutical Sciences, Engineering, Management Sciences and Law, if the student has achieved a CGPA of 4.00 or above at the time of application.

Note that all cases of transfer from one programme to the other can only be allowed once and is subject to availability of space. In all transfers from one programme to another, a student is only admitted in year two or three. In each case, normal duration begins to count from the level in which he/she is admitted.

3.3.5 Intra-Faculty Transfer

Intra-Faculty Transfer should be decided by the Faculty Board and the Committee of Provost and Deans informed. To qualify for Intra-Faculty Transfer, a student shall be required to have a minimum of the continuation CGPA of 1.00 and the application will also be decided based on the availability of vacancy in the department he/she is seeking to transfer to. A student seeking to apply for intra-faculty transfer should obtain the Intra-Faculty Transfer Form from the Admissions Office. The completed Form should be submitted to the current Department.

For the purpose of transfer, the O-Level and UTME subjects must be relevant to the new programme.

3.3.6 Inter-University Transfer

(a) A student from another University may seek a transfer to any of the programmes of the University of Port Harcourt.

(b) An applicant shall purchase the Inter-University Transfer Form from the Admissions Office of the University on payment of prescribed fee (subject to review) at the Bursary Department.

(c) The Form shall be duly filled by the applicant who shall request his/her present University to forward his/her transcript of academic record to the Registrar of University of Port Harcourt, who shall refer the request to the appropriate Head of Department after the transcript has been authenticated for consideration by the Departmental Board

(d) The Departmental Board after considering the application shall make an appropriate recommendation to the Faculty Board. which will, in turn, recommend to the Committee of Provost and Deans (CPD) for approval.

(e) Thereafter, a letter of approval to transfer shall be issued by the Admissions Office to the student before actual transfer.

- 1) Every application for Inter-University transfer shall be processed before the beginning of an academic year.
- 2) The O-Level and UTME subjects must be relevant to the desired academic programme. The UTME score must not be less than the approved cut-off mark for University of Port Harcourt at the time of admission into the previous university. Moreover, the applicant must have the required CGPA as indicated in 11.3.1 and 11.3.2.
- 3) Every applicant for Inter-University transfer shall be required to be on clear standing in his/her previous University. By clear standing, the applicant shall not have any outstanding course(s) at the time of application.
- 4) The applicant's programme in the previous University must have been accredited.
- 5) A student who has been expelled or suspended from any University for acts of misconduct shall not be eligible for transfer to the University of Port Harcourt.

There is usually no transfer to the first year of the degree programme.

The residency requirement shall be a minimum of two years.

3.4 TIME TABLES

3.4.1 The lecture timetable should be released at least two weeks before the first day of lectures. For large classes, the different streams shall be allocated the same slot on the timetable and the streams taught in parallel classes running at different venues.

3.4.2 The examination timetable shall be released at least three weeks before the scheduled date of the start of examinations.

3.4.3 Examinations involving University-wide or Faculty- wide Courses shall be conducted in the first week of examinations. At the time of such examinations, no other examination shall be scheduled, so as to enable enough space and invigilators to be available.

3.4.4 Scheduled times and dates for examinations must be adhered to. If it is found necessary to reschedule an examination, this must be with the permission of the Chairman, Timetable Committee and the Provost or Dean of the Faculty.

4. ACADEMIC PROGRESSION

4.1 DEGREE STRUCTURE

4.1.1 Duration of Degree Programmes

The University shall run Bachelor's Degree programmes of 4 years in Humanities. Science. Management Sciences. Social Sciences, Education and Basic Medical Sciences: 5 years in Engineering, Law, Agriculture, Nursing. Pharmaceutical Sciences and Science Laboratory Technology and 6 years in Dentistry and Medicine.

The maximum length of time that a student shall be permitted to spend on a standard 4-year programme shall be 6 years, and on a 5-year programme, it shall be 7 years. In Part-Time Programmes, including Open Distance and e- Learning (ODEL), the appropriate ratio should apply. A student who, after the maximum length of time allowed for a degree programme, has not obtained a degree shall have his degree result calculated on fail out basis.

This does not apply to Medicine. Dentistry. Pharmaceutical Sciences and Post-Graduate programmes. which have their requirements.

4.1.2 Framework for Degree Structure

The general framework for the undergraduate degree structure is as follows:

1st Year

General Studies Courses Foundation Courses

2nd Year

General Studies Courses (where applicable), Foundation courses

Major Courses, Community Service Course, Elective Courses (where applicable). Teaching Practice (where applicable)

3rd Year

General Studies Courses

Major Courses

Elective Courses (where applicable)

4th Year

General Studies Courses

Major Courses
Elective Courses (where applicable)
Industrial Training/Teaching
Practice/Year Abroad
Projects (where applicable)

5th Year

Major Courses
Elective Courses (Where applicable)
Seminar Course (Where applicable)

6th Year

Major Courses
Elective Courses (Where applicable)
Seminar Course (Where applicable)
Projects (where applicable)

4.2. GENERAL OBJECTIVES OF COURSES

4.2.1 All Courses offered shall explore:

- (a) New development in technology, policy and process.
- (b) New concepts and practices in education for sustainable development,
- (c) As much as possible, address Regional, National and global perspectives and consider issues bordering on bioethics, poverty eradication, development and growth, unemployment and employability, energy crises, overpopulation, etc.

4.2.2 Categories of Courses

i. General Studies Courses

General Studies Courses (GES) are University-wide Courses at appropriate levels of the Degree Programme. the purpose of which shall be to improve the basic intellectual, analytical ability, communication and entrepreneurial skills of the students and to promote a continuous awareness and understanding of contemporary society as well as the historical and cultural origins of the peoples of Nigeria. General Studies Courses (GES) must be passed.

ii. Foundation Courses

These are common Courses in the same Faculty (Faculty- wide Courses) from which all students shall take an approved selection in at least the first year, the purpose of which shall be to provide a sound background in general principles and methodology relating to the disciplines in the Faculty. Various Foundation (Faculty-wide) courses are prescribed by each Department.

iii. Core Courses

These are Courses in the student's major field of interest. Courses in major disciplines occupy most of the curriculum in the second and subsequent years of the regular four- or five- year structure. All students are advised to be acquainted with the requirements of their Departments/Faculties.

iv. Elective Courses

Elective Courses offer some opportunities to students to broaden their interests and to meet the required Credit Unit, either within or outside their major disciplines. Subject to the advice of their academic advisers, students are encouraged to follow their personal interests in electives. Every programme must include some provision for elective courses.

v. Audited Courses

A student may choose to audit some Courses either within or outside his/her major discipline in order to broaden his/her interest. Audited Courses are not used in calculating the student's Cumulative Grade Point Average (CGPA), but may be included in the Transcript provided that the student registered for the Courses and sat for the prescribed examinations.

vi. Community Service Course

This is a field project directed towards service to the community or to the University and is an integral part of all Degree Programmes. The objective of the project is to involve both staff and students in a practical way with some of the problems of society as well as with efforts to provide solutions to them, and to inculcate and develop in both staff and students a consciousness of their responsibilities to society and the satisfaction of rendering service to others.

The projects, which are practical in nature, require the application of some of the skills being acquired in the Degree Programme to serve the community and involve manual work. They are credit-earning and are an essential requirement for all Degree Programmes. The Director of Community Service shall approve all projects.

The Community Service Course must be passed.

4.3 GUIDELINES FOR COURSE SYSTEM AND INSTRUCTION

4.3.1 For purposes of teaching and examination, the academic year is divided into two semesters, each of approximately sixteen weeks.

4.3.2 Instruction shall be by Courses and every proposed Course with an outline of contents must be presented to the Senate of the University for approval.

4.3.3 The unit of credit for a Course is the Credit Unit (CU), one credit unit being when a class meets for one hour every week for one semester in a lecture or tutorial, or for 3 hours every week in practical in the laboratory, workshop or fieldwork.

4.3.4 Each Course carries 1 to 3 Credit Units, and its duration is normally one semester, except Final Year Project and Industrial Training (Student Industrial Work Experience Scheme - SIWES).

4.3.5 The normal Course load for a full-time student is 15 to 24 Credit Units per semester. No student is permitted to register for less than 15 or more than 24 Credit Units in any semester.

This does not apply to students on fieldwork/industrial attachment/teaching practice during vacation periods and those in the Faculty of Law (where the maximum Credit Unit is 28 for Law students).

4.3.6 For each Course, students shall be continuously assessed and thereafter examined at the end of the semester in which the Course is offered.

4.3.7 Re-sit examinations are not permitted in the Degree Programmes in the University except in the following Programmes: Dentistry, Medicine and Pharmaceutical Sciences

4.3.8 Students are required to obtain a minimum of 75% attendance at lectures/tutorials and/or laboratory/practical sessions to be eligible for examination in the Courses.

4.4 GRADING SYSTEM

The following system of grade points shall be used:

4.4.1 Undergraduate Programmes

MARK/SCORE	LETTER NOTATION	GRADE POINT
70% and above	A	5.00
60 – 69	B	4.00
50 – 59	C	3.00
45 – 49	D	2.00
40 – 44	E	1.00
0 – 39	F	0.00

Note: For Medicine, Dentistry and Pharmaceutical Sciences, the pass mark is 50 (C) and above.

4.4.2 Post Graduate Programmes:

MARK/SCORE	LETTER NOTATION	GRADE POINT
70% and above	A	5.00
60 – 69	B	4.00
50 – 59	C	3.00
0 – 49	F	0.00

4.4.3 A student is obliged to sit for examinations in all

his/her registered courses. Any student who fails to sit for a Course Examination without satisfactory reason earns the grade of 'F' and must re-register the Course.

4.5 COMPUTATION OF GRADE POINT AVERAGE

4.5.1 Every Course carries a fixed number of Credit Units (CU), one Credit Unit being when a class meets for one hour every week for one semester, or three hours every week in the laboratory, workshop or field.

4.5.2 Quality Points (QP) are derived by multiplying the Credit Units for the Course by the Grade Points earned by the student: e.g. in a course with 3 Credit Units in which a student earned a B with 4 Grade Points; the Quality Point is $3 \times 4 = 12$.

4.5.3 Grade Point Average (GPA) is derived by dividing the Quality Points for the semester by the Credit Units for the semester: e.g. in a semester where the student earned 56 Quality Points for 18 Credit Units, the GPA is $56 \div 18 = 3.11$.

4.5.4 Cumulative Grade Point Average (CGPA) is derived by adding the Total Quality Points (TOP) to date and dividing by the Total Credit Units (TCU) to date: e.g. if the TOP is 228 and the TCU is 68, then the CGPA is $228 \div 68 = 3.35$.

4.5.5 Detailed examples of how to calculate GPA and CGPA are shown below:

FIRST YEAR, SEMESTER ONE

COURSE	Credit Units	Letter Grade	Grade Points	Quality Points	Grade Point Average (GPA)	Cumulative Grade Point Average (CGPA)
HSA 100	3	B	4	12	QP = 66	
HSA 101	2	C	3	6	CU = 17	
HSA 102	1	C	3	3	GPA: $66 \div 17 = 3.88$	TCU = 17 CGPA = 3.88
HSA 103	4	B	4	16		
HSA 104	5	A	5	25		
HSA 105	2	D	2	4		
TOTAL	17			66		

FIRST YEAR, SEMESTER TWO

COURSE	Credit Units	Letter Grade	Grade Points	Quality Points	Grade Point Average (GPA)	Cumulative Grade Point Average (CGPA)
HSA 106	5	E	1	5	QP = 48	TQP = 114
HSA 107	4	D	2	8	CU =17	TCU = 34
HSA 108	5	B	4	20	GPA: $48 \div 17 = 2.82$	CGPA: $114 \div 34 = 3.35$
HSA 109	0	F	0	0		
HSA 110	3	A	5	15		
TOTAL	17			48		

SECOND YEAR, SEMESTER ONE

COURSE	Credit Units	Letter Grade	Grade Points	Quality Points	Grade Point Average (GPA)	Cumulative Grade Point Average (CGPA)
HSA 210	2	E	1	2	QP = 61	TQP = 175
HSA 211	3	C	3	9	CU =18	TCU = 52
HSA 212	5	B	4	20	GPA: $61 \div 18 = 3.39$	CGPA: $175 \div 52 = 3.37$
HSA 213	5	C	3	15		
HSA 214	3	A	5	15		
TOTAL	18			61		

SECOND YEAR, SEMESTER TWO

COURSE	Credit Units	Letter Grade	Grade Points	Quality Points	Grade Point Average (GPA)	Cumulative Grade Point Average (CGPA)
HSA 215	3	B	4	12	QP = 59	TQP = 234
HSA 216	4	C	3	12	CU =18	TCU = 70
HSA 217	5	B	4	20	GPA: $59 \div 18 = 3.28$	CGPA: $234 \div 70 = 3.34$
HSA 218	0	F	0	0		
HSA 219	3	C	3	9		
HAS 109	3	D	2	6		
TOTAL	18			59		

Note: HAS 109 has been passed in Second Year, Semester Two. The CU is therefore used in the year the candidate passed and the failure in Year One, Semester Two computed as 0 credit.

THIRD YEAR, SEMESTER ONE

COURSE	Credit Units	Letter Grade	Grade Points	Quality Points	Grade Point Average (GPA)	Cumulative Grade Point Average (CGPA)
HSA 300	3	B	4	12	QP = 51	TQP = 285
HSA 301	3	C	3	9	CU =14	TCU = 84
HSA 302	0	F	0	0	GPA: $51 \div 14 = 3.64$	CGPA: $285 \div 84 = 3.39$
HSA 303	4	B	4	16		
HSA 304	2	A	5	10		
HSA 305	2	D	2	4		
TOTAL	14			51		

THIRD YEAR, SEMESTER TWO

COURSE	Credit Units	Letter Grade	Grade Points	Quality Points	Grade Point Average (GPA)	Cumulative Grade Point Average (CGPA)
HSA 310	3	D	2	6	QP = 55	TQP = 340
HSA 311	3	C	3	9	CU =18	TCU = 102
HSA 312	3	E	1	3	GPA: $55 \div 18 = 3.06$	CGPA: $340 \div 102 = 3.33$
HSA 313	4	B	4	16		
HSA 314	3	A	5	15		
HSA 315	0	F	0	0		
HSA 218	2	C	3	6		
TOTAL	18			55		

Note: Candidate passed HSA 218 in the Third Year, Semester Two and passed HSA 302 in the Fourth Year, Semester One; candidate passed HSA 315 in the Fourth Year, Semester Two; the CU of the failed Courses were used in the respective years/semester that the candidate passed the failed Courses.

FOURTH YEAR, SEMESTER ONE

COURSE	Credit Units	Letter Grade	Grade Points	Quality Points	Grade Point Average (GPA)	Cumulative Grade Point Average (CGPA)
HSA 400	3	A	5	15	QP = 63	TQP = 403
HSA 401	3	C	3	9	CU =20	TCU = 122
HSA 402	3	B	4	12	GPA: $63 \div 20 = 3.15$	CGPA: $403 \div 122 = 3.30$
HSA 403	4	C	3	12		
HSA 404	2	E	1	2		
HSA 405	2	D	2	4		
HSA 302	3	C	3	9		
TOTAL	20			63		

FOURTH YEAR, SEMESTER TWO

COURSE	Credit Units	Letter Grade	Grade Points	Quality Points	Grade Point Average (GPA)	Cumulative Grade Point Average (CGPA)
HSA 410	3	B	4	12	QP = 88	TQP = 491
HSA 411	3	D	2	6	CU =25	TCU = 147
HSA 412	3	C	3	9	GPA: $88 \div 25 = 3.52$	CGPA: $491 \div 147 = 3.40$
HSA 413	4	B	4	16		
HSA 414	3	A	5	15		
HSA 415	6	B	4	24		
HSA 315	3	D	2	6		
TOTAL	25			88		

Note: Since 2005, students can graduate with a maximum of two failed courses, but the CU of such failed Courses must be used in the computation of the CGPA.

4.5.6 Grades obtained in all approved Courses of a student's prescribed programme, excluding Audited Courses, shall be used to compute the GPA.

4.5.7 When a student transfers from one Faculty to another, only the grades obtained in the Courses in the new programme of study will be used to compute the CGPA.

Courses which were completed before the change of programme and which are not part of the new programme will be treated as Audited Courses.

4.5.8 When a student transfers from another University. only the grades obtained at the

University of Port Harcourt will be used to compute the CGPA.

4.6 CONTINUATION, PROBATION AND WITHDRAWAL

4.6.1 Continuation Requirement

The continuation requirement for undergraduate students in the University is a CGPA of 1.00 at the end of every academic year. This does not apply to Medicine, Dentistry and Pharmaceutical Sciences.

4.6.2 Probation

Probation is a status granted to a student whose academic performance fall below an acceptable standard. A student whose Cumulative Grade Point Average is below 1.00 at the end of a particular year of study earns a period of probation for one academic year.

4.6.3 Warning of Danger of Probation

A student should be warned by his/her Department if at the end of any semester his/her GPA falls below 1.00.

4.6.4 Limitation of Registration

A student on probation cannot register more than 15 Credit Units per semester. The purpose of the restriction is to give the student a chance to concentrate on improving his/her performance and thus raising his/her CGPA.

4.6.5 Advised-Withdrawal from programme

A student whose Cumulative Grade Point Average is below 1.00 at the end of one year's probation shall be required to withdraw from the programme. However, to minimize waste of human resources, consideration should be given to the student to possibly transfer to other programmes within the University. Moreover, the student shall meet the Departmental and Faculty requirements concerning UTME subjects, UTME score and relevant O-Level credits. The Faculty/Department must be willing to accept the student. Students transferring from Medicine, Dentistry and Pharmaceutical Sciences to the Faculty of Science under this condition must have a CGPA of at least 2.00.

4.6.6 Repeating Failed Course(s)

Subject to the conditions for advised-withdrawal from the programme and/or probation, a student must repeat the failed Course(s) at the next available opportunity, provided that the total number of Credit Units carried during that semester does not exceed 24.

4.6.7 Temporary Withdrawal from Studies

i. Any student who has a genuine reason(s) to apply for temporary withdrawal from studies should apply to the University through the Department and Faculty/College stating the reason(s) for the application, and needs to obtain approval from Senate. The Application for Temporary Withdrawal from Studies Form should be obtained from the Department (See Appendix 4)

ii. Temporary Withdrawal on Grounds of Ill-health Any student who seeks to proceed on temporary withdrawal on grounds of ill-health should within 30 days of the onset of the ill-health or depending on the circumstance, expeditiously apply to the University through the Department and Faculty/ College stating the reason for the application. The original Medical Report should be attached to the Application for temporary withdrawal from studies Form. The Head of Department must forward the application Form with the attachment to the Director of Health Services for authentication. The application needs to be approved by Senate.

Note: Application for temporary withdrawal from studies is for one year in the first instance and thereafter renewable for another one year.

4.6.8 Deemed Withdrawal

Any student who has been found to be absent from the University for an academic year without permission will be deemed to have withdrawn from the programme. Such a student may be re-admitted upon application to the Senate of the University through the Department/Faculty, showing the acceptable reason for being away without Senate approval and reason for re-admission.

4.6.9 Resumption from temporary withdrawal

A student who has been on temporary withdrawal from studies should notify the University through his/her Department prior to resumption of studies with evidence of approval of temporary withdrawal from studies. Resumption can only be at the beginning of an academic year.

4.6.10 Taking Examination as First Attempt

Any student who falls ill during an examination should write and inform the University and attach the original of the Medical Report(s). The application to sit for the missed examination as the first attempt should indicate the Course(s), Semester and Session involved. The Medical Report(s) should be authenticated by the Director, Health Services of the University. Thereafter, the application will be considered by the Departmental and Faculty Boards respectively and recommended to Senate for approval.

4.6.11 Permission to be away during Examination while Representing the University

Any student who goes to represent the University in an approved and authorised competition should notify his/her Department through the Dean, Student Affairs before leaving. In such a

situation, on return, the Department should conduct all missed tests/examinations for the student.

4.7 TEACHING

4.7.1 All Courses shall be co-taught, and no class shall exceed 500. The assignment of lecturers to teach all Courses shall be done at a properly constituted Departmental Board meeting of the parent Department.

4.7.2 The co-ordination and the teaching of Faculty and University-wide Courses involving freshmen should be restricted to senior academic staff, not below the rank of Senior Lecturer.

4.7.3 The Head of Department shall ensure that lecturers take their teaching assignments seriously. In particular, Course outlines based on the approved Course descriptions must be made available to the students free of charge at the commencement of lectures.

4.7.4 Continuous Assessment (CA) constitutes 30% of the marks for the Course. The Continuous Assessment must be administered during the teaching period and not as a test immediately preceding the examination or as an extra question on the examination paper. Results of the Continuous Assessment shall be submitted to the Academic Office at least two weeks before the commencement of the semester examination.

4.8 EXAMINATION REGULATIONS

4.8.1 Except as otherwise herein stated in this Regulation, the following terms shall mean:

- i. Invigilators: These are conduct examinations. those who conduct examinations.
- ii. Supervisor. This is the most senior lecturer among the Invigilators
- iii. Examiners: These are the Course lecturers.
- iv. Examination Officer(s): The Examination Officer(s) oversee(s) the conduct of all examinations in the Department and upload(s) Senate approved results on the University portal.

4.8.2 Examiners should ensure that the question papers are timely prepared under conditions of maximum confidentiality and security. For all examinations, well- packaged question papers must be accompanied by a list of Supervisors, Invigilators and the relevant Forms (see Appendices 5, 6 & 7). The Examiners should ensure that the question papers, adequately packaged and sealed, are submitted to the Supervisor, at least, one hour before the start of the examination.

4.8.3 Subject only to administrative supervision by the Office of the Provost/Dean/Director. the conduct of examinations shall be the responsibility of the Head of Department. The Head of Department shall be responsible for ensuring that examination questions are moderated within

the Department.

4.8.4 For each examination, there should be a Supervisor and sufficient Invigilators, including both male and female Invigilators.

4.8.5 It is the responsibility of the Department to appoint Supervisors and Invigilators. The list should be forwarded to the Head of the Teaching Department not later than one week before the commencement of semester examinations. Students should be seated according to their Departments, and they should be invigilated by academic staff from their Departments.

4.8.6 No student shall bring in any handbag, mobile phone, briefcase, books, notebooks, papers, or any electronic gadget, etc. into the examination hall.

4.8.7 Students shall be identified and checked into the examination hall using the authenticated register of students for that Course as generated by the Information and Communication Technology Centre (ICTC). The student shall show the invigilator his/her identity card on entry to every examination. He/she shall leave this on the desk throughout the examination for ease of inspection by the invigilator.

4.8.8 (a) All answer booklets used for the examination must be endorsed by the Supervisor at most 30 minutes after the commencement of the examination.

(b) The Supervisor may delegate the endorsement to an Invigilator. In such an instance, the Supervisor and the

Invigilator will be jointly or severally held responsible for the endorsement.

(c) Any answer booklet that has not been endorsed
General Regulations and Statement of Academic Policies PG 32

shall not be accepted as an answer booklet for that examination.

4.8.9 The Invigilators) shall ensure that no student removes from the examination venue any examination material except the printed question papers where it is allowed. Answer booklets are the property of the University and shall not be in the possession of students before or after the examination.

4.8.10 During examination, the Security Unit of the University should beef up security especially around the examination venue to ensure that those not involved in the examination are not allowed to loiter around the examination hall.

4.8.11 No unregistered student is authorized to take any examination (cf 4.7).

4.8.12 (a) A student should be in the examination hall at least 30 minutes before the start of the examination. However, a student who is 30 minutes late shall be admitted into the hall, but shall not be given additional time.

(b) A student who arrives more than 30 minutes after the start of the examination shall not be admitted into the examination hall. (c) A student may be permitted to leave the examination hall temporarily before the end of the examination, but must NOT: (i) do so during the first hour of the examination except in cases of emergency like illness,

(ii) do so unaccompanied by an invigilator and (iii) do so with his/her answer booklet.

4.8.13 A student shall write his/her Matriculation Number/ Registration Number (not name) at the appropriate places on the cover and pages of the answer booklet. He/She shall also sign the Examination Misconduct Undertaking at the back cover of the answer booklet.

4.8.14 A student shall sign the attendance register within the first hour of the examination.

4.8.15 No student shall directly or indirectly give or accept any assistance during an examination.

4.8.16 Students shall stop writing at the end of the allotted time for an examination at the instruction of the Supervisor or Invigilator(s).

4.8.17 Students shall avoid communicating with each other or with any other person during an examination except with the Invigilator/ Supervisor, if necessary.

4.8.18 Anybody who disrupts an on-going examination shall face appropriate disciplinary action.

4.8.19 At the end of an examination. the Supervisor/ Invigilator shall ensure that the answer scripts are checked, properly packaged, and returned along with relevant Forms to the Examiner.

4.8.20 A member of staff who fails to turn up for invigilation shall be queried for this act in the first instance, If this is repeated during another period of examination, the member of staff will lose his/her next promotion and be warned in writing by the Vice-Chancellor.

4.8.21 The Head of Department shall report any defaulting Supervisor/Invigilator to the Provost/Dean, whose responsibility it is to forward the report to the Vice- Chancellor.

4.8.22 These examination regulations apply to all students studying for the award of the University of Port Harcourt Degree, Certificate and Diploma.

4.9. RESULTS

4.9.1. An internal moderator for an examination must have access to the question papers and the answer scripts. The Course Mark Sheet must show an itemized distribution of the scores.

4.9.2. All results must be published provisionally online not later than 24 hours after the Faculty Board has considered them

4.9.3. Senate approved semester results would thereafter be published online as the final result.

4.9.4 Duly signed and Senate-approved semester results should be distributed as follows: one copy to the Course lecturer(s), one copy to the Head of Department, and two copies to the Office of the Provost Dean.

4.9.5 Every Department shall have a Departmental Examinations Results Verification Committee whose responsibility would include computation of results.

4.9.6 Faculty Officers. Heads of Department and Provost/Deans/Directors should ensure that results are treated as high-security documents.

4.9.7 A copy of the Mark Sheet (Electronic copies on PDF and MS Excel as well as the hard copies) for each Course should be sent to the Deputy Registrar, Academic Affairs for the preparation of students' transcripts.

4.10 PROCEDURE FOR THE REVIEW OF SCRIPTS OF AGGRIEVED STUDENTS

4.10.1 Any student who is not satisfied with his/her grades may request to see his/her marked answer script provided the Head of Department takes appropriate steps to safeguard the scripts.

4.10.2 Any student who is aggrieved about the grading of a Course may apply in writing to his/her Head of Department. The Head of Department shall refer the application to the Dean of the Faculty, who shall cause the script(s) to be re-assessed and if there is a change in the score/grade, the new result shall be presented to the Faculty Board for consideration and thereafter to Senate for approval.

4.10.3 A student applying for a review of answer script(s) shall be required to pay the approved fee to the Bursary Department before the commencement of the review. This shall be exclusive of the cost of postage of the documents to be reviewed and honorarium to the reviewer where applicable.

4.10.4 If the appeal results in a significant improvement (i.e. a change in letter grade) on the student's original grade, the fee so paid shall be refunded to the student within 60 days from when Senate approved the new result. If the appeal does not result in an improvement in the letter grade, the student shall forfeit the fee.

4.10.5 Application for review of answer scripts must be made not later than one month from the date of publication of provisional results.

4.10.6 The application must be personal. No surrogate or group appeal shall be entertained.

4.11 PROCEDURE FOR CHANGE OF RESULTS

4.11.1 Any application for a correction or change of results/grades shall be made in writing to the

Head of Department, stating clearly defined reason(s) for the correction or change.

4.11.2 No result/grade approved by the Departmental Board shall be changed without reference to the Departmental Board.

4.11.3 No result/grade approved by the Faculty Board shall be changed without reference to the Faculty Board.

4.11.4 No result/grade approved by Senate shall be changed without reference to Senate.

4.11.5 A Senate-approved result may be reviewed as a consequence of the discovery of an error or fraudulent change in the scores previously recorded.

4.11.6 The result/grade suspected to be fraudulent should be subjected to inquiry at the appropriate level and a recommendation made to Senate.

4.12 MISCONDUCT

4.12.1 Misconduct is an unacceptable, improper, or unlawful behaviour within or outside the University of Port Harcourt campuses. It may be intentional, negligent or with reckless disregard, or indifference to the likely or probable consequences of one's act or omission. It includes any act or omission (academic or non-academic) that is capable of bringing the University's reputation or any of its governing bodies into disrepute, embarrassment or ridicule, or an act or omission that is inimical to the effective and proper administration or governance of the University or any of its governing bodies.

4.12.2 Misconduct also includes examination misconduct, immorality, misbehaviours, misdeeds, misdemeanours, disorderly conduct, mischief, naughtiness, rudeness, wrongdoing, delinquency or lawlessness, and doing what may be generally regarded as inappropriate.

4.12.3 Other forms of misconduct include dishonesty, falsification of or tampering with official records of the University, membership of a secret cult, violence, disruption of academic and official activities of the University, physical or verbal abuse, threats, intimidation, and/or other conduct capable of creating an atmosphere of fear, sexual harassment (refer to the University of Port Harcourt Sexual Harassment Policy), or endangering other members of the University community. It includes any form of anti-social and indecent behaviour, use or display of pornographic material within or outside the University and the use of the University's computers to access pornographic internet websites.

4.12.4 Conviction for criminal offences other than traffic offences would be classified as misconduct. Failure to appear before or to answer questions satisfactorily in any investigation before any person(s) or body designated by the University or any of its constituted bodies for the purpose of investigating any matter provided for or arising out of any of the affairs of the University despite repeated invitations is also a form of misconduct.

4.13 CRIMINAL OFFENCES

4.13.1 Students have a fundamental responsibility to obey the general law of the land, especially the Criminal Code Law of Rivers State during their studentship with the University, whether they are within or outside the University. No student of the University shall engage in, aid or abet criminal acts such as theft, drug peddling, rape, attempted rape, assault, or a host of other offences against the law of the land. Any student suspected to have committed any of these offences, or aided or abetted same shall be handed over to the appropriate state agency for investigation and possible prosecution and, if found guilty shall immediately be expelled from the University.

4.13.2 Any student undergoing such investigation and prosecution shall be suspended during such investigation and prosecution and such suspension shall be reversed should such a student be discharged and/or acquitted.

4.14 EXAMINATION MISCONDUCT

4.14.1 Examination misconduct refers to all forms of cheating which directly or indirectly falsify the ability of a student. These include cheating within or outside an examination hall and any involvement in all other examination- related offences. Various forms of cheating are categorized below:

A. Cheating Within an Examination Hall

1. Copying from one another/exchanging question papers/ answer booklets.
2. Bringing in prepared answers (whether it has been used or not) and/or having prepared answers written on any part of the body.
3. Copying from textbooks, notebooks, laboratory manuals, any written material or any other instructional aid smuggled into the examination hall.
4. Collaboration with an invigilator/lecturer where it involves the invigilator/lecturer providing written/oral answers to a student in the examination hall.
5. Oral/written communication between amongst students.
6. Receiving information, whether written or oral, from any person(s) outside an examination hall.
7. Refusal to stop writing at the end of the examination. Impersonation (appearing for examination for another
8. student or arranging to have another person take an examination for oneself)

9. Non-submission of answer scripts at the end of an examination or removal of answer scripts from the examination hall.

10. Sitting for an examination for which the student is not qualified.

11. Entering an examination hall with an electronic device, (e.g. handset/mobile phone, i-pad, i-pod, etc.), except non-programmable calculators, whether it has been used to cheat or not.

B. Cheating Outside the Examination Hall

1. Plagiarism is the use of either another person's or one's work without General Regulations and Statement of Academic Policies PG 40

appropriate acknowledgement both in the text and in the references at the end (see Appendix 8). It is, therefore, a form of examination misconduct.

2. Colluding with a member of staff or on his/her initiative obtaining set questions or answers beforehand.

3. Colluding with a member of staff or on his/her initiative modifying a student's answer script(s), score, mark sheets and/or spread sheet.

4. Colluding with a member of staff or any other person to rewrite an examination and/or submit another answer script as a substitute for the original answer script after an examination.

5. Writing of projects, laboratory and/or fieldwork reports. on behalf of a student by any other person(s).

6. Copying laboratory and fieldwork reports and/or term papers or other related materials.

7. Unauthorized access into a staff office or departmental office to obtain question papers, answer scripts, mark sheets or substituting a fresh answer script for the original script.

C. Other Examination Related Offences

1. Producing a fake medical certificate.

2. Assault, threat of any kind, violence towards and intimidation of an Invigilator/Supervisor/Examiner/any other person within or outside the examination hall.

Attempting to destroy and/or destroying evidence of examination misconduct.

4. Intimidation/threats to extort sex/money/other favours from students by a member of staff in exchange for grades.

5. Offering favours (money, sex, etc.) to the invigilator by a student to cover up the offence.

6. Refusing to co-operate with the Departmental/Faculty Investigating Panel or the Student Disciplinary and Related Matters Committee (SDRMC).

7. Coming into an examination hall with a gun or any other dangerous weapon.

8. Colluding with a member of staff or on his/her initiative to grade answer scripts of other students. In such a situation, the student is obliged to refuse the request and report to Quality Assurance and Quality Control Unit of the University which shall forward same to the Vice-Chancellor. This does not apply to Postgraduate students involved in conference marking for undergraduate Courses with the approval of the Head of Department.

9. Alternatively, any other act that may be sufficient to undermine the credibility or integrity of an examination.

4.15 PROCEDURE FOR INVESTIGATION OF EXAMINATION MISCONDUCT

4.15.1 Any unauthorized material found in the possession of a student during an examination, same shall be seized by the Supervisor/Invigilator, and the student shall be asked to sign on such unauthorized material in acknowledgement that it was retrieved from him/her. Refusal to sign is tantamount to acceptance of guilt.

4.15.2 In all cases of examination misconduct, the student shall be required to fill the Examination Misconduct Form (see Appendix 7)

4.15.3 Where the student refuses to sign, the Invigilator shall make a clear statement both on the retrieved material (where possible) and on the Examination Misconduct Form and sign..

4.15.4 The student shall, however, be allowed to finish the examination.

4.14.5 The Supervisor/Invigilator shall, immediately after that particular examination, submit a written report with all the necessary attachment to the Head of the Department conducting the examination.

4.15.6 The Department conducting the examination shall refer the case of the alleged examination misconduct to the Departmental Disciplinary Committee which shall investigate the matter within one week after the examination and report to the Departmental Board.

4.15.7 If the Departmental Board feels that a prima facie case has been established, the case shall be forwarded to the Dean/Provost, who shall immediately, in writing, refer it to the Faculty/College Disciplinary Committee to investigate and report to the Faculty/College Board within one month.

4.15.8 If the Faculty/College Board is satisfied that a case has been established, the Dean/Provost shall immediately forward the Report to the Vice-Chancellor, who shall refer the case to the Student Disciplinary and Related Matters Committee. (SDRMC).

4.15.9 The Student Disciplinary and Related Matters Committee (SDRMC) shall investigate the case and report to Senate for decision.

4.15.10 The investigation of examination misconduct shall be done expeditiously, and must not go beyond the end of the next semester following the one in which the misconduct was allegedly committed. Meanwhile, the student(s) allegedly involved in an examination misconduct shall be allowed to register for courses and take examinations in them, but the results shall be withheld pending the outcome of the investigation and decision of Senate.

4.16 PUNISHMENT FOR EXAMINATION MISCONDUCT

4.16.1 Any student found guilty of any form of examination misconduct as listed in any of the categories of Regulation. 25.3.2 shall be expelled from the University.

Note:

(i) The University shall communicate Senate decisions on examination misconduct to all affected students and their sponsors in writing and after that shall make the information available on all notice boards within the University. UniPort News, University website and possibly in the print media.

(ii) Decisions of Senate on examination misconduct shall take effect from the date on which they were made except otherwise stated.

4.16.2 Where a member of staff is involved in aiding and abetting student(s) in examination misconduct, such member of staff shall be made to face appropriate disciplinary measures for gross misconduct.

5. STUDENT SUPPORT SERVICES (see policy on Teaching, Learning, Assessment and Student Support) - (provide link)

5.1 ACADEMIC ADVISERS/MENTORSHIP

5.1.1 The Head of Department shall assign every student to an Academic Adviser who is a member of the academic staff to advise the student on academic matters. An Academic Adviser is expected to follow the students' academic progress, and provide counseling to the students.

5.1.2 An Academic Adviser should give explicit information about appropriate times at which he/she will be available to any student who wishes to consult

5.1.3 The Head of Department shall introduce students to a mentorship programme and shall pair new students with upper-year mentors to guide them through their first year. Students shall also have opportunities to join study groups or peer-led networks for additional academic and social support.

6. FEEDBACK MECHANISM

6.1 EXTERNAL MODERATION OF DEGREE EXAMINATION

6.1.1 An External Examiner, who shall normally be of the rank of a Professor, shall be nominated by the Departmental Board and approved by Senate.

6.1.2 The appointment shall be for one year in the first instance and may be renewed for another one year only. He or she may not be re-appointed until after two years have elapsed.

6.1.3 The External Examiner shall conduct an oral examination of final year Research Projects.

6.1.4 After due consideration of all results and Research Projects, the External Examiner shall sign all final year Degree Spreadsheets.

6.1.5 The External Examiner shall forward a written report of the examination exercise to the Vice-Chancellor.

6.1.6 The University's Quality Assurance and Quality Control (QA/QC) unit shall give out students' course evaluation forms to obtain feedback from students on their experiences during interaction with course content and academic staff for each course. This form shall be issued at the end of each semester. On retrieval from the students, the QA/QC shall analyze the feedback from the form and forward same to each Head of Department for discussions at Departmental Board meetings.

7 EXTRACURRICULAR ACTIVITIES

7.1 CLUBS AND ASSOCIATIONS

Students shall engage in social and extracurricular activities. They shall be introduced to student organizations and clubs and shall be encouraged to participate in clubs, sports, and associations that align with their interests. This is aimed at fostering student engagement and integration. (See Students Handbook)

7.2 SECRET SOCIETIES/CULTS

Secret societies/cults are anti-social and are banned by the University. Membership of secret society/cult group may be shown by any of the following, amongst others:

- (i) Dress code
- (ii) Fraternity insignia on clothes: on mobile phones and body as tattoo.
- (iii) Confirmed text messages on cult activities such as a schedule of meetings and venues,

general information. to fraternity members, agenda for initiation, etc.)

(iv) Physical recruitment drives and forceful initiation

(v) Telephone chats among members and wooing potential members.

(vi) Pictures showing peculiar greeting pattern of the particular fraternity.

(vii) Snatching of cell phones with demands for ransom and conditional release.

(viii) Confirmed sympathizer of cult groups through verbal comments and financial support to cult related events.

Any student who, after an investigation has been carried out, is proved to belong to a secret society/cult group shall be expelled from the University.

8. GRADUATION AND BEYOND

8.1 GENERAL REQUIREMENTS FOR THE AWARD OF A DEGREE

8.1.1 To obtain a Degree in the University of Port Harcourt, students must complete the approved

General Regulations and Statement of Academic Policies PG 14

programme of study in their department and satisfy all graduation requirements as specified in the relevant programme of the University. All students are urged to familiarize themselves with the graduation requirements of their respective Departments, as specified in the current brochure for their Departments/Faculties.

8.1.2 It is the responsibility of each Faculty/Department to ensure that copies of the brochure with correct details of all current programmes are available to incoming students.

8.1.3 Students will normally graduate on the programme which was in effect in their Department at the time they were admitted to the Department, except the Senate of the University directs otherwise

8.1.4 The pass mark for undergraduate Courses is 40% except for Medicine, Dentistry, Nursing and Pharmaceutical Sciences where it is 50%. The pass mark for postgraduate Courses is 50%.

8.1.5 When re-registering failed courses, students must not exceed the maximum number of 24 Credit Units for one semester. Any Course(s) which would cause the maximum to be exceeded must be deferred to the following academic year, if the student is still within the residency period allowed for his/her programme.

8.1.6 Students are not allowed to repeat courses which they have passed.

8.1.7 It is mandatory that a student presents and defends his/her Research Project to earn a Degree.

8.2. CRITERIA FOR GRADUATING STUDENTS

8.2.1 Students may be allowed to graduate with a maximum of any two (2) failed Courses, provided these are not Core Courses, Research Projects, Design Project, Teaching Practice, Student Industrial Work Experience Scheme (SIWES). GES Courses. Year Abroad Programme and Community Service Course. This does not apply to students of Medicine. Dentistry and Pharmaceutical Sciences.

8.2.2 The following Courses must be used in computing the degree results namely: Core Courses, Research Projects, Design Project, Teaching Practice, Student Industrial Work Experience Scheme (SIWES). GES Courses. Year Abroad Programme and Community Service Course.

8.2.3 Each Department will specify its minimum requirements for the award of its degrees, subject to a minimum of 120 Credit Units and a maximum of 148 Credit Units for a 4-year programme, or a minimum of 150 Credit Units and a maximum of 210 Credit Units for a 5-year programme. For Direct Entry admission, the minimum Credit Units shall be 90 for a 4-year programme and 120 for a 5- year programme.

Each Department shall publish in its brochure the specified minimum Credit Units and Courses that are compulsory for the award of a Degree in the Department.

8.2.4 Pass grade(s) shall replace Fail grade(s) and the pass grade(s) shall be used to compute the CGPA. The maximum grade to be cared in respect of replacement of Fail grade with a Pass grade is "C".

8.2.5 For a Course to be waived, it must have been attempted with an F grade.

The Official Transcripts shall record all the Courses taken by the student.

Only the Registry shall issue academic transcripts of the University.

8.3 CLASSIFICATION OF DEGREES

8.3.1 The Bachelor's Degree of the University of Port Harcourt shall be awarded as 1st Class, 2nd Class Upper, 2nd Class Lower, 3rd Class Honours Degree or Pass Degree. The Cumulative Grade Point Averages for these classes shall be:

CLASS OF DEGREE	CUMULATIVE GRADE POINT AVERAGE
1 st Class	4.50 – 5.00
2 nd Class Upper	3.50 – 4.49
2 nd Class Lower	2.40 – 3.49

3 rd Class	1.50 – 2.39
Pass	1.00 – 1.49

8.3.2 Tracer studies shall be carried out by the university to keep in touch with students who have graduated. The university shall encourage the Alumni Association by developing programmes that promote effective networking amongst its members in Nigeria and Diaspora. Employers shall rate graduates of the university who are employed with their organizations.

APPENDIX 1

UNIVERSITY OF PORT HARCOURT MATRICULATION PLEDGE ACADEMIC SESSION

I,do solemnly swear/affirm that I will be faithful to the authorities do of the University of Port Harcourt; that as a student I will pursue my studies diligently in accordance with and obedience to the rules and regulations of the University as enshrined in the **GENERAL REGULATIONS AND STATEMENT OF ACADEMIC POLICIES** of the University.

I also affirm that I have met all the entry requirements of my course of study, subject to verification of the said entry requirements by the Certificate Verification Committee of the University and that I will abide by whatever decision or action. that may be taken against me by the University if found in breach of any of these covenants and I promise to uphold, promote, defend and protect the reputation of the University of Port Harcourt at all times.

SO, HELP ME GOD.

Surname:

Other Names:

Matriculation Number:

College/Faculty:

Department:

Signature:Date: :

APPENDIX 2

LIST OF STUDENTS REGISTERED FOR A COURSE

SESSION:

COURSE NUMBER:

COURSE TITLE:

TEACHING DEPARTMENT:.....

PARENT DEPARTMENT:

TEACHING FACULTY:

PARENT FACULTY:

FOR USE DURING REGISTRATION						FOR USE DURING EXAM
S/No.	Mat. No.	Name	Gender	Signature	Photograph	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

APPENDIX 3

UNIVERSITY OF PORT HARCOURT ADD/DROP COURSE REGISTRATION FORM

...../.....SESSION

To be completed in quadruplicate (1) Dean's Office (2) Exams & Records. (3) Department and (4) Students Copy.

Name.....

(SURNAME FIRST) (OTHER NAMES)

Matriculation No..... Sex

Department.....

Year of Study.....

COURSE TO BE DROPPED

S/N	Course No.	Course Title	Credit Units	Lecturer's signature and date
1				
2				
3				
4				

COURSE TO BE ADDED

S/N	Course No.	Course Title	Credit Units	Lecturer's signature and date
1				
2				
3				
4				

The above changes are approved

Name

Signature

Date

Academic Adviser.....

Head of Department.....

Dean.....

APPENDIX 4

UNIVERSITY OF PORT HARCOURT APPLICATION FOR TEMPORARY WITHDRAWAL FROM STUDIES FORM

1 TO BE COMPLETED BY THE STUDENT

NAME OF STUDENT.....

[SURNAME FIRST OTHERS]

MATRICULATION NUMBER.....

PHONE NUMBER:.....

EMAIL ADDRESS:.....

DEPARTMENT:.....

COLLEGE/FACULTY/SCHOOL:.....

PRESENT LEVEL OF STUDENT:.....

DATE OF APPLICATION:.....

REASON[S] FOR REQUEST (IF ON MEDICAL GROUND. PLEASE ATTACH ORIGINAL MEDICAL REPORT):.....

HEALTH CENTRE REG. NO.....

SESSION FOR WHICH WITHDRAWAL IS SOUGHT.....

SESSION TO RESUME STUDIES.....

SIGNATURE AND DATE.....

II TO BE COMPLETED BY THE HEAD OF DEPARTMENT
CGPA OF THE STUDENT AT THE TIME OF REQUEST.....

DATE APPLICATION WAS CONSIDERED BY DEPARTMENTAL
BOARD:.....

DECISION OF DEPARTMENTAL BOARD.....

NAME OF HEAD OF DEPARTMENT:.....

SIGNATURE OF HEAD OF DEPARTMENT:.....

DATE:.....

III TO BE COMPLETED BY THE DEAN
DECISION OF THE FACULTY BOARD.....

NAME OF DEAN:.....

SIGNATURE OF DEAN:.....

DATE:.....

APPENDIX 5

EXAMINATION INVIGILATOR'S REPORT FORM

COURSE NUMBER.....

COURSE TITLE.....

DATE OF EXAMINATION.....

VENUE OF EXAMINATION.....

TIME EXAMINATION STARTED.....

TIME EXAMINATION ENDED.....

NUMBER OF STUDENTS.....

NUMBER OF ANSWER BOOKLETS COLLECTED.....

NUMBER OF ANSWER BOOKLET USED.....

NUMBER OF UNUSED BOOKLETS RETURNED.....

COMMENTS ON THE EXAMINATIONS.....

.....

.....

.....

(CONTINUE ON BACK IF NECESSARY)

NAME OF INVIGILATOR.....

SIGN.....

APPENDIX 6

EXAMINATION SUPERVISOR'S REPORT FORM

COURSE NUMBER.....

COURSE TITLE.....

DATE OF EXAMINATION.....

VENUE(S) USED.....

The Invigilators allocated	The Invigilators present
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

(CONTINUE ON BACK IF NECESSARY)

TOTAL NO OF STUDENTS PRESENT.....

TOTAL NO OF SCRIPT SUBMITTED.....

COMMENT ON THE EXAMINATION.....

.....

.....

(CONTINUE ON BACK IF NECESSARY)

NAME OF SUPERVISOR..... SIGN.....

APPENDIX 7

EXAMINATION MISCONDUCT FORM

NAME OF STUDENT.....

STUDENT'S REGISTRATION/MATRICULATION NUMBER.....

STUDENT'S DEPARTMENT.....

COURSE CODE/TITLE.....

VENUE OF EXAMINATION.....

DATE AND TIME OF EXAMINATION.....

NATURE OF EXAMINATION MISCONDUCT (with evidence/statement if any)..... (CONTINUE ON BACK IF NECESSARY)

CHIEF INVIGILATOR/INVIGILATOR'S SIGNATURE.....

WITNESS'S SIGNATURE (if any).....

STUDENT'S COMMENT (if possible).....

(CONTINUE ON BACK IF NECESSARY)..

STUDENT'S SIGNATURE (If possible).....

APPENDIX 8

PLAGIARISM

A. Definition of Plagiarism

Plagiarism is the act of presenting other people's words and/or ideas as though they were one's own, without appropriate acknowledgement of the source. The original source material may be published or unpublished, and in manuscript, printed or electronic form.

B. Forms of Plagiarism

There are different forms of plagiarism but all are considered serious violations of academic honesty. The forms of plagiarism include:

1. Submitting someone else's work as your own.
2. Copying words or ideas from someone else without appropriate acknowledgment of the source.
3. Copying many words or ideas from a source such that it makes up the majority of your work, whether the source is acknowledged or not. Using sound recordings, data or images created by others as though they were one's own.
5. An unacknowledged passage paraphrased from another work.
6. Copying oneself by using substantial sections of work you submitted previously (self-plagiarism).
7. Failing to put a quotation in a sentence(s)
8. Providing incorrect information about the source of a quotation.
9. Changing words but copying the sentence structure of a source without giving credit.
10. The use of text boxes or clandestine letters, or macro letters or special characters. This is one of the forms considered as gross plagiarism
11. Making a video using footage from other's videos or using copyrighted music as part of the soundtrack.
12. Performing another person's copyrighted music (ie., playing a cover without acknowledgement). permission and
13. Composing a piece of music that borrows heavily from another composition without permission and acknowledgement.

C. Similarity Index

1. The similarity index of a text is the percentage overlap between the text submitted for a plagiarism test and that in the original source material.
2. The approved similarity indices for academic programmes in the University of Port Harcourt are as follows:

PhD	15% and below
-----	---------------

Master's	20% and below
----------	---------------

RECOMMENDATIONS

Copies of the General Regulations and Statement of Academic Policies shall be made available to all academic staff, students, technologists and senior registry staff. Any new lecturer must be acquainted with the General Regulations and Statement of Academic Policies of the University.

APPRECIATION

Members of the Committee express their profound appreciation to the Senate of the University and the Vice- Chancellor, for the opportunity to serve the University in this capacity.

MEMBERS OF THE COMMITTEE

1	Prof. R. E. Ogali	Deputy Vice-Chancellor [Admin.]	Chairman
2	Prof. I. L. Worika	Faculty of Law	Member
3	Prof. K. I. Owete	Faculty of Humanities	Member
4	Dr. O. Ekpenyong	Student Affairs	Member
5	Barr. Mrs. N. Mbanefo	Legal Unit	Member
6	Prof. C. N. Unachukwu	College of Health Sciences	Member
7	Prof. E. R. Amakoromo	Faculty of Agriculture	Member
8	Prof. A. A. Aiyeloja	Faculty of Agriculture	Member
9	Prof. J. E. Umeuduji	Faculty of Social Sciences	Member
10	Dr. J. O. Obineche	Faculty of Humanities	Member
11	Dr. G. N. Amadi	Faculty of Education	Member
12	Dr. J. G. Amue	Faculty of Management Sciences	Member
13	Mr. F. B. Nyone	Registry Department	Member
14	Mr. G. L. Barikor	Registry Department	Member