



**HASSAN USMAN KATSINA POLYTECHNIC,  
KATSINA  
P. M. B. 2052, KATSINA - NIGERIA  
[www.hukpoly.edu.ng](http://www.hukpoly.edu.ng)**



**STUDENTS  
Information Handbook**

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## FOREWORD

All Praise to Almighty Allah the Beneficent the Merciful. I am most delighted on behalf of the Governing Council, Management and the Academic Board to welcome you to the Hassan Usman Katsina Polytechnic, Katsina the pioneer tertiary Institution in Katsina State.

The Katsina State Government has committed a lot of resources towards the development of Technical Education generally and Polytechnic Education in particular as effective vehicles for the training of our young men and women in skills acquisition, knowledge and the right attitude necessary for the advancement of our society.

Hassan Usman Katsina Polytechnic has set a standard and enviable reputation as an Institution of higher learning with highly trained and qualified teaching and non teaching staff. The State Government on its part has put in place excellent teaching and learning facilities in terms of well equipped Workshops, Laboratories, Studios, ICT Cafes, Library, Student residential halls and recreational facilities which place our Institution in a leading position in Polytechnic Education in Nigeria.

Whether you intend to study full time or part time, you will find our environment intellectually challenging and stimulating in a highly contemporary setting. I, therefore, urge you to make the best use of the opportunities given to you and face your studies seriously, be disciplined and law abiding. You should also endeavour to shun cultism and maintain peaceful coexistence with fellow students.

The Polytechnic, like any other civilized community, has rules and regulations aimed at making the life of everyone secured, peaceful and purposeful. It is hoped that you will show a sense of responsibility and reciprocate the sacrifices made for you.

I wish you Allah's guidance and a successful study in Hassan Usman Katsina Polytechnic.

**Dr. Ibrahim Mudi Kurfi,**  
*Rector*

## **VISION**

To become a world class Polytechnic that excels in the provision of technical and technological manpower through training and research for the overall societal advancement.

## **MISSION STATEMENT**

To provide the desired training and undertake innovative research in order to meet the technical and technological manpower needs of the state and Nigeria at large.

## **OBJECTIVES OF THE HASSAN USMAN KATSINA POLYTECHNIC KATSINA**

Hassan Usman Katsina Polytechnic Katsina was established by "The Katsina Polytechnic Law", which came into operation on 1st January, 1983. This Law abrogated the North Central College of Arts, Science and Technology Law of 1975 and effectively created the Polytechnic as a legal entity out of the defunct Katsina College of Arts, Science and Technology (KCAST). This Law was subsequently amended by the Hassan Usman Katsina Polytechnic (Amendment) Law of 2003.

The Polytechnic is the Premier Tertiary Institution in the State and is situated along Tafawa Balewa Road, Katsina between Km 4.4 and Km 11.2 along western side of the trunk 'B' Road linking Katsina city with Dutsin-ma.

### **The Objectives of the Polytechnic are:**

- (a) To provide courses of study, training and research in sciences, technology, social sciences and the humanities, as well as any other sphere of learning approved by the Academic Board for the purpose of entry requirements into Universities and other Institutions of Higher Learning;
- (b) To offer courses of study at Postgraduate Diploma, Higher National Diploma, Sub-Degree, Diploma and Certificate Courses in Sciences, Technology, Social Sciences and the Humanities, as well as any other sphere of learning approved by the Academic Board;
- (c) To provide courses of in-service instruction for members of the public service of the State, and to the extent that the Academic Board thinks fit, courses of the like nature for persons unconnected with any of the public services of the State;
- (d) To promote through teaching, research and technological advancement of knowledge and its practical application to the needs of the community;
- (e) To provide Entrepreneurial Skills to students that will assist them benefit the State and Nigeria at large.

## **ACADEMIC AND ADMINISTRATIVE ORGANIZATION**

The departments in the Polytechnic are organized into nine (9) units:-

### **A. Central Administration**

#### **1. Rectory**

- (a) Office of the Rector
- (b) Office of the Deputy Rector
- (c) Staff School/
- (d) Internal Audit
- (e) Security Unit
- (f) Office of the Director Academic and Physical Planning

#### **2. Office of the Director Consultancy**

#### **3. Office of the Registrar**

- (a) Students Affairs Division
- (b) Student Industrial Work Experience Scheme (SIWES) Office
- (c) Academic Division
- (d) Establishment Division
- (e) Staff Development and Welfare Division
- (f) Information and Publication Division

#### **4. Office of the Bursar**

- (a) Bursary
- (b) Finance Office
- (c) Central Store

#### **5. Works and Services Department**

- (a) Estate Department
- (b) Transport Unit
- (c) Parks and Garden

#### **6. Medical and Health Services Department**

#### **7. Polytechnic Library (Musa Abdullahi Library)**

**B. Academic Colleges**

**(a) College of Administration and Management Studies (CAMS)**

- (i) Department of Accountancy
- (ii) Department of Business Administration and Management
- (iii) Department of Public Administration
- (iv) Department of Office Technology and Management
- (v) Department of General Studies

**(b) College of Agriculture (COA)**

- (i) Department of Agricultural Technology
- (ii) Department of Animal Health and Production Technology
- (iii) Department of Forestry Technology
- (iv) Department of Fisheries Technology

**(c) College of Engineering (COE)**

- (i) Department of Electrical Engineering
- (ii) Department of Civil Engineering
- (iii) Department of Mechanical Engineering
- (iv) Department of Welding and Fabrication Engineering Technology

**(d) College of Environmental Studies (CES)**

- (i) Department of Building Technology
- (ii) Department of Quantity Surveying
- (iii) Department of Architecture

**(e) College of Science and Technology (CST)**

- (i) Department of Basic and Applied Science
- (ii) Department of Education
- (iii) Department of Food Science, Catering and Hotel Management
- (iv) Department of Home and Rural Economics
- (v) Department of Library and Information Science



- (vi) Department of Mass Communication
- (vii) Department of Technical Education
- (viii) Department of Mathematics and Statistics
- (ix) Department of Computer Studies

**(f) College of Liberal Studies (CLS)**

- (i) Department of Remedial and Extramural Studies
- (ii) Department of Basic Studies
- (iii) Department of Mass Communication
- (iv) Department of General Studies
- (v) Department of Library and Information Science

**(g) College of Vocational and Technical Education (CVTE)**

- (i) Department of Technical Education
- (ii) Department of Education

**PRINCIPAL OFFICERS OF THE POLYTECHNIC**

**The Rector** is the Chief Executive and Chief Academic Officer of the Polytechnic and is responsible to the Governing Council for maintaining and promoting the efficiency and discipline of the Polytechnic.

**The Deputy Rector** is responsible to the Rector and performs the duties of the Rector in his absence or such other duties as may be assigned to him by the Rector or the Council.

**The Registrar** is among others, responsible to the Rector for the implementation of the decision made by the Governing Council or Academic Board and for administrative matters regarding staff appointments and admission of students and graduation.

**The Polytechnic Librarian** is responsible to the Rector for the administration of the Polytechnic Library and coordination of Library Service in the Polytechnic

**The Director Academic and Physical Planning** is answerable to the Rector for all matters related to institutional planning, coordination of research activities and general statistics.

**The Bursar** is the Chief Financial Officer and is responsible to the Rector for the day-to-day administration of the financial affairs of the Polytechnic.

**The Director of Works and Services** is responsible to the Rector for the maintenance of the Polytechnic buildings, minor works, transport and supervision of the Polytechnic projects.

**The Directors of Colleges** are responsible to the Rector for the organization, development and efficient running of their respective Colleges.

**The Director Medical Service** is responsible to the Rector for the provision of medical care to staff and students and efficient running of the Polytechnic Clinic.

**The Director Consultancy Services** is charged with the responsibility of enhancing the professional competence of the Polytechnic staff by exposing them to situation whereby their talents are utilized and to allow the expertise of the Polytechnic academic, technical, and administrative staff to serve the private and public sector.

<b>Rector:</b>	Dr. Ibrahim Mudi Kurfi B.A Ed, (Political Science) MPA, PhD (Public Administration).
<b>Deputy Rector:</b>	Muhammad Saleh, LLB, LLM
<b>Ag. Registrar:</b>	Ishaq Altı B.A. Education/Islamic Study
<b>Polytechnic Librarian:</b>	Umar Maiwada CLS, B.A. LS and MLS
<b>Director D.A.P.P:</b>	Musa Aliyu Rafindadi MBA (Human Resource)
<b>Bursar:</b>	Aminu Ibrahim CNA, MNIM, ACIT HND Accounting, B.A. Accounting and Financial Management
<b>Director Works:</b>	Bldr. Bishir Kado B.Sc Building
<b>Director CAMS:</b>	Muhammad Jalalu Maiwada, MPA (Public Admin.)
<b>Director CST:</b>	Dr. Yusuf Lawal Uli B.Sc. Chemistry (ABU), PhD Renewable Energy
<b>Ag. Director Medical</b>	A'isha Muhammad, Midwifery Certificate
<b>Director COA:</b>	Dr. Lirwanu Umar Dayi, PhD Agronomy
<b>Director COE:</b>	Engr. Dr.Lawal A. Daura B. Eng (Mech.) M.Sc. Mech. (Energy), PhD Energy Engineering.
<b>Ag. Director CES:</b>	Ali Barmo, M.Sc. Construction Management.
<b>Director CLS:</b>	Yahaya Danladi, M.A. Linguistics
<b>Director Consultancy:</b>	—
<b>Director CVTE:</b>	Mohammed Habibu, M.Ed. Curriculum Studies

## ACADEMIC PROGRAMMES

Academic programmes are planned by the Academic Board as follows:

- A. Business and Management Studies:** In the fields of Administration, Accountancy, Office Technology and Management and Social Sciences..
- B. Agriculture:** In the fields of General Agriculture and Technology
- C. Engineering:** In the fields of Civil, Electrical, Mechanical Engineering and Welding and Fabrication Engineering Technology.
- D. Science:** In the fields of Natural and Applied Sciences. Statistics and Computer Studies, Science Laboratory Technology, Mass Communication, Library and Information Science and Technical Education.
- E. Environmental Studies:** In the fields of Building, Quantity Surveying and Architecture.

### Courses Available

The Academic Programmes are organized in the following Colleges:

#### COLLEGE OF ADMINISTRATION AND MANAGEMENT STUDIES

The College of Administration and Management Studies started operation in the 1979/80 session as a Department of Administration and Business Studies (DABS). The College has five departments and offers the following programmes:

##### (A) Department of Accountancy

###### 1. Full Time Programmes

- (i) Higher National Diploma (HND) in Accountancy
- (ii) National Diploma (ND) in Accountancy
- (iii) Diploma in Accountancy

## **2. Part Time Programmes**

- (i) Higher National Diploma (HND) in Accountancy
- (ii) National Diploma (ND) in Accountancy
- (iii) Diploma in Public Accounting and Audit (DPAA)
- (iv) Certificate in Public Accounting and Audit (CPAA)
- (v) Certificate in Treasury I, II & III
- (vi) Middle Financial Management (MFM)
- (vii) Postgraduate Diploma in Accounting and Finance

## **(B) Department of Business Administration and Management**

### **1. Full Time Programmes**

- (i) Higher National Diploma (HND) in Business Administration & Management
- (ii) National Diploma (ND) in Business Administration & Management
- (iii) Diploma in Business & Management

### **2. Part Time Programmes**

- (i) Post-Graduate Diploma in Management (PGDM)
- (ii) Higher National Diploma (HND) in Business Administration and Management
- (iii) National Diploma (ND) in Business Administration
- (iv) Advanced Certificate in Management
- (v) Higher Diploma in Management (HDM)

## **(C) Department of Public Administration**

### **1. Full Time Programmes**

- (i) Higher National Diploma (HND) in Public Administration

- (ii) National Diploma (ND) in Public Administration
- (iii) Diploma in Public Administration

**2. Part Time Programmes**

- (i) Post-Graduate Diploma in Public Policy and Administration (PGDPPA)
- (ii) Higher National Diploma (HND) in Public Administration
- (iii) National Diploma (ND) in Public Administration
- (iv) Advanced Diploma in Public Administration (ADPA)

**(D) Department of Office Technology and Management**

**1. Full Time Programmes**

- (i) Higher National Diploma in Office Technology and Management
- (ii) National Diploma in Office Technology and Management
- (iii) Diploma in Office Technology and Management

**2. Part Time Programmes**

- (i) Higher National Diploma (HND) in Office Technology and Management
- (ii) National Diploma (ND) in Office Technology and Management

**COLLEGE OF AGRICULTURE**

The College of Agriculture was carved out of College of Science and Technology. The College currently has four (4) departments and offers the following programmes:

**(A) Department of Agricultural Technology**

**1. Full Time Programmes**

- (i) Higher National Diploma (HND) in Agricultural Extension and Management
- (ii) Higher National Diploma (HND) in Crop Production Technology
- (iii) National Diploma (ND) in Agricultural Technology
- (iv) Certificate in Agricultural Technology (CAT)

**2. Part Time Programmes**

- (i) Assistant Agriculture Superintendent Certificate (AASC)
- (ii) Certificate in Irrigation Technology (CIT).

**(B) Department of Animal Health and Production Technology**

**1. Full Time Programme**

- (i) National Diploma (ND) in Animal Health & Production Technology

**2 Part Time Programme**

- (i) Assistant Livestock Superintendent Certificate (ALSC)

**(C) Department of Forestry Technology**

**1. Full Time Programme**

- (i) National Diploma (ND) Forestry Technology

**2. Part Time Programme**

- (i) Assistant Forestry Superintendent Certificate (AFSC)

**(D) Department of Fisheries Technology**

**1. Full Time Programme**

- (i) National Diploma (ND) in Fisheries Technology

**2. Part Time Programmes**

- (i) Certificate in Fisheries Technology (CFT)

**COLLEGE OF ENGINEERING**

The College of Engineering was curved out of College of Science and Technology. The College currently has four (4) Departments and offers the following programmes:-

**(A) Department of Civil Engineering**

**1. Full Time Programmes**

- (i) Higher National Diploma (HND) in Civil Engineering
- (ii) National Diploma (ND) in Civil Engineering

**(B) Department of Electrical Engineering**

**1. Full Time Programmes**

- (i) Higher National Diploma (HND) Electrical/Electronic Engineering (option Electronics/Telecommunication).
- (ii) National Diploma (ND) in Electrical Engineering.
- (iii) Elementary Certificate in Electrical Installation, Costing and Contracting (ECEICC).

**(C) Department of Mechanical Engineering**

**1. Full Time Programmes**

- (i) Higher National Diploma (HND) in Mechanical Engineering (Production)
- (ii) National Diploma (ND) in Mechanical Engineering
- (iii) Intermediate Mechanical Engineering Automotive Technician Certificate (IMEATC)
- (iv) Elementary Mechanical Engineering Automotive Technician Certificate (EMEATC).



**2. Part Time Programmes**

- (i) Higher National Diploma (HND) in Mechanical Engineering (Production)
- (ii) National Diploma (ND) in Mechanical Engineering

**(C) Department of Welding Fabrication Engineering Technology**

**1. Full Time Programme**

- (i) National Diploma (ND) Welding and Fabrication Engineering Technology

**2. Part Time Programmes**

- (i) National Diploma (ND) Welding and Fabrication Engineering Technology
- (ii) Basic Certificate in Welding Technology
- (iii) Advanced Certificate in Welding Technology

**COLLEGE OF ENVIRONMENTAL STUDIES**

The College of Environmental Studies was curved out of College of Science and Technology. The College currently has three (3) departments and offers the following programmes:

**(A) Department of Building Technology**

**1. Full Time Programmes**

- (i) Higher National Diploma (HND) in Building Technology
- (ii) National Diploma (ND) in Building Technology
- (iii) Block Laying and Concreting Certificate (BLCC)

**(B) Department of Quantity Surveying**

**1. Full Time Programmes**

- (i) Higher National Diploma (HND) in Quantity Surveying
- (ii) National Diploma (ND) in Quantity Surveying

**(C) Department of Architecture**

**1. Full Time Programme**

- i) National Diploma (ND) Architectural Technology

**COLLEGE OF SCIENCE AND TECHNOLOGY**

The College of Science and Technology has started in 1983 as College of Science under the then KCAST, Katsina Campus. The College currently has Five (5) departments and offers the following programmes:-

**(A) Department of Basic and Applied Science**

**1. Full Time Programmes**

- (i) National Diploma (ND) in Science Laboratory Technology (SLT)
- (ii) Certificate in Science Laboratory Technology (CSLT)

**2. Part-Time Programmes**

- (i) National Diploma (ND) Science Laboratory Technology

**(B) Department of Mathematics and Statistics**

**1. Full Time Programmes**

- (i) Higher National Diploma (HND) in Statistics
- (ii) National Diploma (ND) in Statistics
- (iii) Diploma Mathematics Education

**2. Part Time Programmes**

- (i) Higher National Diploma (HND) Statistics
- (ii) National Diploma in Statistics

**(C) Department of Computer Studies**

**1. Full Time Programme**

- (i) National Diploma (ND) Computer Science

## **2. Part Time Programmes**

- (i) National Diploma (ND) in Computer Science
- (ii) Certificate in Computer Appreciation & Application (CCAA)

### **(B) Department of Food Science, Home & Hospitality Management**

#### **1. Full Time Programmes**

- (i) National Diploma (ND) in Hospitality Management
- (ii) Certificate in Catering and Hotel Management (CCHM)
- (iii) Advanced Certificate Catering and Hotel Management (ACCHM)
- (iv) National Diploma (ND) in Home and Rural Economics

### **(C) Department of Nutrition and Dietetics**

- (i) National Diploma (ND) in Nutrition and Dietetics
- (ii) Certificate in Nutrition and Dietetics

## **COLLEGE OF LIBERAL STUDIES (CLS)**

The College of Liberal Studies was carved out of College of Basic and Remedial Studies, College, Science and Technology and College of Administration and Management Studies in 2018. The College currently has Five (5) departments and offers the following programmes:

### **(A) Department of Remedial and Extra Mural Studies**

- (i) Remedial Studies

### **(B) Department of Basic Studies**

#### **1. Full Time Programme**

- (i) Diploma in Environmental health Technology
- (ii) Diploma in Local Government Studies.

**(C) Department of Mass Communication**

**1. Full Time Programmes**

(i) Higher National Diploma (HND) In Mass Communication

(ii) National Diploma (ND) Mass Communication

**2. Part Time Programmes**

(i) Higher Diploma In Mass Communication (HDMC)

(ii) National Diploma (ND) Mass Communication

**(D) Department of General Studies**

**(1) Full Time Programmes**

(i) Diploma Social Development (DSD)

(ii) Diploma in Corporative Economics and Management

(iii) Diploma Banking and Finance.

**(2) Part-time Programme**

(i) Diploma Social Development (DSD)

**(E) Department of Library and Information Science**

**1. Full Time Programmes**

(i) Higher National Diploma (HND) Library and Information Science

(ii) National Diploma (ND) in Library and Information Science

(iii) Assistant Library Officer's Certificate (ALO)

**2. Part Time Programmes**

(i) National Diploma (ND) Library and Information Science

## **COLLEGE OF VOCATIONAL AND TECHNICAL EDUCATION (CVTE)**

The College of Vocational and Technical Education was carved out of College of Science and Technology in 2018. The College currently has two (2) departments and offers the following programmes:

### **(F) Department of Technical Education**

#### **1. Full Time Programmes**

- (i) Nigeria Certificate in Education (NCE) Technical Education
- (ii) Pre-Nigeria Certificate in Education (Pre-NCE) Technical Education

#### **2. Part Time Programmes**

- (i) Post Graduate Diploma in Technical Education (PGDTE)
- (ii) Technical Teachers Certificate (TTC)

### **(G) Department of Education**

#### **1. Full Time Programmes**

- (i) Diploma Mathematics Education
- (ii) Diploma in Science Education

#### **2. Part Time Programmes**

- (i) Professional Diploma in Education (PDE)

### **(H) Department of Science Education**

- (i) Diploma in Science Education (In view)





## 2. PART – TIME PROGRAMMES

PROGRAMME	COLLEGE	TUITION FEE	OTHER FEES	TOTAL AMOUNT
HND	CST	x29,500.00	x11,700.00	x41,200.00
National Diploma (ND)	CST	x29,500.00	x13,200.00	x42,700.00
National Diploma (ND)	CAMS	x29,500.00	x9,700.00	x39,200.00
Diploma	CAMS/CLS	x19,500.00	x9,700.00	x29,200.00
HND/HDM/ADV.DIP I	CAMS	x29,500.00	x9,700.00	x39,200.00
Certificate	CAMS/CLS	x15,600.00	x9,600.00	x25,300.00
Certificate	CST	x15,600.00	x10,000.00	x25,600.00
Certificate	COA	x19,500.00	x10,000.00	x29,500.00
PDE	CVTE	x30,000.00	x11,700.00	x41,700.00
PGDM/PGDPPA	CAMS	x39,000.00	x9,700.00	x48,700.00
PGDTE	CVTE	x39,000.00	x11,700.00	x50,700.00

Lodging fees (optional) on first come first served basis ₦5,000.00

**Note:** item 2 above is with Effect from 2015/2016 Academic Session.

## 3. OTHER CHARGES

S/N	DETAILS	CHARGES
1.	Academic Transcript	x2,000.00
2.	Certificate fee	x2,000.00
3.	Change of Course	x2,000.00
4.	Verification/Screening for Admission Charges	x2,500.00
5.	Attestation Letter/To Whom it May Concern	x1,000.00
6.	Replacement of Admission Letter	x1,000.00
7.	Replacement of ID Card	x500.00



# **POLYTECHNIC LIBRARY (MUSA ABDULLAHI LIBRARY)**

## **1. HISTORY**

The Polytechnic library (Musa Abdullahi Library) started in 1979 at the then Department of Administration and Business studies (DABS) Katsina campus of Katsina College Arts, Science and Technology (KCAST) Zaria.

The initial collection was 640 books on Business Administration, Accountancy and Secretarial Studies,

In 1983 the Polytechnic was renamed Katsina Polytechnic and the library was moved to the permanent site along Dutsin-ma road. The library started operation in two reading rooms at college of Science and Technology (C.S.T.) with collection for Science and Engineering programmes and the College of Administration and Management studies (CAMS) which contained books on Accountancy, Secretarial and Management.

In 1985, a third library unit was established at College of Legal and General Studies when the then Kaduna State College of Legal Studies was merged with the Polytechnic. The unit contained books on law, Islamic studies, Hausa and English Languages and Literature courses.

With the completion of the central library in the year 2003 all the books and journals in the three reading rooms were moved to the Central Library which provided over 18,000 books and journals in various fields. Currently the library has total collections of over 40,000 books on different disciplines.

The Library was renamed Musa Abdullahi Library, Hassan Usman Katsina Polytechnic after the pioneer Rector of the Institution Engineer Musa D. Abdullahi.

As at 2018, the Library is serving seven Colleges of the Polytechnic and over seven thousand students in the following Colleges: College of Science and Technology, College of Agriculture, College of Engineering, College of Environmental Studies, College of Liberal Studies, College of Vocational and Technical Education and College of Administration and Management Studies.

## 2. **OPERATION PERIODS (OPENINGS)**

The Musa Abdullahi Library opens as follows:-

### (i) **During Semester Period**

(1) 8.00 a.m. – 10.00 p.m. (Mondays - Fridays)

(2) 10.00 a.m.- 3.00 p.m. (Saturdays)

### (ii) **On Holidays**

(1) 8.00 a.m. – 3.30 p.m. (Mondays - Fridays)

(2) Closed (Saturday and Sunday)

## 3. **UNITS OF THE LIBRARY**

The Library has the following Units:-

(i) **Circulation Unit:** For borrowing of books.

(ii) **Reference Unit:** For use of Dictionaries and Encyclopedia

(iii) **Reserve Unit:** For reading and research on important books and documents.

(iv) **Serial Unit:** For Newspapers, Journals and Magazines consultation

(v) **Bindery Unit:** For binding of Library textbooks, students' projects, newspapers and lamination.

(vi) **E-Library Unit:** For computer browsing, Internet and E-Mail browsing, CD-room browsing, E-Books/E-Journals consultation etc.

(vii) **Technical Services Unit:** For ordering, cataloguing and classification of new books and Journals..

(viii) **Research Unit:** The items stocked are seminar and conference Papers, Post-Graduate, Undergraduate, HND and ND Thesis/Projects.

(ix) **Archival Unit:** For old and discarded books, journals and newspapers.

#### **4. SCHEME USED BY THE LIBRARY**

The Library uses Library of Congress Classification Scheme (L.C.) in the classification of its books and journals. It also uses Anglo American Cataloguing Rules (AACR) II for cataloguing of materials.

#### **5 RULES AND REGULATIONS**

- i. Absolute silence is required in and around the library; all mobile phones must be switched off.
- ii. Eating of food and drinks of all kinds is prohibited in the library.
- iii. Tobacco, Illegal drugs, alcoholics are prohibited in to the library.
- iv. Bags, snacks umbrellas, cameras, etc should not be brought into the library and must be kept in the place reserved for them at owner's risk. The library of the Polytechnic shall not be responsible for any missing items.
- v. Users of the library should not tear off part of a library book whatsoever.
- vi. Users of Library should not mark, write, underline with pencil or pen in any of the Library books.
- vii. Borrowed books should be handled with care, oil water; ink etc should not be allowed to touch them.
- viii. Library books should not be allowed to become overdue

when borrowed, they should be returned as stated, for others to benefit.

- ix. Reference books such as dictionaries, yearbooks, encyclopedia, etc cannot be borrowed from the Library. They are used in the Library.
- x. Reserved books are also used only in the Library.
- xi. Books should not be hidden in any part of the Library, to prevent others from using them.
- xii. Guns, Cutlasses, Knives and any other harmful objects or harmful substances are prohibited.
- xiii. Loitering (walking about) and sleeping in the Library is prohibited.
- xiv. It is not allowed to sell or advertise any goods in the Library.
- xv. GSM handsets should always be on silent mode while in the Library.
- xvi. Indecent dressing, obscene pictures, playing of adult movies on mobile phone and computers, use of abusive language, fighting and shouting are prohibited in the Library.
- xvii. The Library is not responsible for any item lost or stolen in the Library that was brought in by a student.
- xviii. Students and other library users must submit themselves for checking while going in and out of library.

## STUDENTS AFFAIRS DIVISION

The Students Affairs Division is under the Office of the Registrar and is responsible for the welfare and discipline of students.

The division caters for all non-academic matters of students such as accommodation, sporting activities, Students' Associations, Clubs and Societies.

The Students Affairs Committee, students' disciplinary committee and hall advisers assist the Students Affairs Division in carrying out these functions.

### **Hall of Residence**

There are three Hostel blocks viz:

- i. Muhamud Kanti Bello Hostel (Block \_A')
- ii. Muhamud Kanti Bello Hostel (Block \_B')
- iii. Justice Binta Murtala Nyako Hostel (Block C)

**The Hall officer** is responsible for registering students into hostels while hall advisers are appointed for each hostel block. Their duty is to promote the hostel spirit and offer counseling and guidance to student members of the hostel block.

Application for accommodation is made by completing and returning the application for accommodation form, which is issued by the Hall Officer.

If available, the appropriate accommodation fee for the session must be paid before room is allocated.

### **ACADEMIC DIVISION**

Academic Division is a unit under the Office of the Registrar. The unit which is headed by the Academic Secretary reports to the Registrar on the conduct of students' admissions, registration,

examinations and other academic records of the polytechnic. The unit has the following sections:

**Admissions:** This section coordinates the short-listing of prospective candidates for admission into various programmes of the Polytechnic based on NBTE and other affiliating bodies' admission requirements.

**Examination and Records:** The section coordinates the preparation and conduct of all examination in the Polytechnic as well as keeping proper records of all students' records and other Academic records of the Polytechnic.

**Guidance and Counseling:** The section offers guidance and counseling services to students on their programmes of studies and other matters relating to their future careers. The unit is also responsible for preparing list of prospective corps members for NYSC mobilization.

**SUMMARY OF STUDENTS POPULATION SINCE  
INCEPTION OF KATSINA CAMPUS OF KCAST/  
KATSINA POLYTECHNIC/HASSAN USMAN KATSINA  
POLYTECHNIC**

<b>SESSION</b>	<b>TOTAL ENROLMENT</b>	<b>INCREASE /DECREASE</b>	<b>%INCREASE/ DECREASE</b>
1978/1979	198		
1979/1980	209	11	6
1980/1981	356	147	70
1981/1982	947	591	166
1982/1983	1,316	369	39
1983/1984	1,729	413	31
1984/1985	2,464	735	43
1985/1986	1,982	482	20
1986/1987	3,002	1,020	51
1987/1988	2,638	364	12
1988/1989	2,525	113	4
1989/1990	2,942	417	17
1990/1991	2,910	32	1
1991/1992	3,041	131	5
1992/1993	3,095	54	2
1993/1994	2,856	239	8
1994/1995	*	*	***
1995/1996	1,848	1,008	35
1996/1997	2,272	424	23

1997/1998	2,367	95	4 (1 <sup>st</sup> Batch)
1997/1998	1,841	526	22 (2 <sup>na</sup> Batch)
1998/1999	2,198	354	19
1999/2000	2,868	673	31
2000/2001	3,955	1,087	40
2001/2002	4,716	761	19
2002/2003	*	*	***
2003/2004	5,038	322	7
2004/2005	4,053	985	20
2005/2006	4,577	524	11
2006/2007	5,708	1,131	25
2007/2008	7,256	1,548	27
2008/2009	7,676	420	6
2009/2010	5,590	2,086	39
2010/2011	6,261	671	11
2011/2012	6,347	86	1.4
2012/2013	6844	497	73
2013/2014	6818	-26	-0.4
2014/2015	7456	668	8.9
2015/2016	6909	-547	-7.9
2016/2017	6103	-806	-13.2
2017/2018	6090	-13	-0.21
2018/2019	6015	-75	-1.25

\*No Admission



## **REGULATIONS FOR STUDENTS**

### **Responsibility**

1. As members of the Polytechnic, all students are expected to respond to situations and conduct themselves in a mature and responsible manner. Each student is expected to abide by the Polytechnic regulations, rules and the laws of the land and also conform to such regulations and instructions as may be made or given by the Polytechnic Governing Council, Management, Academic Board, Rector, Director, and Head of Department and other designated officers of the Polytechnic.
2. The Academic Division shall issue a copy of the Regulations to all admitted candidates/Students

### **Enrolment**

3. Students will not be admitted to classes until they have completed the necessary requirements such as registration and payment of fees.

### **Fees**

4. All fees are payable in advance before or at the beginning of session or as may be stipulated by the Institution.

### **Orientation and Matriculation**

5. Matriculation and Orientation programmes are organized at the inception of every academic session. All new students, i.e. HND1, ND1, Diploma 1 and NCE1 must ensure that they matriculate.
6. All Students must complete their registration exercise 24 hours before matriculation/orientation.

## **Cultism**

7. Secret Society, Cultism and any form of unregistered society or association within and outside the polytechnic is prohibited.
8. Every student must complete an undertaking form to be issued by the Students Affairs Division in compliance with the above provision (6).

## **Accommodation**

9. A pre-condition for acquiring Polytechnic Hostel Accommodation is undertaking to comply with all Hostel Regulations and consent to any disciplinary action warranted by breach of such regulations.
10. Provision of hostel accommodation is a privilege not a right. All allocations are at the discretion of the Polytechnic Authority.
11. The Polytechnic will offer accommodation to students only to the limit of places in the hostels.
12. Students who take up such accommodation will be responsible for the care of furniture and fittings in their rooms.
13. The Polytechnic will provide Beds, Mattresses and Pillows once only. Students are expected to hand back these items in good condition at the end of their stay in the Institution.
14. In the event the mattresses are not sufficient, Students can bring their personal mattresses and must register them with Students Affairs Division; otherwise the mattresses stand to be forfeited to the Polytechnic Authority.
15. The Polytechnic does not accept responsibility for any loss of personal property in the hostels. Students are therefore advised not to bring valuable and expensive personal properties into the hostels.

16. Any student who engages in any act capable of breaching peace (fighting, insulting, rumour mongering etc) in the hostel renders himself/herself liable to summary dismissal from the hostel.
17. All students living in the Hostels are expected to take good care of the Polytechnic properties entrusted to them and ensure that they do nothing to deface or alter anything in the hostels (e.g. throwing food remnants through the windows etc).
18. Damage to property entrusted to students will render them liable, to forfeiting their accommodation in addition to being fully surcharged for the item damaged.

### **Environmental Sanitation**

19. Students should not litter their classrooms and they should endeavour to keep their rooms and surroundings clean. Wastes should be properly disposed off in the incinerator/dustbins provided for that purpose.
20. Students are prohibited from easing themselves in an abnormal way or in undesignated areas. Similarly taking baths should be done only in bathrooms.

### **Dress code:**

- 20.1** As responsible citizens, all students are expected at all times to dress decently within and outside the Polytechnic premises.

### **20.2 Acceptable Dress for Students**

- i. Cover all sensitive parts of the body.
- ii. NOT be either TIGHT or TRANSPARENT.
- iii. Neither be OFFENSIVE nor PROVOCATIVE.
- iv. NOT show sign of IRRESPONSIBILITY.
- v. NOT be dirty, rough or shabby.
- vi. Distinguish between gender (SEX) of the wearer.

vii. Generally be MODERATE in their overall appearance.

### **20.3 Prohibited Dress for Female Students**

Wearing of clothes with the following characteristics are PROHIBITED

- i. Transparent clothes and clothes that reveal sensitive parts are prohibited.
- ii. Dropping shawls and scarves over sleeveless dresses.
- iii. Sleeveless dresses with very tiny singlet - like straps (spaghetti strap, shoulders, wicket straps, mono-straps).
- iv. Strapless blouses or short blouses that do not cover the hip line.
- v. Low neck dresses.
- vi. Dress and skirts with slit above the knee (mini).
- vii. Dresses and skirts with slit above the knees.
- viii. Tight trousers and dresses (over hanging/clinging clothing) including body hugs, hip stand trousers and any clothing made from stretching, elastic material.
- ix. Trousers or trouser suits with blouses/jackets that are above hip line.
- x. Outfits such as T - shirts and jeans which carry obscene and subliminal messages.
- xi. Coloured hair and coloured attachments with two or more shade of colours.
- xii. Anklets and ring on toes
- xiii. The use of face caps and dark eye glasses (except for sports and other related events).

- xiv. Tattooing at any part of the body (any tattoo done before admission into Polytechnic shall be declared during Registration in the first year).

#### **20.4 Prohibited Dress for Male Students**

The following types of dresses are prohibited to male students:

- i. Wearing of sleeveless clothes.
- ii. Shirts which are not properly buttoned up and shirt collars that are left flying.
- iii. Short knickers/boxers.
- iv. Pulling down trouser to the hip line (sagging).
- v. T - shirt and jeans which carry obscene and subliminal messages.
- vi. Wearing of ear rings, bracelets and ankle chains.
- viii. Wearing of head ties.
- ix. Braiding, perming of hair, jerry curls, plating and dreadlocks.
- x. Use of face and dark eye glasses (except for sports and other related events).

#### **20.5 Penalties for Improper Dressing**

- a. Verbal warning for the first offence.
- b. A written warning for repeated offence and a copy of the letter would be filed in the student's personal file in the department and the parents/guidance of the student may be copied accordingly.
- c. Suspension for repeating the offences for the second time. The student is recommended to be suspended for a period of one semester by Student's Disciplinary Committee and approved by the Rector.

- d. Expulsion from the Polytechnic for repeating the offence for the third time.
- e. A staff is mandated not to attend to any student that violates the dress code and such student should be sent out of the lecture halls or office and shall be reported to the Head of Department for appropriate action.
- f. Offences that warrant suspension/expulsion shall be forwarded to the Student's Disciplinary Committee by Head of Department through the College Director.

**Visitors:**

- 21. Students may receive visitors and will be responsible for the conduct of their visitors. Visitors should stay 5 meters away from the females' hostel premises and should not stay beyond 9.00 p.m.
- 22. No visitor is allowed to stay overnight in the hostel room. No male visitors are allowed into the female hostel and vice versa.
- 23. The hostel authority reserves the right to conduct an un-scheduled inspection of hostel from time to time to ensure that all hostel and Polytechnic property are in good condition.
- 24. Students are advised to acquaint themselves with these and other regulations prior to accepting hostel allocation.
- 25. The existing hostel accommodation facilities are earmarked for a specific number of students; they are as such not intended to be overstretched to the point of constituting health hazards and inconvenience to other students. Any student(s) caught encouraging squatting shall therefore be liable to forfeiting the hostel accommodation in addition to being ejected with appropriate disciplinary action. In addition, other members of the room who refused to report the squatters in the room will be liable to appropriate disciplinary action.

## **Cooking in Hostel Rooms/Tempering of Electrical Fittings and Illegal Connection**

26. It is prohibited to temper with electrical fittings or make any illegal electrical connection. Report any electrical problem to Students Affairs Division for repairs.

### **Laundry**

27. Laundries are provided for students to wash their clothes. Bathing is therefore prohibited in the laundries.

### **Classrooms/Hostels**

28. Classrooms are provided with sufficient desks and chairs for normal classes. Students are not allowed or permitted to remove any furniture or fitting from the classrooms for any reason whatsoever.
29. Defacing classes/hostels with irrelevant writings on the walls, desks/chairs is prohibited.
30. The class captains or delegates are charged with the responsibility of switching off lights in their various classrooms/reading rooms after lectures/reading hours.
31. Students are not allowed to remain in the classrooms after 9.00 p.m.

### **Attendance:**

32. All students must attend classes from the first day of the session regularly and punctually. A minimum of 80% attendance of classes/ lectures is stipulated. Attendance registers will be kept with the class captains. Students who do not obtain the required minimum attendance will not be allowed to sit for the end of the semester examination.
33. Class Captains are required to submit their Attendance Registers to their Heads of Departments weekly.

### **Lectures:**

34. After start of a lecture, a student can enter a class only with the consent of the lecturer. It is strictly forbidden for a student to walk out of a class after the commencement of lectures without the consent of the lecturer concerned
35. Students are expected to remain quiet and attentive during lectures, consequently use of mobile handsets or any sound making electronic device during lectures or practical sessions is forbidden. Any student who fails to observe this requirement is to be sent out of the class by the lecturer.

### **Boycott of Lectures:**

36. Boycott of lectures by any group of students in protest or in a bid to press some demands is prohibited and classified as gross misconduct.

### **Absenteeism**

37. Absence from lectures, tutorials etc. will only be excused with permission of the Head of Department through the course lecturer.
38. Absence by a student for more than a day or for longer period must be with written permission of the Rector through the Head of Department.
39. In exceptional circumstances, permission for absence granted due to serious illness provided a Medical Certificate acceptable to the Polytechnic Medical Officer or Director is produced.

### **Medical services**

40. Free medical care shall be provided to students based on what is available in the Polytechnic Clinic.
41. Students should pay a non-refundable fee of N500.00 (subject to periodic review) as clinic registration fees during registration.



42. Students visiting the Clinic for the first time should bring along an exercise book for registration.
43. Students who are sick should report to the Polytechnic Clinic. It is essential that treatment is obtained at the first sign of sickness or a disease.
44. In cases requiring referrals outside the Polytechnic, the Medical Officer/Director will do so. Where medical treatment is received outside Polytechnic's clinic, this should be reported to the polytechnic Medical Director at the earliest opportunity for the purpose of issuing medical report which will in turn serve as basis for make up examination or test.
45. Students visiting the clinic for consultation should report between 8.00 am and 12 noon, while emergency consultation could be at any time within 24 hours.
46. In case of emergency the Nursing Sister/Superintendent on call should be contacted immediately.
47. Students are expected to identify themselves by presenting their identification cards/admission letters whenever they are visiting the clinic. In case of the latter a clearance from the student's Head of Department is required.
48. All married/expecting female students must specially register with the Polytechnic Clinic.

**Practical work:**

49. Practical work in laboratories and workshops is essential for any course and it is the students' responsibility to make themselves aware of the departmental regulations before carrying out such practical work.
50. Where a student damages an apparatus or equipment through negligence, he/she will be held responsible for the cost of repair/replacement.
51. In the interest of safety, students should exercise the greatest

care when carrying out practical work and ensure all necessary precautions are taken.

### **Disruption of Classes:**

52. No student/group of students should disrupt any class in progress for whatever reason. Such conduct amounts gross misconduct.

### **Petition**

53. Students wishing to petition or issue statements or make communications on matters affecting the Polytechnic must do so through their Head of Departments (in case of academic matters) or the Students Affairs Officer (in case of hostel matters) for submission to the Registrar.

### **Use of Polytechnic Premises/Functions by Students**

54. Permission to use the Polytechnic premises for meetings or other activities by any association must be sought from the Registrar through the Student Affairs Officer through Association Patron at least one week before the date of the activity.
55. Students may be required to make a deposit against possible damage. Organizers of such functions would be held personally and collectively responsible for any breach of the law or Polytechnic rules and regulations that may occur during the function.
56. Invitation of dignitaries/Government Officials should be brought to the attention of the Rector through the Student Affairs Officer at least two weeks before the occasion.
57. Students must at all functions bear in mind the laws of the land and Polytechnic Regulation.
58. Donations may not be solicited or funds raised at any function held in the polytechnic without consent and approval of the Polytechnic authority.

59. Where applicable, a statement of income and expenditure must be produced by the members of the organizing body not later than a week after the function.

**Parking of Vehicles:**

60. Students may at their own risk park their cars, motor cycles or bicycles at the places reserved for them. Blocking of access road/walk ways and parking at staff parking areas are prohibited.

**Staff Rooms:**

61. Loitering around staff offices after 6.00 pm is strongly prohibited.

**Musical instruments:**

62. Radio sets, Musical and percussion instruments may be used only between 6.00pm and 10.00 p.m. and the volume must be regulated within low audible range so as not to constitute public nuisance.

**Noise:**

63. Noise may be a nuisance and is inimical to concentration and study; students are therefore prohibited from making noise and unnecessary shouting around classrooms, areas, hostel rooms/corridors areas.

**Electronic Equipment/Installation:**

64. Students must register their electrical equipment with the Hall Officer and such equipment may be installed only with the permission of the Student Affairs Officer.
65. Students are particularly warned against tampering with electrical fittings. Any carelessness or negligence in the use of electricity may lead to fire outbreak with consequent destruction of property, injuries or even loss of lives. The Polytechnic will not be responsible for any loss of property, injuries or deaths arising out of misuse of electricity, such acts are classified as gross misconduct.

**Fire:**

66. Fire extinguishers are provided at various points in the hostels. In the event of fire outbreak students should raise alarm and observe the fire drill.

**Pets:**

67. Students must not keep pets such as cats, rabbits, puppies etc.

**Sales of Liquor:**

69. Sales and consumption of liquor and any other intoxicants is prohibited in the Polytechnic premises and it constitutes gross misconduct.

**Smoking:**

69. Students should note that smoking in public places including halls of residence, classrooms, laboratories, libraries, workshops and examination halls is prohibited.

**Publications:**

70. Any publication on matters connected with the Polytechnic must receive prior approval of the Rector.
71. Notices must not be pasted without the approval of the Student Affairs Officer.
72. Editors/Authors bear full responsibility for the contents of their publications in accordance with the laws of the land and Polytechnic regulations.

**Polytechnic Vehicles:**

73. Request for use of polytechnic vehicles must be presented to the Student Affairs Officer within 48 hours. Students may have to for use of vehicles and for overtime of drivers.

74. The Polytechnic may provide transport to students only for academic, sporting and social activities. Request for transport to take part in a demonstration or to convey a demand will not be entertained.

**Identification:**

75. When students are required to identify themselves by an authorized person, they must do so by producing their identity cards.

**Students' Problems:**

76. Problems concerning hostels should be referred to the hostel authorities (Hall Officer and Hall Supervisor), in the first instance. Collective problems should be referred to the Students' Affairs Officer who will, if necessary, refer them to the Registrar.
77. Academic problems and ordinary personal problems should be discussed with, class tutor, programme coordinator or Student Affairs Officer.

**Change of Name:**

78. All certificates and other documents will be issued in the name a student originally registers with. Changes are only allowed if the student:
- a. Changes religion;
  - b. gets married.
79. Application for change of name should be made to the Academic Secretary and must be accompanied by a sworn affidavit in accordance with the Oaths Act 1963 and an advertisement for the change in a widely circulating National Daily.
80. Without prejudice to the foregoing, the polytechnic reserves the absolute right to grant or reject any application.

81. Notwithstanding the provisions of section 80 & 81 above, the Polytechnic is to (specifically) investigate the genuineness or otherwise of any name and certificate registered on enrolment before final approval of the change is given.

**Demonstration:**

82. No demonstration is allowed in the Polytechnic campus without written authority of the Rector.
83. Students may be individually or collectively surcharged for any damage to the Polytechnic properties. Students may also be prosecuted for any injury or loss of life arising from any demonstration.
84. Demonstration in staff residential area or against individual members of the Polytechnic staff is not allowed.
85. In all demonstrations, students must ensure that they comply with the relevant laws of the land and Polytechnic regulations.

**Employees of the Polytechnic:**

86. Polytechnic employees are not subject to receiving instruction, or order from students.
87. Any complaint against an employee of the Polytechnic must be passed through the Student's Affairs Officer.

**Vacation:**

88. Students must hand in keys etc. to the Hall Supervisors before leaving the polytechnic premises on vacation. A Student who fails to do so will be surcharged for the cost of any necessary replacement.
89. Students are not allowed to stay back on campus during vacation, except with the written permission of the Student Affairs Officer. Such students may be charged certain fees as determined by the Polytechnic Authority.

### **Polytechnic Properties:**

90. At the end of the academic year students must hand over Polytechnic properties entrusted to them in good condition as they were given and obtain a clearance certificate.

### **Traffic Offences**

91. All offences classified as traffic offences by the Federal Road Safety Commission or any other constituted authorities in the country are applicable in the Polytechnic premises. In addition, tinted vehicles, overloading (—three in onell) on motorcycles, excessive speeding and rough driving are not allowed.
92. Scaling over the Polytechnic fence is an act of gross misconduct.

### **Breach of Regulations:**

93. Any breach of these regulations will be dealt with in a manner to be determined by the Rector acting on the advice of the Students Disciplinary Committee.
94. Students who ignore any of the regulations or fail to comply with instructions given by Head of Departments are guilty of misconduct, and shall, in the first instance be warned in writing by their Head of Departments and copies of the warning letters sent to their parents and sponsors.
95. If there is recurrence of breach of the regulations by the students, the students shall be liable to suspension by the Rector prior to investigation by the Disciplinary Committee.

### **Gross Misconduct/Discipline**

Students are strongly advised to desist from all forms of bad behavior in the Polytechnic. Indiscipline or gross misconduct shall include the following:

96. Taking part in violent demonstration, including students' riot or boycott to classes, willful destruction of properties, drunkenness, stealing, forging of documents, cultism, unauthorized use of mobile phone, rape, assault, robbery, possession of weapons, hard drugs, secret societies, verbal and violent attack on fellow students and staff of the Polytechnic, unnatural sex offences, such as homosexuality, lesbianism etc and any other offence that may be classified as criminal by the laws of the land, are act of gross misconduct.
97. Students charged with acts of gross misconduct will be liable for appropriate disciplinary measures.

**Right of Appeal:**

98. A student suspended or expelled under section 97 above has a right to appeal to the Polytechnic Council for a reconsideration of the decision. However any student found to have made false allegation in such an appeal would be dealt with in any manner the Council deems fit.



**SUMMARY OF OFFENCES AND PENALTIES**  
**CATEGORY A: GENERAL OFFENCES**

<b>S/N</b>	<b>OFFENCE</b>	<b>PENALTY</b>
1	Attempted Rape/Rape	Expulsion and possible Prosecution
2	Indecent sexual practices	Expulsion and possible prosecution
3	Assault and or Battery	Expulsion
4	Theft/robbery/house breaking/ burglary within or outside the polytechnic	Expulsion and possible prosecution
5	a Gross misconduct or any criminal offence outside Hassan Usman Katsina Polytechnic. b Misconduct or any offence other than 5a above	Expulsion and possible prosecution
6	Threat, violence, intimidation of Hassan Usman Katsina Polytechnic staff	Expulsion and possible prosecution
7	Damage of Assets	Payment for damages and written warning upon a written undertaking of good behaviour by a student guardian
8	Possession, use or sale of prohibited items on campus e.g. Dangerous weapons, hard drugs such as Indian Hemp, codeine, etc.	Expulsion and possible prosecution
19	Fraudulent admission, forgery, impersonation, false medical report, etc.	Expulsion, withdrawal of admission (as determined by the Academic Office and possible prosecution

10	Drunkenness on campus	Expulsion and possible prosecution
11	Arson	Expulsion and possible prosecution
12	Conspiracy to commit felony	Expulsion
13	Gambling in all forms	Rustication for two regular semesters
14	Taking illegal routes of crossing lawns on the campus	Written warning (in the first instance) suspension of two regular semesters or one session subsequently.
15	Breach of peace	Rustication for two regular semesters
16	Publication of libelous materials or articles of cartoons	Rustication for two regular semesters or one session
17	Publication or display of obscene materials	Rustication for two regular semesters
18	Obstruction of the enforcement of institutional regulations	Denial of access to the campus or (as the case maybe), rustication for two semesters
19	Using religion to disrupt activities or campus	Rustication for two regular semesters
20	Insubordination, rudeness or refusal to obey lawful instruction	Rustication for two regular semesters
21	Illegal possession of Polytechnic stationery	Seizure of materials and written warning in the first instance and in the event of any further occurrence, expulsion.
22	Seizure at polytechnic vehicle form the driver	Expulsion

23	Driving Polytechnic vehicle	Expulsion
24	Dangerous or reckless driving on campus	Rustication for two regular semesters
25	Possession of charms	Rustication for two regular semesters
26	Fighting on campus or off campus	Expulsion
27	Luring students into an unlawful demonstration or protest	Expulsion
28	Instigating students into an unlawful demonstration or protest	Expulsion
29	Violent act or conduct	Expulsion
30	Extortion in any form	Expulsion
30	Failure to produce student identity card on demand by any officer on duty	Verbal warning in the first instance, then a written warning, and then rustication for two regular semesters thereafter.
32	False accusation or bearing false witness in a matter before any institutional committee or constituted authority	Rustication for two regular semesters
33	Indecent behaviour during lecture hours or any institutional programme	Verbal warning in the first instance, then a written warning, and then rustication for two regular semesters thereafter.
34	a Refusal to appear before an institutional committee b Persistent neglect of invitation, or refusal and or failure to appear before institutional committee	Rustication for two regular semesters Expulsion

35	Misappropriation of funds	Rustication for two semesters and refund of the amount so misappropriated before reinstatement
36	Harassment of contractors for gratification	Suspension for two regular semesters
37	Unauthorized attendance at social or official functions held in the institution	Rustication for two regular semesters
38	Lobbying or soliciting for marks to pass examination	Rustication for two regular semesters
39	Fraudulent or illegal means of campaign during students elections, contrary to official guidelines issued by the electoral body of the candidate.	Disqualification in any other stated offence, the sanction shall be the PENALTY stated for such an offence
40	Pouring water, sand or any other substance or throwing object at another student as a mark of celebration or felicitation or otherwise on or off campus	Rustication for two regular semesters
41	<p>a Travelling outside the campus by registered students association or group of students (registered or unregistered) without approval from the Student Affairs Officer</p> <p>b Visit to unapproved sites</p> <p>c Engaging in immoral acts, including but not limited to drinking of alcohol, taking of banned dangerous and illicit</p>	<p>(a) rustication for two semesters</p> <p>(b) proscription of the club or association for two academic sessions</p> <p>Rustication for two regular Semesters</p> <p>Proscription of the club or association for a period not less than three (3) years</p>

	<p>drugs, and committing acts of criminal trespass while on group trips and visit outside the polytechnic campus</p> <p>d Misrepresentation, inducement, luring and deceit/ pretence arising from the EXCO of the approved Club/Association going on visit on their members</p>	Expulsion of the EXCO or members involved
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## **B. ENVIRONMENT RELATED OFFENCES**

1.	Defacing the institution's property	Written warning and surcharge for repair of such property
2.	Fighting, mischief, disruptive activities, use of phone at unauthorized places	Warning Rustication or expulsion and possible prosecution
3.	Parking of vehicles on the lawn and unauthorized places	Written warning and impounding of the vehicle, release of vehicle on payment of N 3,000.00 only
4.	Indiscriminate dropping of waste materials on the floor/grounds	Removal of such waste and written warning
5.	Noise, playing music and disturbing academic activities	Impounding of the musical instrument and written warning and payment of N3,000 to the Polytechnic for the release of impounded equipment
6.	Unsanitary behavior	Cleaning of the mess and written warning
7.	Shunting/ failure to queue and disorderliness	Suspension for two regular semesters
8.	insulting Drivers	Rustication for two regular semesters

9.	Disobedience or refusal to cooperate with security personnel or resisting arrest or invitation by security division	Expulsion and possible prosecution
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### **C. CLUBS, ASSOCIATIONS OR SOCIETIES**

1	Membership of secret society and cultism association.	Expulsion and possible prosecution
2	Unlawful assembly	Rustication for two regular semesters
3	Extortion, collection of unauthorized or exorbitant union dues	Rustication for two regular semesters
4	Conversion and embezzlement of union, club or association funds	Refund of the funds and rustication for two regular semesters
5	Unauthorized invitation and use of external preachers or guests on the campus	Rustication for two regular semester/expulsion and possible prosecution
6	Threats, intimidation , undue harassment on students of the polytechnic	Rustication for two regular semester/expulsion and possible prosecution
7	Pasting of posters, wearing of clothes and paraphernalia, distribution of hand bills suggestive campaigning for a political party	Written warning and impoundment of the offensive articles.
8	Possession of materials or insignia of clubs, associations or societies not registered with the Polytechnic	Rustication for two regular semesters
9	Display and use of materials or insignia of clubs, associations or societies not registered with the Polytechnic	Expulsion

10	Recruiting or initiating students into a club, association or society not registered with the Polytechnic	Expulsion
11	Luring students to an unapproved event	Expulsion

#### **D. LIBRARY RELATED OFFENCES**

<b>S/N</b>	<b>OFFENCE</b>	<b>PENALTY</b>
1.	Willful mutilation of library book	Rustication for two regular semesters and surcharge of replacement cost
2.	Loss/ damages of library materials	Surcharge
3.	Impersonation in the use of library facilities	Suspension from using the library for one semesters
4.	Noise /disturbance	Suspension from using the library for one semester
5.	Stealing of library materials	Expulsion
6.	Reservation of seats in the library	Written warning and suspension from the library for two weeks
7.	Drinking or eating in the library	Suspension from using the library for two weeks
8.	Failure to return borrowed books to the library after expiration of the approved period	Payment of fine at the rate of N100.00 per day on recalled books from 72 hrs after the date on which notice is sent.
9.	Removal of reference materials	Rustication for two semesters
10.	Bringing of bags, brief case, personal textbooks, magazines, newspapers and pets into the library	Verbal Warning/impounding of the items

## **E. LECTURE – ROOM RELATED OFFENCES**

<b>S/N</b>	<b>OFFENCE</b>	<b>PENALTY</b>
1.	Making or receiving telephones, calls during lectures	Ejection from the lecture hall
2.	Using headphone during lecture	Ejection from the lecture hall
3.	a Making noise during lectures. b Making noise outside lecture halls	Ejection from the lecture hall Verbal warning
4.	Aimless wandering in the classroom during lecture	A written warning and then rustication for one semester
5.	Eating during lectures	Ejection from the lecture hall
6.	Discussion during lecture	Ejection from the lecture hall
7.	Hawking in the classrooms	Ejection from the lecture hall Impounding of materials, which would be released on payment of 50% of the cost of the materials to the polytechnic
8.	Bringing babies to the classroom during lectures	Ejection from the lecture hall



## F. LABORATORY RELATED OFFENCES

S/N	OFFENCE	PENALTY
1	Non – conformity with Laboratory/ Workshop/Studio dress code and or safety rules	Denial of entry into or ejection from the laboratory/ Workshop/Studio
2	Improper handling of Laboratory/ Workshop/Studio equipment and chemicals /materials	Ejection from the laboratory/ Workshop/Studio
3	Defying Laboratory/ Workshop/Studio instructions	Ejection from the laboratory/ Workshop/Studio
4	Eating and drinking in the laboratory/ Workshop/Studio	Ejection from the laboratory/ Workshop/Studio
5	Sleeping in Laboratory/Workshop/Studio	Ejection from the laboratory/ Workshop/Studio
6	Stealing from laboratory/ Workshop/Studio	Expulsion from the institution
7	Damage of laboratory/Workshop/Studio equipment, chemical and materials	Payment for the damaged equipment/ materials and written warning
8	Pilfering of food materials during practicals	Payment of fine up to a maximum of N1,000.00 depending on the gravity of offence

### **G. FIELD /SPORT ARENA RELATED OFFENCES**

<b>S/N</b>	<b>OFFENCE</b>	<b>PENALTY</b>
1	Disruption of on – going competition	Rustication of the arrow head(s) for two regular semesters and suspension of the team from participation for two regular semesters
2	Hiring and use of mercenary during competition	Ban of the department or college concerned from such competition for one academic session
3	Any other act of non – conformity with or violation of the rules and guidelines governing any sport	Sanctions as provided by the organizing body

### **H. ICT CENTRE RELATED OFFENCES**

<b>S/N</b>	<b>OFFENCE</b>	<b>PENALTY</b>
1	Eating and drinking in the ICT centre	Ejection from the ICT Centre for the day
2	Sleeping in the ICT centre	Ejection from the ICT Centre for the day
3	Improper handling of ICT Centre equipment/ materials	Surcharge for any damage and written warning
4	Accessing pornographic site on the internet	Ejection from the ICT Centre and referral to student disciplinary committee for application of relevant disciplinary measures
5	Use of internet for fraudulent activities	Expulsion from the institution

6	Reservation of seats in the ICT Centre	Suspension from the use of ICT facilities for two weeks and written warning
7	Unruly behavior in the ICT centre	Suspension from use of the centre and referral to student disciplinary committee for the application of relevant disciplinary measures

### **I. BUS RELATED OFFENCES**

<b>S/N</b>	<b>OFFENCE</b>	<b>PENALTY</b>
1	Jumping of the queue	Denial of entry into the shuttle bus for that day
2	Non – payment of bus fare	Payment of fare and written warning
3	Hanging on shuttle bus doors or window	Rustication for two regular semesters
4	Entering or getting out of the bus through the window	Rustication for two regular semesters
5	Reservation of seat in the shuttle buses for another students	Written warning

## **J. HOSTEL RELATED OFFENCES**

<b>S/N</b>	<b>OFFENCE</b>	<b>PENALTY</b>
1	Receiving visitors in the hostel outside the designated places, approved days and hours	Ejection from hostel and forfeiture of hostel accommodation fee
2	Breach of peace (fighting, insulting, rumour mongering etc)	Ejection from hostel and forfeiture of hostel accommodation fee and referral to student disciplinary committee for application of relevant disciplinary measure.
3	Transferring allocated hostel accommodation to another person	Ejection of the beneficiary, forfeiture of hostel accommodation fee and referral to student disciplinary measure
4	Accommodating of visitors in the hostel room over night without permission of hall wardens	Ejection from hostels and forfeiture of hostel accommodation fee, or expulsion from institution if the visitor is of the opposite sex
5	Cooking outside designated places	Ejection from hostel and forfeiture of hostel accommodation fee
6	Persistent generation of noise from electronic appliances and distributing of other hostel occupants	Ejection from hostels and forfeiture of hostel accommodation fee
7	Writing and or disturbing of provocative articles	Expulsion
8	Unsanitary behavior	Cleaning of the mess and written warning in the first instance, then ejection from the hostel and forfeiture of hostel accommodation fee for any reoccurrence
9	Watching pornographic materials	Expulsion from the institution

10	Squatting another student in the hostel	Host should be ejected from hostel and forfeiture of hostel accommodation fee.
11	Using unapproved equipment to cook in the hostels	Ejection from hostels and forfeiture of hostel accommodation fee
12	Tampering with electrical appliances and structures	Ejection from hostel and forfeiture of hostel accommodation fee and surcharge for the cost of repairs
13	Defacing hostel walls	Ejection from hostel and forfeiture of hostel accommodation fee and surcharge for the cost of repairs
14	Misuse of hostel facilities	Ejection from hostel and forfeiture of hostel accommodation fee
15	Damages of hostel facilities	Verbal warning (in the first instance) then a written warning and rustication for two regular semesters thereafter
16	Failure to vacate rooms and withholding clearance of hostel properties at the end of session	With holding of certificate and semester examination results
17	a Stealing  b Refusal to return borrowed items  Damaging property belonging to another student	Expulsion  Rustication for two regular semesters  Rustication for two regular semesters
18	Entering female hostel by male students and vice versa	Expulsion

# THE HASSAN USMAN KATSINA POLYTECHNIC REVISED EXAMINATION REGULATIONS

## PART I PRELIMINARIES

1. These Regulations may be cited as the revised Hassan Usman Katsina Polytechnic Examination Regulations, 2018.

2. **Date of Commencement**

These Regulations shall be deemed to have come into operation on the 1<sup>st</sup> day of 3<sup>rd</sup> April, 2018.

3. **Interpretation**

### **Academic Misconduct**

In these Regulations unless the context otherwise requires –Academic Misconduct|| includes any act of disobedience, insulting an invigilator or any authorized person, disturbing the procedure and conduct of an examination, refusal to heed to a warning from an invigilator or any authorized person and other similar offences:

### **Authorized Person**

–**Authorized Person**|| means any academic staff authorized by a Central Examination Coordinating Committee to look after the conduct of an Examination other than the assigned invigilator.

### **Examination**

–**Examination**|| means the examination conducted at the end of each Semester or any examination as would be determined and directed by the Academic Board of the Polytechnic.

## **Examination Malpractice**

-**Examination Malpractice**|| means an act or omission which violates any of the Regulations on examination and which is committed during and or when an examination is taking place.

## **Ex-Student**

-**Ex student**|| means former student of the Polytechnic who has withdrawn or accomplished his studies and obtained his Certificate.

## **Invigilator**

-**Invigilator**|| means any Academic staff of the Polytechnic assigned by the Central Examination Coordinating Committee to oversee the conduct of an examination.

## **Outsider**

-**Outsider**|| means any person who is neither a student nor a staff of the Polytechnic.

## **Student**

-**Student**|| means the student of the Hassan Usman Katsina Polytechnic currently undergoing a programme of study in the institution.

## **Polytechnic**

-**Polytechnic**|| means the Hassan Usman Katsina Polytechnic Katsina.

## **Unauthorized Materials**

“**Unauthorised Materials**|| include any writing and or figure relevant to an examination on any piece of paper or in any handset/laptop or any clothing materials or inside a shoe or

on any slippers, desk, ruler, chair, wall or on any part of human body and the like.

4. **Examination**

Examination shall be conducted at the end of each Semester on each Course Unit offered.

5. **Eligibility for the Polytechnic Examination**

To be eligible for the Polytechnic Examination on any course unit registered in a Semester a student must obtain a minimum of 80% attendance for the course unit in the Semester. (The attendance for new students shall start from the day of matriculation, while that of returning students shall be from the date on the approved Academic Calendar). Each course Examiner should submit a signed attendance sheet to the Registrar through his/her College at the end of each semester.

6. **Examination Dates**

The dates of Semester Examination and Re-sit (Preparatory and other one year Programmes only). Examination shall be fixed by the Academic Board on the recommendations of the Semester Implementation Task Force. Such dates shall be published in the Polytechnic Academic Calendar and when published shall not be altered except with the express permission of the Academic Board.



## SECTION I

### ACADEMIC STANDARD

#### 1.0 Definitions

##### 1.0.1 Semester System

This is an arrangement whereby student-learning activities are organized, administered and assessed in two separate and equal periods within one Academic Session, each period consisting of 15 - 18 weeks (Excluding any possible break).

##### 1.0.2 Academic Session

An Academic Session consists of two Semesters approved by the Academic Board.

##### 1.0.3 Programme of Study

This is a discipline of study or the aggregate of courses for which a Diploma or Certificate is awarded.

##### 1.0.4 Course Unit

A course unit is a defined content of study in a circumscribed area within a programme comprising certain number of students-teacher contact hours or lectures, tutorials, laboratory practicals, home work, workshop periods, quizzes, class tests, research or term papers and projects which normally run for one semester or more as the case may be.

##### 1.0.6 Credit Hours

**1.0.6.1** One hour of lecture per week, per Semester is equal to one credit hour.

**1.0.6.2** Two/three/four hours of any practical per week, per semester are equal to one credit hour (subject to the recommendation of the Department concerned).

**1.0.6.3** A course should have a minimum of one (1) credit hour, while the maximum will stand at five (5) credit hours as may be provided by the regulatory bodies.

### **1.0.7 Credit Load**

This is the total number of credit hours a student would take in one semester. The minimum number of credit hours will be 15 while the maximum will be 30. A student can exceed this limit with an express permission of his College Director and Head of Department. The Department should endeavor to keep these limits..

### **1.0.8 Advanced Credit**

This is the credit earned by student on admission as a result of their entry qualifications. The students must have undergone training, sat for an examination and performed above average (that is, -C' Grade) in the relevant course unit(s) for preparatory programmes and CD for Diploma and Certificate programmes.

### **1.1.0 Course Categories: Courses are categorized in the following: -**

#### **1.1.1 Core Courses**

These are the major courses required to be taken and passed by the students majoring in a particular field of study.

#### **1.1.2 Compulsory Course**

These are courses required to be taken and passed by all students registered in the Polytechnic.

#### **1.1.3 Pre-requisite Course**

These are courses, which are essential to the understanding of other courses and therefore shall be completed successfully before registering for a successive course.

#### **1.1.4 Elective Courses**

These are courses not necessarily relevant to the Programme of study but which a student must pass if taken for the award of Diploma or Certificate.

#### **1.2.0 Continuous Assessment**

This constitutes assignment, class tests, projects, research, term papers, tutorials, workshop/laboratory practical and quizzes, when assessed they constitute 40% (as may be provided the regulatory body) of the final Grade of the respective course unit(s) for the Semester in which they are conducted. A minimum of four (4) Continuous Assessment items should be administered per course unit per Semester.

#### **1.3.0 Make up Examination**

This is an examination given to students who were unavoidably absent during the Semester Examination that is, absent with excuse or reported sick. A written application/medical report duly certified by the Head of Department and Polytechnic Medical Director must be presented. (Such document should be verified at the Board of Studies (BOS) before recommending same to the Academic Board).

#### **1.4.0 Long Vacation Semester (LVS)**

These are courses offered during the Long Vacation for students

##### **1.4.1. Eligibility**

Full and Part time students who drop or fail some courses can avail themselves of the LVS.

##### **1.4.2 Conduct**

The conduct and administration of the LVS shall at all times depend on the decision of the Academic Board

### **1.5.0 Course Level**

Courses are normally coded systematically. The departmental code such as ‘\_MEG’ for Mechanical Engineering ‘\_EEG’ for Electrical and Electronics Engineering are followed by three digit numbers. The first digit indicating the level of study, the second digit indicating the Semester, while the third digit indicates the course sequence of a particular programme.

#### **Example**

The Course ‘\_MEG 113’ would denote the third course in Mechanical Engineering department which is given during the first Semester of first year. Similarly, ‘\_MEG 124’ would denote a fourth course in Mechanical Engineering which is also given in the first year of the programme but in the second semester.

### **1.6.0 Registration**

Student may register for a particular course in any of the departments in the Polytechnic if not available in his/her department provided it is approved by the Head of Department and College Director concerned. Registration must be done within the first two weeks of a semester, that is, one-week regular and one week late registration.

#### **1.6.1 Late Registration**

Late Registration is done after the expiration of the usual one week registration period. It normally lasts for one week with additional charges.

#### **1.6.2 Re-Registration**

Re-Registration of offered courses applies only to ND, HND, NCE and any other programmes of more than one Academic Session. Students who have completed the normal duration of two sessions and three sessions as the case may be, but have failed to clear all their papers are required to register for the Semester.

### 1.7.0 GRADE POINT

This is a numerical grade equivalent to the actual marks obtained in a course.

(a) **GRADING SYSTEM FOR NATIONAL DIPLOMAS, HASSAN USMANKATSINA POLYTECHNIC DIPLOMAS AND CERTIFICATE PROGRAMMES THAT OPERATE ON FOUR (4) POINTS GRADING SYSTEMS**

<b>Marks Range</b>	<b>Grade</b>	<b>Numerical Grade Point Equivalent</b>	<b>Performance</b>
75% and above	A	4.00	Excellent
70-74.99	AB	3.50	Very Good
65-69.99	B	3.25	Good
60-64.99	BC	3.00	Fairly Good
55-59.99	C	2.75	Above Average
50-54.99	CD	2.50	Average
45-49.99	D	2.25	Fair
40-44.99	P	2.00	Pass
Below 40	F	0.00	Fail

(b) **GRADING SYSTEM FOR NCE TECHNICAL, DIPLOMA AND CERTIFICATE PROGRAMMES THAT OPERATE FIVE (5) POINTS GRADING SYSTEM**

<b>Mark Range</b>	<b>Grade</b>	<b>Grade Point</b>
70- 100	A	5
60-69	B	4
50-59	C	3
45-49	D	2
40-44	E	1
00-39	F	0
Incomplete	I	-

### 1.7.1 Grade Point Average (G.P.A):

This is the average performance of a student in a particular Semester.

### 1.7.2 Cumulative Grade Point Average (C.G.P.A):

This is the up-to-date mean of a Grade Point Average earned by a student in a programme of study. It is an indication of students overall performance at any point in the programme of study. This is obtained by adding the grade point earned to date and dividing it by the number of credit hours taken to date.

### 1.7.3 Example ND 1 Mechanical Engineering First Semester:

S/N	COURSE CODE	COURSE TITLE	CREDIT HOURS	LETTER GRADE	WEIGHTING POINT	GRADE POINT
1	GNS 110	General Studies I	2	B	3.25	6.50
2	LNG 110	English I	2	C	2.75	5.50
3	MCS 110	Maths I	3	AB	3.50	10.5
4	EEG 110	Elect. Tech.	3	CD	2.50	7.50
5	MEG 112	Eng' g. Drg. 1	3	D	2.25	6.75
6	MEG 113	Applied Mech. 1	3	A	4.00	12.00
7	MEG 114	App. Thermdy	3	B	3.25	9.75
8	MEG 115	W/shop Tech.	3	C	2.75	8.25
9	MEG 116	Fluid Mech.	3	P	2.00	6.00
		<b>TOTAL</b>	<b>25</b>			<b>72.75</b>

$$\text{G.P. for First Semester} = \frac{\text{Total GP (CH x WP)}}{\text{Total Credit Hours}}$$
$$\frac{72.75}{25} = 2.91$$

### 1.7.4 Example ND 1 Mechanical Engineering Second Semester

S/N	COURSE CODE	COURSE TITLE	CREDIT HOURS	LETTER GRADE	WEIGHTING POINT	GRADE POINT
1	GNS 120	General Studies II	2	C	2.75	5.50
2	LNG 120	English II	2	B	3.25	6.50
3	MCE 120	Maths II	3	BC	3.00	9.00
4	EEG 120	Elect. Tech. II	3	AB	3.50	10.50
5	MEG 122	Eng'g. Drg. II	3	A	4.00	12.00
6	MEG 123	Applied Mech. II	3	B	3.25	9.75
7	MEG 124	App. Thermdy II	3	B	3.25	9.75
8	MEG 125	W/shop Tech. II	3	AB	3.50	10.50
9	MEG 126	Fluid Mech. II	3	CD	2.50	7.50
		TOTAL	25			81.00

$$\text{G.P. for the Second Semester} = \frac{\text{Total GP (CH x WP)}}{\text{Total Credit Hours}}$$

$$\frac{81.00}{25} = 3.24$$

$$\text{CGPA for the 1}^{\text{st}} \text{ \& } 2^{\text{nd}} \text{ Semester} = \frac{72.75 + 81.00}{25+25}$$

$$\frac{153.75}{50} = 3.08$$

### **1.8.0 CLASSIFICATION OF DIPLOMA AND CERTIFICATE PROGRAMMES THAT OPERATE ON FOUR (4) POINTS**

#### **A. GRADING SYSTEM**

<b>CGPA</b>	<b>LEVEL OF PASS</b>
3.50-4.00	Distinction
3.00-3.49	Upper Credit
2.50-2.99	Lower Credit
2.00-2.49	Pass

### **B CLASSIFICATION OF NCE TECH. DIPLOMA AND CERTIFICATE PROGRAMMES THAT OPERATE ON FIVE (5) POINTS GRADING SYSTEM**

<b>CGPA</b>	<b>LEVEL OF PASS</b>
4.50-5.00	Distinction
3.50-4.49	Credit
2.40-3.49	Merit
1.00-2.39	Pass
0.00-0.99	Fail

### **1.9.0 CARRY OVER (CO)**

A student who fails a course unit(s) in any Semester will be allowed to carry the course over to the next Semester if offered in that Semester. If not offered he/she will still be allowed to carry it on till when the course will be offered. However, a student is limited by the maximum number of twice the normal duration of the programme. Carry over (C.O.) is allowed for only programme lasting for more than one Academic Session.



### **1.10.0 Re-sit**

Re-sits are not allowed, except for all one year Programmes (Certificate and Others) and shall be with respect to Semester(s) failed.. The re-sit shall be conducted at the end of Second Semester.

### **1.10.1 Re-take**

Re-take is allowed only for programmes of not more than one year duration (i.e. two Semesters) and shall be administered to students whose overall failure is not more than two (2) course units after re-sit. The GP, GPA and CGPA of such students shall however be computed.

### **1.11.0 Moderation of Semester Terminal Examination**

All Semester Examinations question papers, marking schemes and students marked scripts for each and every Semester and every programme shall be moderated by Departmental Board of Internal Moderators except the terminal examination which shall be done by External moderators.

### **1.12.0 Academic Standing:**

#### **1.12.1 Academic Warning (AW)**

If the G.P.A of a student in any Semester is less than 2.00 or 1.00 as the case may be, a warning shall be sent by the Registry to such student and his/her work load be limited to not more than the minimum credit hours recommended (i.e. 15 credit hours)

#### **1.12.2 Academic Probation (AP)**

Means limiting work load of a student to not more than the minimum credit hours recommended by the department in a Semester in order to improve his/her academic performance. A

student whose C.G.P.A is less than 2.00 or 1.00 as the case may be, shall be placed on probation. A student already on Academic probation however, may be given another opportunity to improve upon his/her Academic position if his G.P.A for successive Semester is equal to or more than 2.00 and 1.00 as appropriate.

### **1.12.3 Departmental Withdrawal**

1.12.3.1 Notwithstanding the provision of Section 1.9.0, any student who is already on Academic Probation (i.e. C.G.P.A less than 2.00 or 1.00 as appropriate) and his G.P.A for current Semester is again less 2.00 or 1.00(as appropriate) he/she shall be withdrawn from the programme. While a preparatory student must obtain at least 2 credit passes to qualify for re-sit.

1.12.3.2 Any student who fails up to 45% of Credit Hours he/she has registered for in the first Semester for all program of more than two semesters (except NCE program where withdrawals are determined only at the end of the Second Semester or Session) or 1/2 of course units in the case of Certificate Programme and less than two credit passes in the case of preparatory program shall also withdraw from the program. Refer to sections 2.13.7 and 2.13.8.

1.12.3.3 Notwithstanding the provision of section 1.12.3.2, any student whose Grade Point Average (GPA) for both First and Second Semesters fall below two or one (as appropriate) in both cases shall withdraw except Certificate and Preparatory Programmes where withdrawal is determined after resist

#### **1.12.4 Advanced Credit (AC)**

A withdrawn student or any candidate who has undergone a similar programme is free to re-apply for admission and if admitted he/she shall be awarded Advance Credits for all the course units he/she performed above average in his/her previous relevant examination (i.e. -C|| Grade) for preparatory programmes and CD for Diploma and Certificate programmes.

#### **1.12.5 Incomplete Grade (PP) (Project Only)**

This would be given to a student whose project work is yet to be completed for obvious reasons. Such a student shall not qualify for the award of Diploma until the project has been satisfactorily completed otherwise the student is deemed to have failed the project.

#### **1.12.6 Sick Grade (AS)**

This grade shall be awarded in cases where a student is unable to sit for examination, due to certified illness or other exemptions as 1.3.0. In this case, both the last grade point and the Semester credit hours shall not be reflected in the Grade Point, and Cumulative, Credit hours. Such a student shall be eligible to sit for make-up examination when available. Cases of illness must be reported to the Department within one week of examination, failure of which the candidate should be considered as having absented himself/herself without excuse.

##### **1.12.6.0 Absentism**

##### **1.12.6.1 Absent Without Excuse (AF)**

This is a Grade awarded to a student who is unofficially/unavoidably absent from an examination but has not officially withdrawn the course unit(s) or reported sick two weeks

from the date of the examination(s). Such a student shall have a G.P. of zero for direct course unit(s) and his grade be reflected in the semester credit hours.

#### **1.12.6.2 Absent with Excuse (AE)**

This is a grade awarded to student who is officially/unavoidably absent from an examination(s) as in Section 1.12.6.1 above. Such a student shall not be graded for that course unit(s) until after he writes make-up examination.

#### **1.12.7.0 Withdrawal Grade**

##### **1.12.7.1 Course Unit Withdrawal (CW)**

This is a grade awarded to a student who withdraws because of inability to cope any further. This withdrawal must be made within the first three weeks after the commencement of lectures. Such a student shall not be credited or scored for the course unit(s). Withdrawal after three weeks shall be treated as absent without excuse.

##### **1.12.7.2 Voluntary Withdrawal (VW)**

This is a grade awarded to a student who absents himself/herself from examination but the cumulative effect of which does not warrant him/her to withdraw from the programme. Examination not taken shall be treated as absent without excuse but the student may however, be allowed to continue with his/her studies when he/she wishes to do so provided he/she does so within the time limit allowed for the programme.

##### **1.12.7.3 Academic Withdrawal (WD)**

This is the grade awarded to a student who has met the provision of section 1.12.3..1; 1.12.3.3 for programmes of more than

one Academic Session or for not meeting the provision of Section 2.13.7 and 2.13.8 in the case of program of not more than two Semesters.

#### **1.12.7.4 Suspension (SP)**

It is an interim sanction meted to a student by the Rector who is involved in gross misconduct to stay away from the Polytechnic pending final decision by the Council.

#### **1.12.7.5 Expulsion (EP)**

This a punishment meted out to a student who is found guilty of gross misconduct.

#### **1.12.7.6 Rustication (RC)**

It is a form of suspension for a session or two (2) regular semesters given to a student who is found guilty of examination malpractice.

#### **1.12.8.0 Symbols Used in Grading of Results:**

<b>SYMBOL</b>	<b>REMARKS</b>
RC	Rustication
SP	Suspension
RT	Re-take
RS	Re-sit
CO	Carry Over
EP	Expulsion
AP	Academic Probation
AW	Academic Warning
PP	Project in Progress

NC	Result not Complete
AS	Reported Sick
AE	Absent with Excuse``
AF	Absent without Excuse
CW	Course Unit Dropped
VW	Voluntary Withdrawal
WD	Academic Withdrawal
NR	Course Unit not Registered
EM	Examination Malpractice
AC	Advance Credit
EC	Earned Credit
RL	Rector's Honors List
RW	Results Withheld
CT	Course Unit taken and passed
NT	Carry over course unit not taken
NA	Course Unit not applicable
MU	Make up
HL	Honour List

### **1.13.0 Honour List/Award:**

#### **1.13.1 Rector's Honors List (RL)**

A student is placed on Rector's Honours List if he/she has at least G.P.A of 3.50 or 4.50 as the case may be in any Semester, the student shall be commended for his/her Academic excellence in writing by the Rector.

#### **1.13.2 Academic Excellence Achievement Award (HL)**

A student is issued with an Academic Excellence and Achievement Award at the end of the programme if his/her C.G.P.A is at least 3.50 or 4.50 as the case may be.

### **1.14.0 Change of Programme**

In very limited cases a student who for personal reason(s) wants to change from one programme to another at the end of Second Semester can do so provided he/she meets basic requirements advertised for the new programme and his/her performance has been satisfactory. Application in this respect should be made on a prescribed form.

### **1.15.0 Add/Drop Provision**

1.15.1 A Student can add any Course Unit(s) he/she wishes to within the first three weeks of the Semester with the permission of the College Director and Head of Department.

1.15.2 A Student can drop any course unit(s) he/she wishes to at least three (3) weeks before the Semester examination, with the permission of the College Director and Head of Department concerned.

## **SECTION II**

### **ADMINISTRATION OF EXAMINATION**

#### **2.0 Examination**

Examination may take the form of written papers, oral examination, practical, clinicals, and the submission of projects, any combination of these, or any other form of assessment approved by the Academic Board. Continuous assessment or course work shall also be included in determining examination results.

- 2.0.1 Except as may be approved by the Academic Board or the College Board of Studies under paragraph 1.12.5, examination shall be held at the end of each Semester and make-up examination shall be held before a student registers for the subsequent Semester.
- 2.0.2 Notwithstanding any provisions to the contrary in these Regulations, the Academic Board shall reserve to itself the power to decide any case on the basis of what is fair and just in all the circumstances.

#### **2.1.0 Appointment/Duties of Examiners**

Examination in any Academic discipline shall be conducted by:

- 2.1.1 A Chief Examiner
- 2.1.2 Internal Examiner
- 2.1.3 One or Two External Moderator(s) (where appropriate)
- 2.1.4 Board of Internal Moderators (where appropriate)



## 2.2.0 **College Examination Coordinator**

2.2.1 There shall be a College Examination Coordinator for each College who shall be appointed by the Academic Board on the recommendation of the relevant College Board of Studies.

2.2.2 The duties of a College Examination Coordinator shall be generally to make arrangements for the examinations in his/her College in particular for the preparation and security of examination papers and co-ordination of results.

2.2.3 The College Coordinator shall be remunerated as determined from time to-time by the Academic Board.

2.2.4 Each College Coordinator shall, in consultation with the Head of departments appoint:

2.2.4.1 Invigilators for each examination room (for every 40 students as appropriate).

2.2.4.1 Assistant Invigilators, as necessary.

2.2.4.2 Security Man for each examination room, to be under the control of invigilators.

## 2.3.0 **Examiner:**

2.3.1 The Internal Examiner shall be the course lecturer. However, where a course or a section thereof is being taught by more than one lecturer, such a course shall have one internal course examiner appointed by the Head of Department concerned. Examiners shall be appointed usually by the Academic Board on the recommendation of the College Board of Studies. They shall be members of the Academic Staff and be eligible for reappointment. For the time being, each course lecturer

shall be an internal examiner in that course.

2.3.2 The duties of an Internal Examiner or departmental examination officer shall be:

2.3.2.1 To prepare and/or co-ordinate and sign examination paper(s) for which the Heads of departments have delegated responsibility to.

2.3.2.2 To preserve the security of examination papers at all stages until the papers have been worked by the candidates.

2.3.2.3 To mark or co-ordinate the marking of answer scripts before they are moderated by the external moderator/or Board of internal moderators.

2.3.2.5 To perform any other examination duties required by the Chief Examiner and or the Head of Department.

2.4.0 **Board of Internal Moderators:**

2.4.1 There shall be for each College an Internal Board of Moderators comprising of College Director, as Chairman, Head of Departments as members, and any other co-opted members.

2.4.2 With the express permission of the Chairman a department can form a sub-committee to be chaired by the Head of department or sectional head to conduct the moderation exercise as appropriate.

2.4.3 The duties of the Board of Internal Moderators shall be as that of External Moderator.

## **2.5.0 External Moderator:**

- 2.5.1 External Moderators shall be appointed for all terminal Diploma/NCE and Preparatory Examinations.
- 2.5.2 External moderators shall be nominated by the Head of Department through the Director. The Rector shall appoint on the recommendation of the Academic Board and or College Board of Studies. An External Moderator shall be eligible for re appointment but may not, except with the express approval of the Academic Board, be appointed for more than three consecutive sessions, after which he will not be eligible for re-appointment until after three sessions have lapsed. One/two moderator(s) shall be appointed for each of the courses for which a final National Diploma/NCE Preparatory examination is to be held. Where there are specializations, ideally, there should be one moderator from an Academic institution and the other one from industrial/professional Association.
- 2.5.3 Except in a situation which, in the opinion of the Rector present an extra ordinary case, no person who is employed by the Polytechnic or is a member of a College Board of Studies or the Governing Council shall be an External Moderator, nor shall any person who previously taught in the Polytechnic be an external moderator if any student whom he taught is a candidate in the examination concerned. When recommendations for the appointment of the external moderators are submitted to the academic Board, his/her degrees, relevant professional qualifications and current status and or other appointment shall be stated.

- 2.6.0 The duties of Internal and External Moderator in any Semester or Terminal Examination as appropriate shall be: -
- 2.6.1 To moderate and certify draft examination question papers in order to ensure the maintenance of a good standard, and to recommend such alteration where appropriate.
- 2.6.2 To moderate the marking of papers in the academic discipline.
- 2.6.3 To conduct or take part in practicals, clinical, practical teaching, oral tests, etc, as required by the department.
- 2.6.4 To certify the marks list in any course moderated and where possible the relevant overall pass list(s).
- 2.6.5 To report to the Head of Department concerned and when he/she thinks it appropriate to the Academic Board through the Board of Studies on the following matters:
- 2.6.5.1 The standard of examinations
- 2.6.5.2 The standard of marking by the internal Examiner
- 2.6.5.3 The standard of project or course work when examined
- 2.6.5.4 The pass list(s) and any Diploma Classification
- 2.6.5.5 Any other matters that may call for comment
- 2.6.6 An External Moderator shall be remunerated as determined from time to time by the Academic Board.
- 2.7.0 **Preparation of Examination Paper**
- Draft examination question papers, model answer and marking scheme shall be prepared as set out in paragraph 2.0 - 2.6.6 above and submitted to the department examination officer concerned, at least four weeks before the date of the examination who will in turn hand it over to the Chief

Examiner. The Chief Examiner will ensure that each question paper bears appropriate details showing:

- 2.7.1 The date and time the paper is to be taken (if known when the paper is prepared).
- 2.7.2 The number of question to be answered and any restriction as to choice.
- 2.7.3 Any additional materials to be supplied by the invigilator to the candidates.
- 2.7.4 If the Chief Examiner concerned decides that terminal examination paper should be printed, he/she shall forward the draft to reach the Registrar by the beginning of the Semester or such other time as the Registrar may specify. In all stages draft papers shall be passed by hand only between person directly concerned and in envelopes marked  
-CONFIDENTIAL||.
- 2.7.5 If examination papers are to be produced, the Chief Examiner shall arrange for this to be done in secure conditions ensuring that no unauthorized person has access to them and that all spare copies are destroyed. Sealed packets of the paper shall be marked to show the department, course, year and date of the examination, and the number of copies they shall be transmitted securely for safe keeping to the Registrar if the Chief Examiner so wishes.
- 2.7.6 When the examination papers have been produced the Chief Examiner concerned may deposit with Registrar the original draft papers certified by the Examiners sealed in appropriately marked envelopes with the Chief Examiner's signature on the outside of the envelope.

## 2.8.0 **Departmental Examination Officer**

2.8.1 In each department there shall be a Departmental Examination Officer who shall be appointed by and be responsible to the Head of Department.

2.8.2 A Departmental Examination Officer shall perform all necessary functions concerning the ordering and control of examination materials, the arrangement of rooms or examinations, time-table, lists of candidates and mark list for use by the examiner, the collection of sealed packets of papers and their distribution to invigilators. He/she gives appropriate instructions including a copy of Section 2.10.0 of these Regulations to each Assistant Examination Officer or official appointed under paragraph 2.8.0 above. He shall oversee and be available throughout each examination, and where appropriate shall report about the general conduct of the examination to the Chief Examination Officer and copy the Director and College Examination Coordinator.

2.8.3 The Chief Examination Officer shall publish within the department or department concerned, the date, time and places of the examination at least two (2) weeks in advance.

2.8.4 After the examination has been held, the departmental examination officer shall send (3) three copies of each paper to the Registrar and three copies to the Polytechnic Librarian.

## 2.9.0 **Registration of Students for Examination:**

2.9.1 In order to be admitted to any examination, a student must have been registered for the course to be examined and must have fulfilled any Polytechnic requirements concerning

residence, fees or other matters. He must also have fulfilled any departmental requirements regarding attendance at or satisfactory completion of any course work, practical, assignments, projects or other matters. The standard necessary to satisfy the department requirements shall be determined from time to time by the College Board of Studies and any change shall be made known to the students in time.

2.9.2 The Registrar shall prepare examination cards with appropriate examination numbers for issue on the application of Heads of Departments at least two (2) weeks before any of the Semester Examination begins. These cards will be prepared on the lists of students submitted by each departmental examination officer who shall certify that the students have been registered for their respective programmes of studies.

2.9.3 Before issuing an examination card to any student, the Registrar shall confirm that the student has been registered in the Registry for the programme of studies and has not infringed any Polytechnic requirements for admission to examinations.

2.9.4 It shall be the responsibility of students to make sure that they are registered for the appropriate examination and that they know the dates, and place of the examination for which they registered.

#### **2.10.0 Discipline During Examination**

2.10.1 Students shall be at the examination room at least fifteen (15) minutes before the fixed time of the examination. They are required to supply their own pens, pencils, rulers etc.

- 2.10.2 A student may be admitted up to thirty minutes after the start of the examination but he/she shall not be allowed extra time. If a student arrives later than thirty minutes after the start of the examination shall not be admitted. The invigilator should report the matter to the Department. The Department shall then investigate the genuineness or otherwise of the matter. Genuine case shall be treated as absent with excuse (AE) otherwise absent without excuse (AF).
- 2.10.3 A student may be permitted by an invigilator to leave the examination hall if:
- 2.10.3.1 The examination is in its second hour or the last fifteen minutes of the examination except on health grounds.
- 2.10.3.2 He/she must submit his/her script to the invigilator and does not intend to return.
- 2.10.3.3 He who leaves the examination room with the intention to return must be under the supervision of invigilator/security personnel otherwise will not be re-admitted into the room.
- 2.10.4 A student shall bring his/her examination card to each examination and display it in prominent position on his/her desk.
- 2.10.5 Each student shall complete an attendance form bearing his/her number, name and signature, which shall be collected by the invigilator on each examination.
- 2.10.6 During an examination no student shall speak to any student or except as essential, to the invigilator or make any noise or disturbance.
- 2.10.7 No books, laptops, programmable calculator handsets,



handbags/briefcase, printed paper, or written document or unauthorized aid shall be taken into an examination room by students except as may be stated in the rubrics of any examination paper. Students are required to deposit any of the above, at the invigilator(s) desk (or any place provided for the purpose) before the start of the examination at students' own risk.

- 2.10.8 Students must not directly or indirectly give assistance to any student or permit any student to copy from or use their answer booklets or question papers. Similarly, students must not directly or indirectly accept assistance from any student or use other student's papers during an examination.
- 2.10.9 If any student is found to infringe any of the provisions of Paragraphs 2.10.6 - 2.10.8 a report shall be made as soon as possible to the departmental examination officer and the Head of Department. The Head of Department will cause the circumstances to be investigated and reported to the College Board of Studies. The student concerned shall be allowed to continue with the Examination provided he/she causes no disturbances, but the College Board of Examination may subsequently recommend to the Academic Board whether his/her paper should be accepted and as to any other action that should be taken in the case.
- 2.10.10A student shall boldly write his/her examination number, without his/her name distinctly at the top of the cover of every answer book or separate sheet of paper provided for that purpose.
- 2.10.11 No student should write on the question paper during examination

- 2.10.12 The use of scrap paper is not permitted. All rough work must be done in the answer booklet and thereafter crossed neatly through or in supplementary answer books which must be submitted to the invigilator. Except for the used question paper, a student may not remove any paper from the examination room.
- 2.10.13 At the end of the time allotted for the examination, each student shall stop writing when instructed to do so and shall handover his/her script to the invigilator.
- 2.10.14 No student or invigilator shall smoke, chew, eat or drink in the examination room, during examination.
- 2.10.15 No student or any unauthorized person should loiter in and around examination halls after submission of his/her paper. Students are expected to leave entirely the examination area.
- 2.11.0 Functions of Colleges Boards of Studies and the Academic Board:**
- 2.11.1 There shall be a Board of Studies for each College. The Heads of Department and all the College academic staff shall constitute the Board and the College Director shall be the Chairman of the board.
- 2.11.2 The Duties of the Board of Studies shall be:**
- 2.11.2.1 To make a detailed study of mark sheets as presented by the examiner.
- 2.11.2.2 To determine the pass/failure list(s) and where applicable the classification of Diploma and Certificates.
- 2.12.2.3 To submit the full result with recommendations to the Academic board for Approval, stating which if any result

have been revised.

2.11.2.4 To make recommendations to the Academic Board concerning students withdrawals and other related issues.

2.11.2.5 To inform the Academic Board of any observations on all Academic matters.

## **2.12.0 Academic Board**

2.12.1 The Academic Board shall consider/review the recommendations of the Colleges Boards of Studies and if appropriate, revise them. All examination results require the approval of the Academic board and the decision of the Academic Board shall be final.

## **2.13.0 Examination Results**

2.13.1 The number and titles of the core, compulsory elective and pre-requisite courses to be examined in any programme of studies shall be specified in the syllabus approved by the Academic Board.

2.13.2 A College Board of Studies may determine from time-to-time weight of continuous assessment and shall make any change known to the affected students at the beginning of relevant Semester.

2.13.3 The continuous assessment for each course unit shall constitute 40% of the aggregate marks allowed for that course.

2.13.4 The procedure of marking examination scripts and for determining and listing the examination marks for each course shall be decided by the College Board of Examiners, Subject to any directions by the Academic Board.

2.13.5 In order to pass a course, a student must obtain at least pass mark, which shall be 40% for all programmes except Postgraduate Diploma programme which has 45% pass mark.

2.13.6 In order to obtain an overall pass in the examination in any year of studies, the students must: -

- 2.13.6.1 Pass all the course units examined, and obtain C.G.P.A of not less than 2.00 and 1.00 (as appropriate).
- 2.13.6.2 Where applicable satisfy any other conditions prescribed by the College Board of studies or a particular year of study.
- 2.13.7 If a Certificate Student does not obtain an overall pass in the first semester of studies then, the following table should determine whether the student shall be required to Re-sit all failed papers or withdraw from the programme. Other cases of withdrawal will be decided after Re-sit, Second Semester or at the end of the programme.

<b>Number of Courses Examined</b>	<b>Number of Courses (Failed) for Re-sit</b>	<b>Number of Courses (Failed) for withdrawal</b>
4	2	3
5	3	4
6	3	4
7	4	5
8	5	6
9	5	6
10	6	7
11	6	7
12	7	8
13	7	8
15	8	9
15	8	9
16	9	10

- 2.13.8 The maximum marks to be awarded for re-sit examination shall not be beyond the pass mark (P Grade) for Certificate programmes. The following table for conversion shall apply.

**CONVERSION OF MARKS AFTER RE-SIT (ONE YEAR PROGRAMME ONLY) CERTIFICATE PROGRAMMES ONLY**

<b>Real Score After Re-sit</b>	<b>Marks Converted</b>
71 and above	44.00%
63-70.99	43.00%
55-62.99	42.00%
47-54.99	41.00%
40- 46.99	40.00%

All cases of make-up examination to commence two (2) weeks after the Academic Board meeting and should be disposed of within two (2) weeks of the date of examination unless otherwise by obvious reasons, which the Academic Board must know

2.13.8.1 A student who does not obtain an overall pass after examination shall withdraw. However, such student may re-apply for admission in the Polytechnic.

2.13.8.2 A student who carries over failed course units shall take all the courses and examination prescribed for the course units.

2.13.9.0 If a Certificate student fails one or two course units in the re-sit examination, he/she may be allowed to re-take the paper(s) as an external candidate in the following relevant Semesters.

- 2.13.10 All such students are advised to attend classes in order to be current with their courses. It is however, not mandatory for them to participate in the continuous assessment. The scripts will be graded out of 100% and they can score a maximum of P Grade in the courses.
- 2.13.11 In order to qualify for the conferment of a Diploma or Certificate, students must obtain an overall pass in the courses offered for the programmes of studies, (that is, C.G.P.A of not less than 2.00 or 1.00 as the case may be).
- 2.13.12 All Diploma and Certificates shall be classified and the class of any award shall be determined by a student's C.G.P.A as per Section 1 Paragraph 1.8 of Academic Standards.
- 2.14.0 Notification of Examination Results**
- 2.14.1 All examination results shall only be published after the Academic Board approval.
- 2.14.2 The Head of Department may notify students of the letter Grade they have obtained. If this notification is made in writing, it must be clearly marked –This is not a transcript. No student shall be informed of his/her numerical mark on any paper or course or his/her aggregate mark of programmes of studies.
- 2.14.3 Transcript of examination results shall be signed by Head of Departments and countersigned by the Registrar. They shall be in such form as may be approved from time to time and shall show letter and numerical grades. The transcripts may only be issued on request, (after paying a sum of N2000.00 fee by the requester) to institutions of Education and to institutional sponsors.

- 2.14.4 Certificates for the Award of Diploma and Certificates approved by the Academic Board shall be sealed with the common seal of the Polytechnic and signed by the Rector and the Registrar.
- 2.14.5 The Academic Board reserves the right to withhold or withdraw Certificate of Diploma from graduands of the Polytechnic any time it deems necessary subject to approval of the Council.
- 2.15.0 **General Petition on Examinations:**
- 2.15.1 Petitions by students on any examination would have to be in writing to the Academic Secretary, and
- 2.15.2 The Academic Secretary would pass it to the Head of Department concerned.
- 2.15.3 The Head of Department would present the petition to the Board of Studies.
- 2.15.4 A student who wishes to write any petition has to pay a non-refundable fee of two thousand, five hundred Naira (N2,500.00) only.
- 2.15.5 All cases of petition on examination shall be disposed-off not more than two weeks of the subsequent Semester, and
- 2.15.6 Any wrong accusation by the petitioner would be referred to the Students Disciplinary Committee, but if proved right the relevant staff regulation be applied to the staff concerned.

## **SECTION III**

### **3.0 EXAMINATION MALPRACTICE REGULATION**

#### **3.0.1 Concealing Materials relevant to an Examination**

A student found in possession of any unauthorized material relevant to an examination inside the Examination Hall when examination is in progress, shall be deemed to have failed the paper and rusticated from the Polytechnic for one Session or two regular Semesters, it is immaterial whether the unauthorized material is used by the said student or not.

#### **3.0.2 Copying During Examination**

Any student caught exchanging answer scripts or in collaborative copying during an examination shall be deemed to have failed the Semester and be rusticated from the Polytechnic for one Session or two regular Semesters.

#### **3.0.3 Destroying of Unauthorized Material**

Any student who deliberately destroys or refuses to surrender any unauthorized material found in his possession during an examination to the invigilator and or any authorized person shall be expelled from the Polytechnic.

#### **3.0.4 Impersonation**

Any student, ex-student or outsider caught impersonating during an examination shall be handed over to the police for prosecution and if found guilty, the student who is currently studying in the institution shall be expelled from the Polytechnic **and certificate of Ex-student be withdrawn.**



### **3.0.5 Leakage**

Any student, class of students, a staff or group of staff suspected of examination leakage if found guilty should be expelled or dismissed respectively from the Polytechnic and be handed over to the Police.

### **3.0.6 Possession/Consulting Unauthorized Materials During Examination**

Any student who with lawful authority goes outside the examination hall during an examination with an intention of coming back, and is found in possession or consulting any unauthorized material relevant to the examination shall be deemed to have failed the paper and shall be subject to disciplinary measures to be determined by the Academic Board on the recommendation of Examination Malpractice and Punishment Committee. It is immaterial whether the unauthorized material is used by the said student.

### **3.0.7 Illegal Possession of Examination Booklet**

Any student or ex-student found in possession of examination booklet at any time if found guilty, the student should be expelled. Moreover, certificate of ex-student shall be withdrawn and the ex-student be handed over to the Police.

### **3.0.8 Sneaking in and out of the Examination Hall with Examination Script**

Any student, who sneaks in/outside the examination hall during or after the examination with his/her answer script, shall be deemed to have failed the paper and shall be rusticated for two semesters. Similarly, any student who smuggles examination booklet into the examination hall shall be expelled from the Polytechnic.

### **3.0.9 Academic Misconduct**

Any student found guilty of any Academic misconduct shall be subject to disciplinary measures to be determined by the Academic Board on the recommendation of the Examination Malpractice and Punishment Committee.

3.0.10 Threat, Violence, intimidation of Staff by a student during examination would attract outright expulsion.

3.0.11 Repeating any of the offences specified in Section 3.0.1, 3.0.2, 3.0.6 and 307 shall earn the offender expulsion from the Polytechnic.

### **3.0.12 Refusal to appear before the Examination Malpractice and Punishment Committee(EMPC)**

Any student who is duly served with notice to appear before the EMPC and refuses to comply shall be suspended for a semester. Thereafter if he/she still fails to appear before the Committee shall be dismissed from the Polytechnic.

## SUMMARY OF EXAMINATION RELATED OFFENCES AND PENALTIES

S/N	OFFENCE	PENALTY
1	Lateness to the examination hall for more than thirty minutes from the commencement of examination	Prevention from writing the paper
2	Leaving the examination hall under one hour or last fifteen minutes of the commencement of paper	Rustication for two regular semesters
3	Copying from other students in the examination hall	Rustication for two regular semesters
4	Discussion during examination	Cancellation of the paper for all students involved
5	Bringing an noted materials relevant to the examination into examination hall.	Expulsion from the institution
6	Writing in a hall other than where the student's number falls	Expulsion from the examination hall
7	Writing of answers on the question paper	The question paper should be withdrawn and replaced with fresh one and cancellation of the paper in the second instance
8	Writing answers on the paper and passing it to another student	Cancellation of paper and rustication for two regular semesters
9	Unruly behavior in the examination hall	Expulsion
10	<p>a Unauthorized possession of programmable calculator in the examination hall</p> <p>b Unauthorized use of programmable calculator in the examination hall</p>	<p>Rustication for two regular semesters</p> <p>Expulsion</p>

11	<p>a Unauthorized possession of cell phone and or headphone or ear piece or other electronic devices in the examination hall</p> <p>b Unauthorized use of cell phone and or headphone and or ear – piece or other electronic devices in the examination hall</p>	<p>Rustication for two regular semesters</p> <p>Expulsion `</p>
12	Possession of examination materials	Rustication for two regular semesters
13	Loitering in the examination hall	Ejection from the examination hall and should be scored zero in the paper being taken
	b Loitering outside designated examination hall area	Student to be instructed to leave the area and to be verbally warned
14	<p>a Refusal to appear before the EMPC</p> <p>b Persistent neglect of invitation and or failure/ refusal to appear before the examination misconduct committee</p>	<p>Suspension</p> <p>Expulsion</p>
15.	Sneaking in/out of exams hall	Expulsion
16.	Unlawful access to examination questions papers (leakage)	Expulsion and possible persecution
17.	Refusal to fill the examination misconduct form	Ejection From The Examination Hall Invigilator Should Fill The Form And Refer The Case To The Examination MPC

18 .	Writing examination outside designated examination halls.	Expulsion
19 .	Impersonation during examination by: a. ex – student b. outsider c. current student	a. Prosecution and withdrawal of certificate b. Prosecution c. Expulsion
20 .	Repeating any of the examination offences	Expulsion
21 .	Academic misconduct	To be determined by the EMPC

### **3.1.0 EXAMINATION MALPRACTICE AND PUNISHMENT COMMITTEE**

#### **3.1.1 Establishment Committee**

There is hereby established for the purposes of these Regulations a Committee to be known as Examination Malpractice and Punishment Committee (EMPC).

#### **3.1.2 The functions of the Committee shall be: -**

3.1.2.1 To investigate and determine the appropriate punishment for a particular examination offence subject to the provision of Fundamental Human Rights and Natural Justice.

3.1.2.2 To liaise with Polytechnic Security Committee in case of Examination leakages.

3.1.2.3 To determine from time to time punishments to be given on certain examination offences not provided for under these regulations;

- 3.2.0 The members of the Committee shall consists of: -
- 3.2.1 A permanent Chairman, who shall be the Registrar of the Polytechnic
- 3.2.2 The Chief Security Officer
- 3.2.3 All the College Directors
- 3.2.4 Any Lawyer from General Studies Department
- 3.2.5 College Examination Coordinators of the affected Colleges
- 3.2.6 Chairman Semester Implementation Task Force
- 3.2.7 Academic Secretary as Permanent Secretary
- 3.2.8 Any past experienced College Examination Coordinator.
- 3.2.9 Student Affairs Officer.
- 3.2.10 President of the Student Union Government.
- 3.3. The appointment of a Director of a College and Examination Officer as a member of this Committee shall be on temporary basis.
- 3.4 The members other than the permanent members shall be appointed by the Rector.
- 3.5 College Directors and Heads of Department shall as prerequisite to the determination of all malpractice cases hold preliminary investigation before forwarding same to the Examination Malpractice Committee

## SECTION IV MISCELLANEOUS

### 4.0 GRADUATION REQUIREMENTS

4.0.1 A student is said to have successfully completed the programme if:-

- a) The Cumulative Grade Point Average (CGPA) is not less than 2.00 or 1.00 in the case of Diploma in Maths Education and NCE Technical.
- b) Attendance at lectures is not less than 80% in each Semester.
- c) The S.I.W.E.S., Teaching Practice Requirement (where applicable) is successfully completed.
- d) Project work (where applicable is successfully completed).

#### 4.1.0 Miscellaneous Offences and Punishments:

##### 4.1.1 Forgery

Any student involved in forgery of any kind shall be handed over to the Police for possible investigation/prosecution and if found guilty be expelled from the Polytechnic.

##### 4.1.2 Late Registration

This is considered as any registration done after the expiration of the official one week registration period and shall attract a fine as determined from time to time by the Academic Board for each additional working day of the week(s).

##### 4.1.3 Re-registration

This is the registration for course unit(s) failed or not taken in previous Semester(s) and shall attract charges as determined from time to time by the Academic Board.

4.1.4 A student shall be disqualified from taking the examinations for any course unit in which his/her attendance is below 80% unless otherwise recommended by the Academic Board.

#### **4.2.0 Deferment of Admission**

Application for deferment of admission shall only be entertained after satisfying the following conditions:

4.2.1 Registration for the Programme.

4.2.2 Written application to the Academic Secretary.

4.2.3 Giving genuine reasons for the deferment.

4.2.4 The application must be submitted not later than four weeks from the beginning of the Semester.

4.2.5 The deferment shall be for only one Session.

4.2.6 The application must be approved by the Academic Board.

#### **4.3 Continuous Assessment Marks**

Continuous assessment marks shall be compiled and submitted to the Departments.

1) Every three weeks of the Semester.

2) Final one week before the commencement of the Semester Examination.

#### **4.4 Attendance**

Attendance for any course unit of each and every Semester of Students shall not be less than 80%. Anything below this disqualifies a student from taking the examination for the course unit unless otherwise recommended by the Academic Board.

#### **4.5 Semester Examination**

A Semester Examination for a course normally consists of two - three hours written examination at the end of a Semester and Covering all aspects of a course in a Semester. It shall constitute 60% of the overall assessment for the Semester.



#### **4.5.1 Re-sit Examination**

A Re-sit Examination is an Examination given to students of programmes of not more than one year duration (i.e two Semesters) whose cumulative failure does not warrant them to withdrawal (Refer to Sections 1.12.3.1, 1.12.3.2, 1.12.3.3, 2.13.5, 2.13.7 and 2.13.8).

#### **4.5.2 Re-take Examination**

A Re-take Examination is an Examination given to students of Diploma and Certificate programmes of not more than one year duration (i.e. two (2) Semesters) whose overall failure after re-sit does not exceed two (2) course units. Such students must however register not later than three weeks to Examination.

### **6.0 Guidelines on Supervised Industrial Attachment and Teaching Practice for Diploma and NCE Technical Programmes**

- 4.6.1 Departments offering courses leading to the award of Diploma and NCE Technical are to arrange with Industry and or school for placement and supervision of their students for the Supervised Industrial Training and or Teaching Practice (experience) (PTP, TA or IT A), in conjunction with the Polytechnic Industrial Training Office.
- 4.6.2 Students on supervised Industrial Attachment of 4 months are entitled to a monthly stipend of N2,500.00 times 4 months = N10,000.00 after the training period through E-Payment direct into students' own Bank Account.¶
- 4.6.3 Students on Teaching Practice attachment shall be fully responsible for their feeding and accommodation during the exercise.

- 4.6.4 Any student who completed at least one academic session in the Polytechnic should be placed on teaching practice and or Industrial attachment. This is to ensure that the students taking part in the scheme(s) have acquired adequate theoretical knowledge and practical skills that are acquired within the Polytechnic environment before they are placed in an industry and or training schools.
- 4.6.5 The duration for both Industrial Training and Teaching Practice is 4 months as provided by the two supervising Agencies, National Commission for Colleges of Education (NCCE) and National Board for Technical Education (NBTE).¶
- 4.6.6 The minimum duration of placement with respect to teaching practice for departments offering Education shall not be less than six weeks and shall be in the second and third years of the programmes respectively as appropriate.
- 4.6.7 Place of attachment (industry and or school) and the Department concerned should be jointly involved in the evaluation of the students during the attachment. The final grading of the student during the period of attachment should be weighted more on the evaluation by his/her supervisor in the industry and or school.
- 4.6.8 The following items are used in the evaluation of students. Punctuality, Attendance, General Attitude to Work, Respect for Authority, Interest in the field/Technical Areas, and Technical Competence and or teaching methods as a potential technician, technical teacher or similar level in business.
- 4.6.9 To ensure uniformity of grading scales, the department should ensure that the reporting officer in the industry and or school understands the grading system of department where letter grading or numbers are used, it should be clear what constitutes an A, B, OR 1,2, 3. etc.

4.6.10 Department should provide industry and or school with —Training Schedules‖ including:

4.6.10.1 What the students has covered in school, and

4.6.10.2 What the department expects him/her to do during the period of attachment. Also each student should have a work/log book in which to record assignment/jobs undertaken and or lesson plan as well as lesson note, when started and completed and the general rating of his/her supervisor.

For each assignment and or lesson completed, the supervisor should initial the logbook.

4.6.11 The supervisor from the department should initial the logbook during each visit. This will enable him/her to determine to what extent the objective of the scheme are being met and to assist students having any problems regarding their assignments.

4.6.12 The participating Departments are to ensure that all students on attachment are supervised at least three (3) times during the training period.

The following visitation scheme is recommended as the minimum:

4.6.12.1 1-8 months duration of I.T.A.

4.6.12.2 9 months and above duration of I.T.A.

4.6.12.3 6-12 Weeks duration of teaching practice attachment (T.P.A)

4.6.12.4 12 Weeks and above duration of (T.P.A)

4.6.13 at the end of I.T.A. programme (S.I.W.E.S) a student should write and must pass an examination/technical report covering all aspect of the training he/she is expected to have participated in.

- 4.6.14 Failure of supervised industrial experience and or teaching practice component of the programme is an indication that the student had not acquired minimum technical skills and competence required of him/her in the diploma or N.C.E programme. If the student has however, satisfied all other requirements of his/her programme but failed the supervised industrial experience and or teaching practice, he/she may be allowed to repeat the supervised industrial experience and or teaching practice at his/her own expense.
- 4.6.15 Any student who fails to complete 1 or 3 months out of the 4 month S.I.W.E.S (Students Industrial Works Experience Scheme) period of 4 or 6 out of 12 weeks of teaching practice for whatever reason(s) will have scored less than 50% marks. A student must score at least 50% marks in order to attain minimum requirement for satisfactory performance, or a pass with regard to teaching practice. Failure to attain the 50% will automatically commit the student to complete the remaining uncompleted period unless otherwise waived by the industrial training committee, or repeat with regards to teaching practice. Where it is not waived his/her Diploma Certificate should not be released until he/she completes the period he/she missed, but the teaching practice must however, be repeated and passed.

**MADE THIS DAY OF 3<sup>RD</sup> APRIL, 2018  
UNDER THE AUTHORITY OF  
GOVERNING COUNCIL OF THE HASSAN USMAN  
KATSINA POLYTECHNIC**