



PART I

Aim, Scope, Basis and Definitions of Terms

Purpose

ARTICLE 1.

(1) This document sets out the procedures and principles of undergraduate education in the Faculties of Nile University of Nigeria (NUN).

Scope

ARTICLE 2.

(1) This document comprises the provisions regarding to education principles of the undergraduate programs.

Basis

ARTICLE 1.

(1) This document has been based on the NUC rules and regulations.

Definitions

ARTICLE 2.

(1) Wherever the following terms appear in this document, they shall be referred to:

- a) Academic calendar: The calendar, which includes important dates such as the start and end dates of the academic year and the registration and exam dates.
- b) VC: Vice Chancellor
- c) University/NUN: Nile University of Nigeria
- d) The concerned faculty board: Nile University of Nigeria faculty boards
- e) The concerned administrative board: Nile University of Nigeria faculty administrative boards
- f) HoD: Head of Department
- g) The RO: Nile University of Nigeria Registrar's Office
- h) The Senate: Nile University of Nigeria Senate
- i) The University Administrative Board: Nile University of Nigeria Administrative Board.
- j) Regulation: Nile University of Nigeria Rules and Regulations Governing Undergraduate Studies
- k) IP (Grade): In process
- l) NUC: National University Commission
- m) Harmattan and Rain Semester: I. Semester and II. Semester



PART II

Admission, Tuition Fees, Student Registration, Transfer Students

Admission to undergraduate programs

ARTICLE 1.

- (1) Admission to undergraduate programs is carried out in accordance with the principles determined by the Senate within the framework of the regulations and decisions of the NUC.
- (2) Student's admission and registration procedures are determined by the Senate.
- (3) The principles governing applications for external or internal transfers and their admission and registration procedures are determined by the Senate.
- (4) NUN adopts credit point system in accordance with NUC rules and regulations.

Initial enrollment

ARTICLE 2.

- (1) The registration of students admitted to undergraduate programmes is carried out by the RO on the dates indicated in the academic calendar.
- (2) The below-mentioned requirements are sought, for the finalization of student enrollment to the university:
 - a) Holding a document certifying that the student is qualified to receive a certificate from a high school in Nigeria, or abroad whose equivalence is recognized by the NUC.
 - b) Fulfilling the provisions related to tuition and other fees.
 - c) For international students, fulfilling the requirements for a student visa.
 - d) Fulfilling other requirements as announced by the University.
- (3) Only the originals of the documents are required for registration, or their approved copies upon presentation of the originals to the University are accepted. Students that earned registration rights with false or misleading declarations will not be registered when such documents are detected. If they have already been registered, the registration will be cancelled regardless of the semester they are in. therefore, all documents issued to them, including Certificate(s), will be declared null and void, and legal action will be taken against them. Those in this position are deemed not to have earned a student status and cannot enjoy any rights granted to students in the future.
- (4) Students who have completed their registration procedures are provided with a students' ID card. The ID cards contain the students' personal information.
- (5) Those who fail to complete their registration within the declared period are deemed to have waived their student rights and thereafter may not claim any rights.

Matriculation Ceremony

ARTICLE 3.

- (1) It is held in due course by the university during which the deans of the faculties present the first year students for formal oath taking and signing of the matriculation register.
- (2) All students cleared via the screening process must return to the Admissions Office for submission of copies of the appropriate form and collection of their Admission Letters, with which they will then be allowed to proceed to the bursary for payment of their fees. Pursuant to completing this process, there is a mandatory orientation program.



Tuitions and other fees

ARTICLE 4.

- (1) Yearly tuition fees are determined each year by the Board of Trustees. Students who do not pay the tuition fees within the specified period at the beginning of each semester are not to be registered.
- (2) Students who are suspended from the university due to disciplinary action also have to pay the required tuition fees. No refunds shall be made to these students.
- (3) Any fee paid by the student after registration for the current semester is non-refundable.

Semester registrations

ARTICLE 5.

- (1) Students are liable to re-register each semester on the online registration dates indicated in the academic calendar. However, in their initial enrollment to an undergraduate program, students may also register in the add/drop week indicated in the academic calendar. Students who fail to register on the designated dates are deemed unregistered and may not enjoy the rights of registered students.
- (2) Semester registration procedures consist of the following phases:
 - a) Payment of the tuition or education fee and fulfillment of any other financial obligation (dormitory fee, library fee, etc.) pertaining to previous years, if any.
 - b) On-line registration for courses.
 - c) Obtaining approval for the online semester registration following a one-on-one meeting with the academic advisor.
- (3) Students shall register for all the courses in the curriculum of the concerned semester excluding courses they are exempted from.
- (4) The following priorities are observed in determining the courses to be taken during semester registrations provided that the pre-requisites requirements are met. However, these priorities may be changed with the approval of the academic advisor.
 - a) Carry over courses which must be repeated.
 - b) Courses pertaining to previous years but which were not taken.
 - c) Courses which must be taken in accordance with class order in the curriculum
- (5) Students who have completed their semester registration during the registration period may add or drop courses or change course sections during the add/drop period stated in the academic calendar. Academic advisor approval is required in order for the changes to be valid.
- (6) Among students who fall into the unregistered status, those who wish to register for a semester shall apply to the head of the relevant department by stating and documenting a valid reason before the termination of the designated late registration period for that semester. The student whose excuse is accepted by the concerned administrative board and who meets the requirements for the semester registration is re-registered by the RO after payment of fine for late registration.
- (7) Students who fall into the unregistered status may register for ensuing semesters on dates indicated for the online registrations in the academic calendar. These students must submit a petition to the RO latest by the date online registrations start.



Directorate of Admission Office

ARTICLE 6.

(1) The division of admission office is here as a resource for students, faculty, staff, and parents - to assist with any issues or concerns regarding university policies or procedures. In the event a student believes that an imposed academic action by the relevant board in the faculties or departments is incorrect or not appropriate, the student may appeal to the University Administrative Board within fifteen days.

Academic Advisor-ship

ARTICLE 7.

(1) Heads of Departments will assign an academic advisor from among full time faculty staff to each student registered in an undergraduate program.

(2) The duties/responsibilities of the academic advisors are stated below:

- a) Answers student inquiries and resolves problems related to curriculum and course prerequisites, referring to catalogues, written course descriptions, and other appropriate sources.
- b) Monitor the registration process, ensuring that the students register their carry over courses first before other courses.
- c) Pay attention to course clashes/coinciding courses and make sure they are resolved or otherwise not allowed.
- d) Initiates and maintains individual student files in the department as appropriate, updating and evaluating file as new information is received.
- e) Reviews student files to ensure deadlines are met for completing various graduation requirements such as coursework requirements, theses, comprehensive examinations, and other specific program requirements.
- f) Coordinates with other organizational units to process admission and graduation requests and to aid in resolution of academic problems.
- g) Assists students in the selection of appropriate courses and concentrations in terms of students' stated preferences.

Course Add-Drops

ARTICLE 8.

(1) Students can add/drop courses during the second week following the beginning of classes in Harmattan and Rain Semesters within the dates stated in the academic calendar. In this process, which is called the add-drop process for courses, students are required to make such modifications in person following the opinion of their academic advisors. Any add-drop processes after this period are subject to the approval of the Faculty Administrative Board provided that the reasons submitted by the student are acceptable. The add-drop process of the courses is subject to the principles set in Article 18 "Course Load." In summer term add-drop process is not carried out.



Admissions through Transfers

ARTICLE 9.

- (1) Transfer applications received from other higher education institutes or other undergraduate degree programs in NUN shall be evaluated by the related Faculty Academic Boards.
- (2) NUN principles are being applied for transfers between the faculties and degree programs offered at NUN, and transfer between the Undergraduate Degree programs and credit Transfer between the Institutions.
- (3) For the students who transfer to NUN, the previous periods of education they have taken before the transfer, are added to the calculation of the maximum education periods of the student.
- (4) The Faculty Academic Board should state which courses, credits and grades taken before, are accepted and the corresponding courses in the transferred diploma program in its resolution. Course credits along with the grades granted to internal NUN transfer applications between the Faculties and diploma program are valid in the new diploma programs offered at NUN.
- (5) Transferred students must have at least two years of education within the NUN.
- (6) The applicant's courses from former university for 300-400 (4 year faculties), 400-500 (5-year faculties) level are not accepted for transfer.



PART III

The Principles Concerning Education

Medium of Instruction

ARTICLE 10.

(1) The medium of instruction in NUN's undergraduate programs is English except for the specific courses in which world languages are offered.

Academic year

ARTICLE 11.

(1) One academic year consists of two 18-week semesters including the final examination periods.

(2) The duration and dates of the registration, courses, examinations and other similar activities within an academic year are arranged through the academic calendar.

(3) The weekly course schedules within a semester are prepared and announced by the concerned Heads of Departments.

(4) The courses to be offered in a semester are determined by the concerned Heads of Departments and approved by the relevant Faculty Boards. The course sections, capacities and criteria are determined by the relevant Heads of Departments.

Duration of Education

ARTICLE 12.

(1) The duration for most undergraduate program is four years (eight semesters), except for Engineering and Law programs which is five years (ten semesters) and six years (twelve semesters) for Medicine Faculty.

(2) The maximum duration of an undergraduate program is six years (twelve semesters), seven years (fourteen semesters) for Engineering and Law programs and this duration is ten years (twenty semesters) for Medicine Faculty.

(3) The period of study which is spent at the foundation is not included in the normal and maximum durations of study.

(4) The semesters for which students are granted a leave of absence (defer) by the concerned administrative board are not included in the normal and maximum durations of study.

(5) A student accepted on transfer shall be obligated to spend at least four semesters in the university before graduating.

(6) The semesters which have been spent in institutions of higher education in the country or abroad as part of student exchange programs are included in the normal and maximum durations of study.

An undergraduate programs

ARTICLE 13.

(1) An undergraduate program is drawn up by the relevant department(s), and offered by recommendation of the relevant faculty board, decision of the Senate and approval by the NUC.

(2) The curriculum of an undergraduate program comprises the distribution among semesters of studies such as course work, laboratory work, practical work, workshop(s), studio work, practical training.



- (3) The changes to the title of an undergraduate program are drawn up by the relevant department, and determined / resolved by the Senate subsequent to recommendation of the relevant faculty board.
- (4) The amendments to the curriculum of an undergraduate program and the guidelines for the adaptation of students to these are prepared by the relevant department and resolved by the Senate subsequent to recommendation of the relevant faculty board.

An international joint-degree program

ARTICLE 14.

- (1) International joint-undergraduate degree programs may be offered in collaboration with institutions of higher education abroad.
- (2) The principles governing international joint-undergraduate degree programs are determined by the Senate.

Exchange programs

ARTICLE 15.

- (1) Within the framework of mutual agreements, exchange programs may be arranged between NUN and institutions of higher education within the country or abroad. The principles governing such programs are determined by the Senate.

Courses and Course Credits

ARTICLE 16.

- (1) The courses within undergraduate programs are of two types: compulsory, and elective. Compulsory courses are those that are specified in the curriculum and must be taken. Elective courses are courses whose numbers and types are specified in the curriculum and are selected by students.
- (2) The course titles, codes, contents, credits, categories, prerequisites, midterm exams, final exams and other similar features and amendments to be made to these features are determined by recommendation of the relevant department and the decision of the relevant administrative board.
- (3) Pre-requisite courses may be specified in order for a course to be taken.
- (4) A course to be taken prior to another course and in which at least the letter grade E is to be earned is called the pre-requisite of that course.
- (5) Apart from the pre-requisite and co-requisite courses, additional requirements may be specified by the Heads of Departments in order for a course to be taken.
- (6) In case of exemption from the pre-requisite or co-requisite of any course, the pre-requisite or co-requisite requirement of that course is deemed fulfilled.

Course Load

ARTICLE 17.

- (1) The normal course load of a program is the number of credit courses in the semester where the highest number of credit courses exists in the curriculum of that program.
- (2) The minimum course load of students in a semester is fifteen credit courses.
- (3) For students who are able to fulfill the requirements for graduation at the end of the registered semester, the minimum course load provision is not sought.



Student Industrial Work Experience Scheme (SIWES)

ARTICLE 18.

- (1) SIWES is part of education at NUN; concern students have to pay their tuition fee completely.
- (2) The Unit is be responsible for identifying programmes that have SIWES component, preparation of placement and master lists of students ripe for SIWES in addition to onward submission to the NUC and Industrial Training Fund (ITF) for processing, coordination of supervision of students during industrial attachment, and working in consultation with the NUC and ITF.
- (3) The internship activities included in the teaching plan are carried out by the faculties according to the principles prepared in accordance with the uniqueness of each department.
- (4) The courses and practical that must be done outside the university buildings may be done during the semester or after the end of the spring semester, on the basis of specific periods announced by the relevant departments.

Graduation Project

ARTICLE 19.

- (1) The style of graduation thesis and defence conditions is set forth in a separate document by the related department. The related course is normally placed in the beginning of final session; however, the topic can be assigned to a student in the previous semesters.
- (2) The rules of the graduation projects are specific according to the departments. In this manner, they are under the responsibilities of the relevant HoD and Deans.



PART IV

Examinations, Assessment and Graduation and Achievement Status

Attendance and Examinations

ARTICLE 20.

- (1) Students must attend the theoretical and practical class hours, examinations and other academic studies as required by the instructors. The minimum percentage of attendance is 70%. The student will not be qualified to take examinations if his / her attendance rate falls below the specified percentage.
- (2) Students who do not pay the tuition fees within the specified period at the beginning of each semester are not allowed to take exams.
- (3) The attendance records of students are kept by the instructors.
- (4) Student (class) attendance has effect on the right to take mid-term and final examinations and grades for a semester; it could affect mid-term examinations, homework assignments, practical applications and other similar studies for which the students are responsible and the effect of these on the letter grades for a semester; the requirements in order to take the final examination, if any, are determined by the instructors and announced to the students in the course schedule at the beginning of the semester.
- (5) At least one mid-term examination and one final examination are given for each course. The courses which do not require a mid-term and/or final examination are resolved by the relevant faculty board based on the recommendation of the department.
- (6) The final examination constitutes 60% of the total weighting. Scores from mid-term exam shall constitute minimum 20% (up to 40 %) of the final marks for courses.
- (7) Students are informed of their success in each course within a semester by the instructor of that course. While doing so, instructors follow the principle of privacy of personal information.
- (8) The examination dates of the courses for mid-term and final examinations are indicated in the academic calendar and schedule of the exams announced by the relevant Heads of Departments.
- (9) All exams other than mid-term and final examinations may be administered with no predetermined date.
- (10) Courses for which final examinations are given, the arrangement of the final exams are as follows:
 - a) Final exams are made on the dates stipulated in the academic calendar.
 - b) A student cannot be given more than one final exams in one day unless he/she has carryover.
 - c) Instead of a final exam, a project can be given to the student to be completed depending on the nature of the course and the decision of relevant faculty administrative board.
- (11) If deemed necessary, courses and exams may be held after weekly working hours and/or on Saturdays and Sundays.
- (12) The relevant instructors and invigilators are responsible for the administration of the exams in accordance with the rules.
- (13) The principles regarding the procedures to be applied for students who have failed to sit an examination are determined by relevant Heads of Departments according rules and regulations.



Announcement of Grades and Grade Reports

ARTICLE 21.

- (1) Students are informed about the exam results in each course within ten (10) days after the exams are held by the instructor of that course.
- (2). All the courses, grades and academic status of students starting from the date of first registration of the student in NUN are shown on the transcripts and this document is produced by the Directorate of Admission Office upon the application of the student.

Objection to Examination Grades

ARTICLE 22.

- (1) Students can apply to the Faculty Deanship in writing within 10 weekdays following the announcement of the exam grades to have their mid-term and final exams reviewed. Following the receipt of the application, the related faculty member reviews the exam paper within 5 workdays and advises the outcome back to the Dean. Any modifications to the grades are made according to Article 27 of this instruction letter.

Errors in Grades

ARTICLE 23.

- (1) Correction of an error made in an announced course grade is decided by the Faculty Administrative Board upon the application of the related faculty member. Any errors made in grading the courses in any semester must be corrected before the course registration period of the following semester starts.

Assessment and Grades

ARTICLE 24.

- (1) Students are given a letter (a, b, c, d, e, or f) grade for each course they registered at the end of the semester.
- (2) In determining the letter grade, the students' mid-term and final examination grades, their success in their studies within the semester and their attendance during course and practical work are taken into consideration.
- (3) The courses for which an exemption exam is to be administered, the requirements for exemption and the implementation principles are determined by the Senate upon the recommendation of the relevant faculty board.
- (4) The coefficients of the letter grades, the score intervals used in the calculation of Grade Point Average and the standings related to success are indicated below:

Credit Unit(s) (i)	% Scores (ii)	Letter Grades (iii)	Grade point (GP) (iv)	Grade point Average (GPA) (v)	Curriculum Grade point Average (GPA) (vi)
Vary according to contact per week/semester and workload	70-100	A	5	Derived by multiplying (i) by (iv) & dividing the sum by the total credit unit	4.50 – 5.00
	60-69	B	4		3.50 – 4.49
	50-59	C	3		2.40 – 3.49
	45-49	D	2		1.50 – 2.39
	40-44	E	1		1.00 – 1.49
	0-39	F	0		0.00 – 0.99

Curriculum



ARTICLE 25.

- (1) Any changes to the curriculum and course of undergraduate programs are determined at the beginning of each semester by the Faculty Board by taking the opinions of program coordinators assigned by the Deans and how the changes will affect the degree programs of the students and determine corresponding courses earlier offered by the student.
- (2) Based on the report with the supporting reasons prepared by the student, the Faculty Administrative Board will decide if a student should take courses given at other higher education institutes.
- (3) Any changes to the curriculum and courses of undergraduate programs are approved by the Senate.

Compulsory and Elective Courses

ARTICLE 26.

- (1) Courses offered in the undergraduate programs are divided into two groups as compulsory and elective courses. Students are required to take the compulsory courses for the program they have registered in. Elective courses are the ones a student can take in his/her areas of interest. In order to be able to take a course which has a prerequisite, either the prerequisite course must have been completed successfully. Prerequisite courses and requirements are determined by the related Faculty Board.

Pre-requisite and co-requisite Course

ARTICLE 27.

- (1) A pre-requisite means a course or other requirement that a student must have taken prior to enrolling in a specific course or program. A co-requisite means a course or other requirement that a student must take at the same time as another course or requirement. A prerequisite is a course or requirement that you must complete before taking an advanced course

Intensive Courses

ARTICLE 28.

- (1) The departments can organize the delivery of a course load intensively, that is, in two or three weeks in case the departmental board decides inviting a lecturer from another university within or outside the country for the students' benefit.
- (2) The Head of Department then should ask for the Faculty Board's approval which will be the final decision on the matter.
- (3) The fact that a course is offered intensively does not change the contact lecture periods. That course is supposed to be delivered in one semester.
- (4) The timetable can be temporarily modified to suit the delivery of the intensive course.

Course Credit Values

ARTICLE 29.

- (1) The credit values of courses are determined as NUN credits.
- (2) The credit values of undergraduate courses are determined by the Faculty Board.

Course Load

ARTICLE 30.

- (1) Course load is total NUN credits of courses taken by a student in any semester.
- (2) A minimum course load consists of 15 credits per semester and a maximum consists of 24. However, students can take courses under the specified Instruction Letter for Undergraduate Programs course load considering their academic standing and degree program requirements.



- (3) Students, who are at the graduation year, can increase their course load during course registrations, at most 30 credit units with the opinion of their academic advisors and the decision of Faculty Administrative Board in Harmattan and Rain semesters by submitting a written petition to the Faculty they enrolled in. An Excess Credit Fee shall be charged to a student who has registered over 24 credits.

Carryover course

ARTICLE 31.

- (1) Courses for which the letter grades F have been earned must be repeated.
- (2) Other elective courses within the framework of the curriculum may be taken instead of those which are to be repeated on condition that these courses fall into the same category / type and are approved by the academic advisor.
- (3) Courses from which the letter grade E or above have been earned may not be repeated. This provision is not applicable to students who have passed all their courses for graduation but do not have the required CGPA.
- (4) The grade earned in the carryover course is valid regardless of the previous grade.

Academic Warning

ARTICLE 32.

- (1) Academic Warning is assigned to students who have two consecutive semesters with a semester grade point average (GPA) below 2.0, but whose cumulative grade point average (current CGPA) remains above 2.0. Students remain on Academic Warning until they achieve a semester grade point average over 2.0.

Academic Probation

ARTICLE 33.

- (1) Academic Probation is assigned to students at the conclusion of the first and second semester in which the cumulative grade point average falls below 2.0. Students remain on Academic Probation for one semester, at the end of which the student may be subject to dismissal or placed on Poor Academic Standing if the cumulative average remains below 2.0.

Probation students

ARTICLE 34.

- (1) Students whose Cumulative Grade Point Averages are below 1.5 in two consecutive semesters are qualified as Probation students.
- (2) Probation students may not enroll in the courses which they have not previously taken. These students must first repeat the carryover courses they have previously taken, primarily those which they have earned the letter grades F.
- (3) Probation students may enroll in other elective courses within the framework of the curriculum instead of those which are to be repeated on condition that these courses fall into the same category / type and are approved by the academic advisor. Conditions which require justification are evaluated by the relevant faculty administrative board following the recommendation of the relevant Head of Department.
- (4) The maximum course load consists of **18** credits per semester for probation students.
- (5) The CGPA must be at least 1.5 for the probation status to end. A student whose CGPA falls below 1.5 at the end of a probation period shall be required to withdraw from the programme of study without prejudice to being admitted into another programme in the university.



Successful students

ARTICLE 35.

(1) Students whose Cumulative and Semester Grade Point Averages are at least 1.5 and who have not earned the letter grades F, in the relevant semester are qualified as follows according to their Semester Grade Point Averages:

Class of Degree	CGPA
1st Class Honours	4.50 – 5.00
2nd Class Honours (Upper Division)	3.50 – 4.49
2nd Class Honours (Lower Division)	2.40 – 3.49
3rd Class Honours	1.40 – 2.49
Satisfactory	1.00– 2.39

Student absence and excuses

ARTICLE 36.

(1) Students who miss exams have no automatic rights to a make-up exam. A make-up exam may be scheduled only under exceptional circumstances at the discretion of the relevant faculty administrative board.

(2) Appropriate documentation verifying the circumstances for the missed test/exam must be provided to the Faculty Board for consideration in three days. Failure to provide appropriate documentation will result in a grade of F on the missed test.

(3) Tests/exams missed due to medical circumstances must be supported by an attending physician's statement or a statement by a psychologist or counselor. The physician's statement must include the following:

- full name, mailing address, telephone number of the physician.
- state the nature of the illness and its duration (i.e., specific dates covered), and
- an indication of whether the illness and/or medication prescribed would have SERIOUSLY affected the student's ability to study and perform over the day of the exam.

(4) A headache, stomach ache or cold will not be considered sufficient excuse.

(5) Tests/exams missed due to non-medical circumstances must be supported by appropriate documentation, i.e., death certificates, obituary notice, automobile accident reports, airline/bus ticket/receipt for emergency travel (with date of booking on ticket), etc. Airline/train/bus ticket/receipts for emergency travel must indicate destination, departure, and return dates. Having to work at the time of a test is not considered a valid excuse for missing the test.

Final Examination Schedule

ARTICLE 37.

(1) As per the NUN Examination and Assessment Regulations, candidates are expected to sit their final examinations as scheduled.

(2) SWEP – Students Work Experience Programme is a programme aim at providing the participating Engineering students the practical skills of general workshop and safety practices in the use of tools and equipments, as they are obtainable in the real world of engineering practices. It is carried out within the school at the end of the second semester.



PART V

Reviews

Grade Point Averages

ARTICLE 38.

- (1) Students' semester Grade Point Averages and Cumulative Grade Point Averages are calculated at the end of each semester and their standing related to success is determined.
- (2) The total credit points obtained from a course are calculated by multiplying the credit value of the course and the coefficient corresponding to the letter grade earned from the course at the end of the semester.
- (3) The Semester Grade Point Average is calculated through the division of the total credit points obtained from all the courses the student has taken in the relevant semester by the total credit values of those courses.
- (4) The Cumulative Grade Point Average is calculated through the division of the total credit points obtained from all the courses the student has taken up to that time, the semester relevant inclusive, by the total credit values of those courses.
- (5) The Grade Point Averages obtained in these calculations are expressed by rounding them off to the second digit after the decimal point. In rounding the numbers off, the second digit after decimal point does not change if the third digit is smaller than 5, but it increases by 0.01 if the third digit is 5 or greater.

Graduation requirements and the graduation date

ARTICLE 39.

- (1) The following requirements must be fulfilled in order to be eligible for graduation from an undergraduate program:
 - a) All the courses included in the curriculum must be completed with at least the letter grades E.
 - b) The Cumulative Grade Point Average must be at least 1.5.
 - c) Student shall meet other requirements that may be prescribed by faculty and senate.
 - d) Students shall have earned:
 - Not less than 120 credit units for programmes that have durations of four years;
 - Not less than 150 credit units for programmes that have durations of five years
- (2) The date of graduation from undergraduate programs is determined as follows:
 - a) In undergraduate programs, the graduation date is the announcement date of the letter grades for the relevant semester as indicated in the academic calendar. For those who graduate after the announcement of grades as a result of the correction of an erroneous grade, the conversion of the grade "IP" to a letter grade, or by exercising the right for a make-up, the graduation date is the date on which the letter grade is finalized.

Degrees

ARTICLE 40.

- (1) The classification of the first degree (undergraduate) programmes of the university shall be determined by the Cumulative Grade Point Average (CGPA) earned by students.
- (2) For the purpose of calculating a student's CGPA in order to determine the class of degree to be awarded, grades obtained in all the courses whether compulsory, required or elective will be included in the computation. For repeated courses the most recent grade will be valid for computation.
- (3) The classification shall be as follows:



Class of Degree	CGPA
1st Class Honours	4.50 – 5.00
2nd Class Honours (Upper Division)	3.50 – 4.49
2nd Class Honours (Lower Division)	2.40 – 3.49
3rd Class	1.50 – 2.39

(4) The University awards the following undergraduate degrees:

- Bachelor of Science Honours- B.Sc. (Hons.)
- Bachelor of Social Science Honours- B.Sc. (Hons.)
- Bachelor of Arts Honours-B.A. (Hons.)
- Bachelor of Engineering Honours-B.Eng.(Hons.)
- Bachelor of Law Honours-LLB(Hons.)
- Bachelor of Management Science Honourus-B.Sc (Hons.)
- Bachelor of Medicine Honours. MBBS (Hons.)

Aegrotat Degree

ARTICLE 41.

(1) A candidate who is unable to take her or his exams because of illness can sometimes be awarded an aegrotat degree; this is an honours degree without classification, awarded on the understanding that had the candidate been well, she or he would have obtained honours.

(2) The Faculty Board may recommend to the Senate that the aegrotat degree may be awarded as long as the student:

- was prevented from fulfilling the requirements for the award of a classified degree through serious and / or disability of such magnitude that would in all probability prevent the candidate from writing any supplementary examinations in the foreseeable future.
- provides medical evidence of such illness or disability which must be authenticated by the relevant officer at the university.
- has completed the course work in at least 70% of the final year courses.
- has not less than 1.0 GPA throughout his/her study period.
- has records of work and progress which indicate that he/she would have earned the degree if he/she had completed the final examination.
- would in all probability, be capable of fulfilling in future the responsibility normally expected of the holders of that particular degree.

(3) An aegrotat degree is awarded without any classification.

(4) The degree holder will not be allowed no re-enter any part of the same degree examination in subsequent years.

(5) Applications for the award of aegrotat degree will be submitted by the candidate himself to the HoD.

(6) The HoD will forward the application to the Dean who will seek the opinions of the Faculty Board and then forward the recommendation to the Senate.



Diplomas, certificates and other documents

ARTICLE 42.

- (1) Diplomas, certificates awarded and other documents issued to students, and the provisions regarding the issuance of these are as follows:
- (2) The diplomas/Certificates given by the university are organized according to the guidelines set by the Senate.
- (3) In order for a student to be granted a degree, the tuition fee and all university related obligations must be met.
 - a) Undergraduate Graduate Certificate: This graduation certificate is awarded to students who meet the graduation requirements of an undergraduate program.
 - b) Transcript: This document is a complete official record of the courses taken each semester, their credit values and the grades earned, the grade point averages for the relevant semesters, the cumulative grade point averages and the standing of a student starting from the student's admission to the university.
 - c) Student Certificate: This is a document which shows the University registration status of a student.
- (4) The format, size and information to be written on degree certificate are specified by the Senate.
- (5) In the event of the loss of a degree certificate, a replacement copy is issued once only. The replacement copy bears the annotation "second copy".
- (6) In the event of a change in the name and/or surname of the graduate after the graduation date, replacement copies of diplomas and/or certificates are not issued, nor is the information on them changed.



PART VI

Disciplinary Procedures, Student Grants, Health Service, Student Leave, Registration Cancellation and Student Notifications

Disciplinary Procedures

ARTICLE 43.

(1) The disciplinary procedures regarding students are carried out in accordance with the provisions of the Rules and Regulations ratified by the Nigerian Government and the NUN Law.

Student grants and aids

ARTICLE 44.

(1) The provisions governing the distribution of student grants and aids obtained from various sources are determined by the Senate.

Leave of absence (Defer)

ARTICLE 45.

- (1) Students may be granted leave of absence from the University for a maximum period of four semesters, and without exceeding two consecutive semesters each time, with the decision of the relevant administrative board based on obligations related to health, military service, education in an institution of higher education in Nigeria or abroad, or financial and familial obligations.
- (2) Students who wish to be granted a leave of absence must apply to the chair of the relevant department with a petition stating valid grounds for the request and the necessary documents latest by the end of the add-drop week of the related semester. However, no time restrictions exist for application in the event that the grounds for permission arise after the end of the add-drop week.
- (3) The department chair sends the student's request for permission to the relevant administrative board along with their own opinion and the opinion of the student's academic advisor.
- (4) The relevant administrative board sends their decision to the RO, which processes the decision and notifies the student and the relevant academic and administrative units.
- (5) Students who wish to return to University earlier than the termination of the leave period must apply with a petition to the relevant department chair before interactive registrations start. The application is resolved with the decision of the relevant administrative board upon the opinion of the student's academic advisor and recommendation of the department chair, and it is sent to the RO.
- (6) If the application for withdrawal from the University (for Harmattan and Rain semester), is made by the students from the starting date of the semester until the end of course registrations period they are not obliged to pay any tuition fees and other fees required to benefit from University facilities. Any payments made are returned to student. In order to get the refund, students should not have any unpaid balance to the University and should return all the goods and equipment provided by NUN for the student's use without any damage. In order to return the fees, students should have no obligation to the University.
- (7) The semesters for which students are granted a leave of absence (defer) by the concerned administrative board are not included in the normal and maximum durations of study. The deferred semester(s) must be completed before the student is allowed to graduate and payment will be made for the whole semester(s).

Withdrawal for Health Reasons

ARTICLE 46.

(1) A student shall be asked to withdraw for Health reasons certified by a hospital approved by the senate of the University.



(2) Such a student may be readmitted only after a valid medical report from an approved medical doctor and certified by the Director of Health Services had been received to the effect that the student is medically fit to continue the programme.

(3) Students who withdraw due to health reasons may be entitled to a refund of all or a portion of the tuition fees for a given semester depending on when the withdrawal is completed. In order to get the refund, students should not have any unpaid balance to the University.

Registration Cancellation and Expulsion

ARTICLE 47.

- (1) Students who wish to cancel their registration may do so by applying to the RO.
- (2) Students who cancel their registration or are dismissed on any grounds must follow the procedures for registration cancellation specified by the university and fulfill their financial obligations (tuition or education fee, dormitory fee, library debt, etc.) in order that they may receive their personal documents in the RO files.
- (3) A student who withdraws from the university without the approval of the Senate or suspended on disciplinary grounds shall only be considered for readmission after the case has been addressed and the approval of Senate obtained for re-admission
- (4) Regardless of what the re-admission is, the current student fee is charged.
- (5) A student can be expelled from the university under the following circumstances:
 - a) gross misconduct
 - b) examination malpractice or any other offence as determined by the laws and regulations of the University;
 - c) starting to receive education at another tertiary institution;
 - d) having contacted contagious diseases specified by health authorities in Nigeria;
 - e) having not renewed his / her registration at two successive semesters;
 - f) when it is clear that the student cannot complete his education within the number of years specified by the NUC.

Notifications

ARTICLE 48.

- (1) All types of notification are sent to the students' postal address in the official records or to the e-mail addresses provided to them by the University.
- (2) Students are obliged to follow the messages sent to the e-mail address provided by the University.
- (3) Students are obliged to follow the messages announced on the University's bulletin board and/or on departments' bulletin boards.
- (4) The student must keep the official e-mail address provided by the university active, keep track of his / her e-mails, and update his / her new address through the student information system if he / she change his / her address during enrollment.
- (5) Due to the fact that the e-mail address to which the e-mail sent is not active or not being followed by the student, unread notices or notifications made with incorrect / missing address are deemed to be notified.
- (6) Regulations, guidelines, senate principles, academic procedures and amendments relating to the general affairs of the students and other procedures related to the general education of the students are published on the University's official website. The student is obliged to follow the announcements.



Quality Assurance

ARTICLE 49.–

(1) Students' evaluation of courses will be in three ways:

- a) Focus group discussion with last session level students' discussion at the end of second semester examination.
- b) Administration of questionnaire to assess staff delivery, regularity, punctuality, staff student relationship, course relevance, etc.
- c) External examination system (checking exam questions, marking scheme for exam, final year project, etc.)



PART VII

Miscellaneous and Final Provisions

Validity

ARTICLE 50.

(1) This regulation is effective as of the date of its acceptance by the Senate

Implementation

ARTICLE 51.

(1) The provisions of this regulation are implemented by the Vice Chancellor of Nile University of Nigeria.

Provisional Clause

ARTICLE 52.

(1) For the issues, which are not covered in this regulation, related regulations, instructional provisions and university senate decisions are applied.

NILE UNIVERSITY OF NIGERIA

Rules and Regulations for Undergraduate Students

2017

Signed.....

Vice chancellor: **Prof. Dr. Huseyin SERT**