

Examination Regulations, Student General Conduct and Discipline

Examination Regulations

1. Candidates must attend punctually at the times assigned to their papers, and must be at the venue of the examination thirty (30) minutes before the time the examination is due to start. S/he must be ready to be admitted into the examination hall, at least, ten (10) minutes before the time appointed for the commencement of the examination. Candidates should, therefore, refrain from studying in halls and lecture rooms earmarked for examinations. Candidates arriving more than half an hour after the examination has started shall not be allowed to participate in the examination, or may be admitted only at the discretion of the Chief Invigilator (i.e., provided the cause(s) of lateness by the student are reasonable, cogent and sufficiently convincing).
2. (a) Similarly, except with the special permission of the Chief Invigilator, candidates may not leave the examination hall during the first and last half hour of the examination. Outside those periods, candidates, with the permission of the Invigilator, may leave the room temporarily, and then only if accompanied by an invigilator.
2. (b) Candidates must display their University Identity cards during each examination.
3. (a) Candidates must bring with them to the examination hall their own ink, pens and pencils and any materials which may be permitted by these regulations (see below), but they are not allowed to bring any other books or papers. Candidates are warned, in their own interest, to ensure that lecture notes, textbooks, bags, mobile telephones, etc. are not brought into the examination hall.
(b) Candidates may be searched by the Invigilator before they are allowed into the examination hall.
4. While the examination is in progress, communication between candidates is strictly forbidden, and any candidate found to be giving or receiving irregular assistance may be required to withdraw from the examination.
5. Silence must be observed in the examination hall. The only permissible way of attracting the attention of the invigilator is by the candidate raising his/her hand for recognition.
6. Candidates are not allowed to smoke in the Examination Hall or its vicinity.
7. Candidates are informed that a First Aid Box is provided in the examination hall, and medical attention can be obtained if necessary.

8. The use of scrap paper is not permitted. All rough work must be done in the answer booklet and crossed neatly through. Supplementary answer sheets, even if they contain only rough work, must be tied to the main answer booklet.
9. Candidates are advised, in their own interest, to write legibly and to avoid using faint ink. Answers must be written in English, except as otherwise instructed. The answers to each question must start on a fresh page of the answer booklet.
10. Before handing in their answer scripts at the end of the examination, candidates must satisfy themselves that they have inserted at the appropriate places, their Matriculation Numbers and the numbers of the questions they answered.
- 11 (a) It will be the responsibility of each candidate to hand in his/her script to the Invigilator before he/she leaves the hall. Except for the question paper, and any materials he/she has brought with him/her, the candidate is not allowed to remove or mutilate any paper or material supplied by the University.
 - (b) Examination answer scripts/sheets whether used or unused should not be taken out of the examination hall by students.
 - (c) A student involved in examination misconduct or malpractice may be expelled from the University.
12. Candidates must adhere strictly to the sitting arrangement made by the Chief Invigilator.

Notes on Special Materials

1. Candidates taking Mathematics must bring their own mathematical instruments, which should include compasses and dividers, protractors, diagonal scales and set squares. Mathematical Tables will be provided for use in other subjects on request, and the use of Slide-rulers is also allowed. Simple calculators, not programmable ones, are also allowed upon clearance with the Chief Invigilator. Mathematical tables must not be taken away by students.
2. All the reagents, materials, and apparatus necessary for practical examinations will be supplied, but candidates must provide themselves with any drawing instruments they need - dusters or glass cloths, platinum foil and wire, pocket-lenses, scalpels, scissors, forceps, seekers, razors, stops, section lifters, camel hair brushes, mounted needles - and may bring hand microtome. Candidates may use their own microscopes subject to the approval of the Chief Invigilator/Examiners.
3. In Geology, candidates may bring petrological microscopes and accessories.

4. Candidates taking Chemistry may bring prepared crucibles with a note of their approximate weight. Candidates may bring, for use in the practical examination, any book or books they wish, including their own laboratory note books

Candidates in experimental subjects are required to bring to the practical examinations their original laboratory note-books which may include an account of any research work in which they have participated and which should be certified by the candidate's teachers. All note books must be taken away at the close of the examinations. Apart from the foregoing, candidates are not permitted to bring any books for use in the practical examinations.

All students are advised to adhere strictly to these instructions.

Student Conduct and Discipline

The primary function of the University of Ibadan is education of which the teaching of culture and the inculcation of good character are integral parts. When a student accepts admission to the University, it is assumed that he/she has a serious purpose and a sincere interest in his or her own intellectual and social development. In light of this, the University assumes that the student agrees to conduct himself/herself as a responsible citizen, in accordance with the University's best standards, rules and other conditions established by the legally constituted authority of the University.

A high standard of personal integrity is expected of every student of the University. Each student is expected to conduct himself/herself peaceably in espousing any changes he/she may consider necessary. The University regards as serious offences all acts of unethical, immoral, dishonest, or destructive behaviours, as well as violations of University regulations. It is the responsibility of each student to know these regulations, the breach of which may attract disciplinary measures ranging from reprimand to outright expulsion, depending on the gravity of each offence.

In accordance with the established code of conduct, students should be in academic robes whilst meeting, formally with the Vice-Chancellor. Moreover, the Vice-Chancellor's Lodge is ***out of bounds to all students***. Although the University is committed to the full support of the constitutional rights of its members, the University has an equal obligation to protect its educational purposes and the interest of its entire community. For this reason, the University is naturally concerned about the actions of some individuals and groups of individuals, which may be in conflict with the welfare and integrity of the University, or in disregard of the rights of other members of the community.

The legitimate expression of differing opinions and concerns is an essential part of the academic community; however, the imposition of opinions and concerns upon those who, in turn, dissent from them is not to be tolerated.

All members of the University community are to obey the laws of the nation, and to learn to cope with the problems with intelligence, reasonableness, understanding and consideration for the rights of others. Each member should recognize that as one prizes rights and freedom for oneself, so also is one expected to respect the rights and freedom of others. The University reserves the right, upon evidence of a student's inability to abide by its regulations to discipline him/her, or to insist through the established disciplinary processes upon his/her withdrawal and or/refuse him/her readmission.

Disciplinary Procedure

Under the University Act, the power to discipline students is vested in the Vice-Chancellor. In practice, there is a Student Disciplinary Committee (SDC) with the general function of dealing with individual cases of indiscipline. The Vice-Chancellor himself/herself is the Chairman/Chairperson of the Student Disciplinary Committee. Other members are the Deputy Vice-Chancellors, the Registrar, the Provost, College of Medicine, the Dean of Law, the Dean of Students and the Deputy Registrar (Students) who is the Secretary of the Committee. In attendance are: Deputy Registrar (Academic), Heads of Department and/or Hall Wardens of affected students, Legal Officer, Examinations Officer, Chief Security Officer and the Careers and Counseling Officer.

Students who appear before any disciplinary committee or panel in the University are expected, in the name of fair hearing, to come up freely to defend their cases with the use of witnesses and/or documents to prove their innocence or plead mitigation. It is to be noted, however, that a student who deliberately gives false information or hides vital information from the disciplinary committee or panel will be sanctioned accordingly, that is, with some punishment ranging from one to two semesters suspension, depending on the level of falsehood.

1. Examination Misconduct

Examination misconduct can occur during examinations or be observed by the Lecturer in the course of marking examination scripts. When such a situation arises:

- (i) The invigilator or Lecturer, who caught the student in action shall apprehend the student and make him/her write a statement on the circumstance that leads to his/her apprehension and submit to the Chief Invigilator. Where an examiner notices the irregularity during the marking of scripts, s/he shall report in writing. In both cases, the

invigilator/examiner is required to complete the prescribed forms provided by the Examinations Officer. The form and a covering memorandum, the student(s) answer script(s), a written statement by the student(s) involved (where the suspect(s) is/are apprehended in the course of the examination), and other relevant documents or materials shall be forwarded through the Head of Department and the Dean to the Examinations Officer.

- (ii) The Examinations Officer, on receipt of the above documents, shall communicate in writing to the candidate(s) concerned, the offence and regulations contravened with a request that the candidate(s) submit(s) a defence (if any) in writing to the Examinations Officer.
- (iii) The examination result of such candidate(s) shall automatically be deferred until the relevant Committees of the University dispose of the case.
- (iv) A copy of the letter written by the Examinations Officer shall also be sent to the Head of Department (and other relevant officers of the University) with a request that the scripts and other relevant documents connected to the case be forwarded to the Examinations Officer for the benefit of the relevant Committee if such documents had not been sent with the report already to the Examinations Officer.
- (v) On receipt of the letter of defence from the student, the Examinations Officer shall forward the letter and all other documents on the case to the Committee. The list of all documents forwarded shall be itemized in a covering memorandum to the Secretary, Faculty Student Disciplinary Committee of the Faculty where the reported examination misconduct took place.
- (vi) Where there is need to call for further documents or statement from the student e.g. lecture notes for comparison with the student's answer scripts, when the allegation is about suspected unauthorized assistance to a student by another student during the examination, further communication shall be made with the student(s) and all such documents shall be passed to the Secretary of the aforesaid Committee by the Examinations officer.
- (vii) At the appropriate Faculty Student Disciplinary Committee meeting, the Examinations Officer (or his/her Schedule Officer) shall present the exhibits for scrutiny by members of the Committee.
- (viii) Each case shall be considered on its own merit and where a *prima facie* case of misconduct is established, the case shall be referred to the Deputy Registrar (Students) for the consideration of the Central Student Disciplinary Committee (CSDC) with appropriate recommendation(s).
- (ix) The appropriate Faculty Student Disciplinary Committee shall recommend any Student against whom a *prima facie* case has not been established for acquittal/ discharge.

- (x) The Examinations Officer shall, after the acceptance of the recommendation to discharge the affected student for lack of *prima facie* evidence, communicate to the Head of Department and the Dean, the outcome of the case, with the information that the Head of Department shall be requested to mark the script(s) and process the deferred results for approval and release to the student(s).
- (xi) All other cases of misconduct are to be referred to the Deputy Registrar (Students) who will request the student(s) concerned to explain the alleged misconduct in writing.
- (xii) The Central Student Disciplinary Committee (CSDC) shall carefully examine a case by taking oral evidence when necessary from all concerned (students and staff). If a student is found guilty, an appropriate penalty shall be applied; if not, the charges against the student shall be discharged.
- (xiii) The Registrar shall convey in writing, the penalty recommended, to the student(s) found guilty. The letter shall clearly state the offence and punishment given.
- (xiv) Cases of students rusticated or expelled, shall be reported to Senate by the Deputy Registrar (Students) who is the Secretary of the Central Student Disciplinary Committee (CSDC).
- (xv) The student, on receipt of the letter from the Registrar, shall, if he/she so wishes, appeal to Council within fourteen (14) days of the receipt of the letter from the Registrar.
- (xvi) At the end of the rustication period the Deputy Registrar (Students) must clear the student concerned before he/she resumes studies.

2. Sanctions for Violation of University Regulations

The following are some of the disciplinary sanctions which may be imposed for violating the University regulations:

Fines

These must be paid within specified periods to avoid further stringent actions being imposed. Masters/Mistresses of Halls may impose fines as much as ₦1,000.00, or more for certain categories of offences committed in their Halls of Residence.

Disciplinary Probation

Disciplinary probation is a judgment indicating a specific period of time during which a student must behave in a manner acceptable to the University failing which the Disciplinary Committee may impose terms, which restrict the student's participation in extra-curricular and/or other activities.

Suspension/Rustication

Suspension is an action, which excludes the student from registration, class attendance, residence in an official University Hall of Residence, and the use of University facilities for a specified period of time. This action means that the student must leave the Campus immediately, and shall not return to the University until the period of suspension is over.

Expulsion

Expulsion is the permanent withdrawal by the Vice - Chancellor of the privilege of registration, class attendance or residence in an official University hall of residence. The privilege of the use of University facilities is also withdrawn by this sanction. This action means that the student must leave the campus immediately.

Loss of Privilege

Loss of Privilege is the withdrawal of a privilege or use of a service or facility (such as Library or Sports Centre) for a specific period of time.

Reimbursement

Reimbursement requires that a student must pay for damage to, loss or misappropriation of University property or the property of members of the University Community. Such reimbursement is charged to any student who, alone, or through group concerted activities, organizes or knowingly participates in events which cause damage(s) or incur costs. The student concerned has a right to appeal to Council against the decision of the Disciplinary Committee within two weeks of the receipt of the letter, conveying the decision of the Committee to him.

3. Demonstration, Protests, etc. Various organisations on campus have called attention to their grievances by organizing demonstrations, strikes, work-to-rule, and such other similar actions.

The University recognizes the crucial importance of maintaining open communication and dialogue in the process of identifying and resolving problems which may arise from the dynamics of life in the University. All members of the University community are free, therefore, to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

Equally important, however, is the legitimate right of any member of the community to dissent, to disagree, to hold a different opinion, or to think differently from others. This is an integral aspect of University education and academic freedom. But because academic freedom is rather fragile, it must always be protected from attacks by extremists of any persuasion, which could negate this essential freedom of inquiry by their coercive and disruptive actions, which interfere with the rights and freedom of others.

Students are free to support causes by all orderly means as long as they do not disrupt the regular and essential operations and activities of the University, because such disruptions would violate the responsible exercise of free enquiry and expression.

It must be emphasised that, over the years, the idea of group demonstration has been misconstrued. Therefore, students should note that to demonstrate is to express a feeling by way of drawing attention, in a very civil manner, to facts unlikely to have been noticed, for the purpose of engendering understanding, and winning public empathy and support: through placard display, boycotts, organised peaceful rally, and any such ways that do not impinge on the rights of other members of the community, and the public in general, or breach the public peace. By implication, to demonstrate does not translate to lawlessness, riotous behaviour and vandalism.

Besides, it is important to note that demonstrating students must, of necessity, **notify** the authorities in advance about their intention to stage a demonstration so that they can be given adequate protection from non-students and hoodlums who may want to infiltrate their ranks to wreak havoc.

Guidelines for Demonstrations

Actions and utterances by members of the University Community that cause disaffection within the Community have continued to be registered over the years. These have taken such forms as the locking, barricading and vandalisation of the main entry and exit gates to the University as well as of streets and doors to offices, lecture halls, laboratories, hostels and residential quarters, among others, by aggrieved staff, students, pensioners and others in the community.

To be sure, such forms of behaviour are objectionable under the existing laws of the Federal Republic of Nigeria and of the University as approved from time to time by the Governing Council. Any abuse of the right to associate and to express displeasure over any matter, whether originating from within or outside the University, cannot and must not be condoned by the University Community. In such circumstances, existing sanctions against such anti-social behaviour must be invoked swiftly and decisively.

However, experience has revealed many lapses in the enforcement of these provisions. It has for long, therefore, become evident that the University needs to establish a **Code of Conduct** to govern the sanctions and utterances of the University's Community during moments of crises when the need for reason to prevail in community affairs is at the most urgent. Such a **Code** sets the standard below which no member of the University community may be allowed to fall as they seek to pursue or enforce individual and group rights within the community.

Central Student Disciplinary Committee (CSDC)

The Central Student Disciplinary Committee (CSDC) is a committee of Senate set up in accordance with the provision of section 5 sub-sections 1 and 2 (h) of the Conduct of Students in the University. In this connection, misconduct is any act or omission by a student, which is a breach of the rules and regulations governing the conduct of students in the University, a breach of the Matriculation Oath, or otherwise, an act that is morally despicable. This is because certificates and diplomas are awarded to students who have been found worthy in character and in learning.

i. Composition of Membership

Vice - Chancellor (Chairman)

Deputy Vice - Chancellor (Admin.)

Deputy Vice - Chancellor (Academic)

Registrar or his/her representative

Provost, College of Medicine or his/her representative

Dean of Law or his/her representative

Dean of Students

Two Student Representatives (co-opted by the Vice-Chancellor)

Deputy Registrar (Students): Secretary.

Quorum shall be a third of the members.

In Attendance:

Deputy Registrar (Academic)

Heads of Department and/or Hall Wardens of affected students

Legal Officer

Examinations Officer

Chief Security Officer

Career and Counselling Officer

Note: The absence of any or all of these officers does not vitiate the proceedings of the meetings of CSDC.

ii. Terms of Reference

The terms of reference of the Committee shall be:

- (a) to deal with all disciplinary cases involving students;
- (b) to make recommendations to Senate on any matter that could be in the interest of the proper discipline of students of the University;
- (c) to report to Senate from time to time.

6. Faculty (Student) Disciplinary Committees (FDC)

Senate has also approved that student disciplinary matters should be decentralised to Faculties where the various Faculty Disciplinary Committees (FDC) consider the cases and forward their recommendations to the CSDC.

i. Composition of Membership

The Dean of the Faculty (as Chairman)

Bursar or his/her representative (where financial matters are involved)

All heads of Department within the Faculty

Hall Wardens of the affected student(s), where hall matters are involved

Chairperson/Chairman of the Hall concerned (where Hall matters are involved)

Deputy Registrar (Students) or his/her representative

A representative of the Legal Unit

The current President of the Faculty Students' Association

ii. Terms of Reference

- a) To deal with all students' disciplinary cases within the Faculty and Halls of Residence
- b) To make recommendations to the CSDC for a decision on any matter that could be in the proper discipline of students within the Faculty and Halls of Residence
- c) To report to the CSDC from time to time