



UNIVERSITY OF BENIN
BENIN CITY, NIGERIA

**STUDENT INFORMATION
HAND BOOK**

This hand book is up to date at the time of going to press, but the University reserves the right, according to circumstances, to alter or withdraw any part of it.

(c) 2022 by Student Affairs Division
All rights reserved

Published by Student Affairs Division

TABLE OF CONTENTS

National Anthem	4
University Anthem	4
A Message from the Vice-Chancellor			6
A Brief History of the University	9
Sources of Information	11
Visitor and Principal Officers of the University				13
Matriculation and Matriculation Numbers				14
The Student Affairs Division	16
Prizes for Academic Excellence	20
Halls of Residence and contact persons			35
Procedure for applying for Halls of residence				37
Student-Staff Relations	38
Students' Publications	39
Students' Organizations	40
Living Arrangements and Regulations for Student				44
Students' Conduct and Discipline	53
Student Demonstrations, Protests, etc			56
The University of Benin Library	58
MTN Universities Connect Library, University of Benin					...	59
Activities Involving Guests from outside the University					...	71
Change of Name	71
Campus Welfare Board	72
General Information	74
Religious Worship	74
University Health Services	75
The University of Benin Teaching Hospital	77
Procedure for Use of University Facilities				78
Sporting Activities	80
Regulations Governing conduct of Examinations				81
Guidelines for Certificate Screening	85

Student Affairs Division

5

Defacing or Damaging of University of Benin Property 87

NATIONAL ANTHEM

Arise, O compatriots
Nigeria's call obey
to serve our fatherland
with love and strength and faith.
The labour of our heroes past
shall never be in vain,
to serve with heart and might
one nation bound in freedom
Peace and unity.

O God of creation,
direct our noble cause
Guide our leaders right
Help our youth the truth to know
In love and honesty to grow
And living just and true
Great lofty heights attain
To build a nation where peace
And justice shall reign

UNIBEN ANTHEM

ARISE MIGHTY UNIBEN

1. All over the wide wide world
Our fruitful works unfurl,
What we sow'd with joy and pride,
With good our common goal
One heart and voice for all,
We heed the purple clarion call,

Refrain: Arise mighty UNIBEN

*Robed in your purple and gold
Clad In your fertile green hem
Knowledge for service untold*

2. Between blue sky and red soil
Excellent hard work endure
We groom man and nation in
Spirits of Unibest pure
Come through our opened gate
Where fair play and merit dictate

Refrain: *Arise mighty UNIBEN*

3. God bless this our noble school
As we bid peace to reign
May we have no cause to mourn
But rejoice in gains achieved
We hope for place man will
Bring brain and brawn to build self still.

Refrain: *Arise mighty UNIBEN*

INITIATED BY: E. I. AYANRU (former Registrar)

WORD/MELODYBY: FESTUS UMUKORO

SCORE/ARR/HARMONY BY: RAYMOND OKENRENTIE

MESSAGE FROM THE VICE-CHANCELLOR



Prof. Lilian Imuetinyan Salami
Vice-Chancellor

It is my pleasure to welcome you all to the University of Benin, I wish to congratulate each of you for securing admission into this great citadel of learning, one of the most sought after institution of higher learning in Nigeria. Management of the University of Benin puts you the students as priority in the leading and learning processes and your success is important to each and every member of staff.

You must realize that your arrival at this University marks a new beginning in the story of your life. Before now your dependence was on significant others whether your parents, guardians, friends or families. Now you are the principal author of what now happens to you. You have the opportunity to determine the direction, plot the graph and tempo of your life's story. This may seem as daunting as it is exciting, as challenging as it is

empowering, but the joy is that you have chosen education in University of Benin which will give you the opportunity to learn new things, acquire new knowledge, develop new skills and enhance your personal attribute in profound ways that will equip you for life. At the same time you will meet new persons who will become your friends, some life partners, with whom you will share memories of the University of Benin for years to come.

For the next few days during the orientation you are likely be bombarded with information, I wish to share three pieces of advice with you.

1. Taking responsibility for your learning - up to now, most of your learning, and indeed your life, has been monitored leading to your securing a place in the University. Now you are entering the less monitored environment of the University, where you will have greater freedom and the responsibility that come with it.

You are expected to be more self-reliant, independent, prudent and responsible. What that means is that you must make sure you attend your lectures, labs and tutorials, do your assignments and read the materials advised by your lecturers and tutors; ensure that you make enough time for private study; develop a study plan; go to the library; and use the online learning resources as well as create time for relaxation among others. And while we expect you to assume a new level of responsibility please realise that you are not alone but must interact with others. If you find things difficult don't give up but seek for help.

2. Make the most of your time in the University: One of the great things about University life is the range of new experiences that will be available to you. You will have abundant opportunities to flourish as a student and as a person.

3. Embrace difference because the University is a melting pot where you will have persons from different backgrounds and communities to pursue your ambitions as students. Such persons may be your lecturers, co-students, other staff members and management. How you handle these interactions will avail you the opportunity to get a better understanding of yourself and human dynamism helping you develop as a tolerant individual.

As I end this speech, I have a strong conviction that you all will make the University and your families proud. I wish you success at the University of Benin and confident that you will find your stay an immensely rewarding experience.

Thank you.

A BRIEF HISTORY OF THE UNIVERSITY OF BENIN

University of Benin was founded in 1970. It started as Midwest Institute of Technology and was accorded the status of a full-fledged University by National Universities Commission [NUC] on 1st July, 1971. In his Budget Speech in April, 1972, the then Military Governor of Mid-Western State, Col. S.O. Ogbemudia [then Visitor of the University] formally announced the change of the name of the Institute of Technology to University of Benin.

University of Benin operates two campuses, the Ugbowo campus which is the main campus and Ekehuan campus.

Presently, the University essentially operates the Faculty System with Dean as administrative head while the Schools of Medicine, Dentistry, Basic Medical Sciences, and Institute of Child Health, reverted back to the Collegiate System in August, 1999, with a Provost as its administrative head. The Faculties as presently constituted are those of Agriculture, Arts, Education, Engineering, Environmental Science, Law, Life Science, Pharmacy, Physical Science, Management Sciences, Social Science, and Veterinary Medicine. The University has some Institutes, Institute of Child Health, Institute of Education and Institute of Public Administration and Extension Services (IPAES).

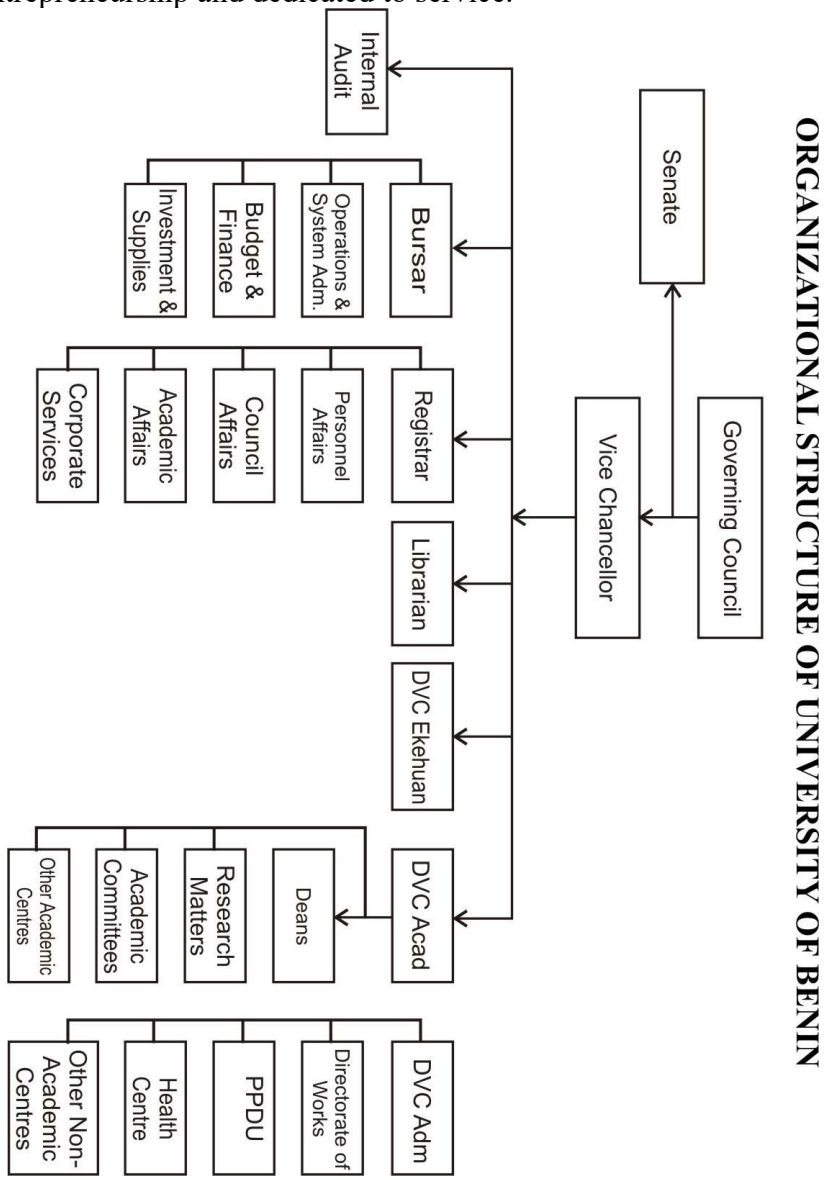
University of Benin offers courses at various levels: Postgraduate, Undergraduate, Diploma and Certificate. Presently, the total student enrolment stands at about 45,000, made up of both full-time and part-time students.

VISION OF UNIBEN

To be model institution of higher learning which ranks among the best in the world and is responsive to the reactive and innovative abilities of the Nigeria people.

MISSION OF UNIBEN

To develop the human mind to be creative, innovative, research oriented, competent in areas of specialization, knowledgeable in entrepreneurship and dedicated to service.



SOURCES OF INFORMATION

The University is organized not only to facilitate effective administration and academic work, but also to provide information. The following sources of information are available. Whenever a student is in doubt, consult the Dean of Students +234 7033102860. Others may include:

Academic Office

Senior Deputy Registrar (Admissions)
+234 8094789450
Deputy Registrar (Senate Matters)
+234 8082030280

Charges

Senior Deputy Bursar (Students)
Bursary Department
+234 8020339190

Foreign Students

Dean of Students
Student Affairs Division
+234 7033102860

Sports and Athletics

Director of Sports
Sports Complex
+234 8056752200

Health Services

Director
Health Services Department
+234 8023367827

Security

Chief Security Officer
Security Division

+234 9043396100, +234 8033723103

Careers and Counselling

Students' Guidance and
Counselling Centre

+2348106422713

Passages & Immigration

Vice Chancellor's Office

P.R.O.

Desk Officer +2347036858292

National Youth Service Corps

Dean of Students

Student Affairs Division

+234 7033102860.

Information Resources

University Librarian

John Harris Library

+234 8035384536

Application for Students' Passports/Visas

Dean of Students

Student Affairs Division

Ugbowo Campus

+234 7033102860

**Change of Name, Inter-Faculty/Department Transfer and
Matriculation**

Principal Assistant Registrar (Exams & Records)

+234 8170777999

University Hotline

Vice Chancellor

+234 8128180042; +234 9066759262

VISITORS AND PRINCIPAL OFFICERS OF THE UNIVERSITY

THE VISITOR

HIS EXCELLENCY

Muhammadu Buhari GCFR

President, Commander-in-Chief of the Armed Forces
of the Federal Republic of Nigeria.

CHANCELLOR

HRM Orcivirigh Professor James Ortese Iorzua Ayatse; Tor Tiv

PRO-CHANCELLOR & CHAIRMAN OF COUNCIL

Olorogun Dr. Sonny F. Kuku

VICE-CHANCELLOR

Professor (Mrs) Lilian Imuetinyan Salami
Ph.D, M.Sc, B.Sc, PGDE, (FNSN, FIFHE/HEPAN)

DEPUTY VICE-CHANCELLOR (Administration)

Professor (Mrs.) Maureen Isoken Ebomoyi
B.Sc (Hons); M.Sc; Ph.D; Cert (Basic Computing)

DEPUTY VICE-CHANCELLOR (Academic)

Professor Ray. I. Ozolua
B. Pharm, M.Sc., Ph.D. FWASP, FPSN.

DEPUTY VICE-CHANCELLOR (Ekehuan)

Professor Buniyamin A. Ayinde
B.Sc (Hons) Lagos; M.Sc (Ile-Ife); Ph.D (Benin)

REGISTRAR AND SECRETARY TO COUNCIL

Mr. Ademola A. Bobola
B.Ed, M.B.A., MNIM, FCIA

UNIVERSITY BURSAR

Dr. Victor U. Imagbe
B.Ed, B.Sc, M.Sc, Ph.D, FCNA, FCBA (USA), FFIP, ACTI, CPA (Ireland), FCIA, NIM.

UNIVERSITY LIBRARIAN

Professor L. Obasuyi
B.Ed, M.L.S., Ph.D, CLN, MNLN

MATRICULATION AND MATRICULATION NUMBERS

Only candidates who have satisfied the minimum educational requirements of the University of Benin are admitted as students. Such candidates are eventually matriculated as students of the University. On matriculation day, each fresh student signs a declaration of his/her formal admission to the University and to affirm that he/she will observe the Statutes and Rules of the University.

All matriculants are required to be formally dressed, that is, male students are expected to be attired in suit and tie for the matriculation ceremony while females are required to be formally dressed in gown/suit.

According to Senate Regulations, no student, unless he/she is matriculated, is allowed to remain in the University after half the Semester in which he/she is to be registered has elapsed.

Each student is assigned a Matriculation Number upon registration. No official student paper or document may be regarded as complete or valid unless it carries the correct matriculation number. For this reason, students are strongly advised to know and to be always definite about their matriculation numbers and to use these numbers on all official transactions.

IDENTITY CARDS

Each student, upon registration in the University, is issued with an Official Student Identity Card valid for one session only.

Students may be required, at any time, to identify themselves upon request by authorized University officials acting in the performance of their duties.

Some University facilities are open only to students who are able to show valid identity cards. Students are required, therefore, to take very good care of their identity cards, wear them always on campus. Even upon graduation, the ID cards are useful items as they are required for collection of certificates.

Students must submit their identity cards to the Examinations and Records Officer upon their graduation or

withdrawal from the University. Failure to do so shall be regarded as a breach of discipline.

Procedure for the issuing of Identity Cards

A forensic identity card is issued by the Information and Protocol Division of the Vice-Chancellor's Office.

- (a) All students are required to carry their identity cards at all times as students may be called upon to produce the cards at any time.
- (b) No student will be admitted to the Library, Lectures and Examinations without the card.
- (c) The Identity Card is a security document and students are advised to keep it securely against loss or theft.
- (d) Students are advised to report loss or theft of their identity Cards to the Security Department and Dean of Students without delay.

THE STUDENT AFFAIRS DIVISION

The Student Affairs Division of the Vice-Chancellor's Office is located in a building near the Physical Planning Unit and opposite the School of Postgraduate Studies at Ugbowo Campus. The Division is central to the University's mission of assisting students in their intellectual, physical, emotional, social and moral development.

The Student Affairs Division is responsible for the quality of the informal learning environment that students experience in the University community. Its functions which are administrative, educational, and supportive include:

- a. Meeting students' basic needs such as accommodation in the hall of residence;
- b. Providing essential services such as financial assistance through information on bursaries, scholarships and loans;
- c. Promotion of healthy environment on campus by caring for the psychological and developmental needs through sporting activities and professional counselling and advising;
- d. Augmenting the academic experience through the provision of productive, recreational, cultural and social activities.

The primary concern of the Student Affairs Division is the student. In cooperative efforts with students, Faculties and other administrative units of the University, the Division endeavors to provide the atmosphere and humane relationship that are essential for the students' overall adjustment, provision of equal opportunity to realize their potential as enlightened individuals and responsible members of society.

The mission of the Student Affairs Division is to provide conducive environment and orientation of students, their welfare, and their development. Implicitly, the Division takes cognizance of changing interests and needs of students, and endeavours to adapt its programmes appropriately to their orderly development at the University.

The current Dean of Students is Professor Clement Atewe Ighodaro; a Professor of Economics. He is assisted by an Assistant Dean of Students; Dr Emmanuel E. Imarhiagbe and a Student Affairs Officer Mr. B.O. Omere, a Principal Assistant Registrar.

The Student Affairs Division maintains an active partnership with students in the development of new extra-curricular programmes and the enrichment of those already in existence. The activities of the Students' Union and all student clubs and societies are coordinated through the Division. The objective is to provide an enriching cultural, physical, social and morally uplifting environment for the student as a rewarding complement to his/her academic work.

When students are in doubt about any matter, they should consult the Student Affairs Division. The Division will be glad to offer necessary advice and information.

The Division is divided into sections, namely: Halls of residence handled by the Dean's office; Prizes/Scholarships/Bursary Award/Orientation/Students' Welfare; National Youth Service Corps (NYSC) mobilization; Clearance; and Student Union Election/Registration of Association.

THE DEANS OF STUDENTS - PAST AND PRESENT

Since the first Dean of Students was appointed in September 1988, by the Vice Chancellor, Professor Grace Alele-Williams, and the appointment ratified by the University Governing Council, following the recommendations of the Abisoye Panel, fifteen Deans have been appointed so far.

1.	Prof. B. E. Bafor	Sept. 1988 – Dec. 1992
2.	Prof. O.G. Oshodin	Dec. 1992 – June 1997
3.	Prof. S.A. Adelusi	July 1997 – May 1998
4.	Prof. F.G.I. Omiunu	June 1998 – June 1999
5.	Prof. U.J. Ikhatua	July 1999 – June 2003
6.	Prof. O.A. Ofuani	July 2003 – June 2007
7.	Dr. Eddy Erhagbe	July 2007 – June 2009
8.	Prof. Eric Omogbai	July 2009 – Nov. 2009
9.	Prof. MacDonald Idu	Dec. 2009 – June 2011

10.	Prof. G.E. Eriyamremu	July 2011 – June 2012
11.	Prof. V.E. Omozuwa	July 2012 – Feb. 2015
12.	Prof. F.E. Osagiede	Feb. 2015 – June 2016
13.	Prof. O. B. Osadolor	June 2016 – June 2018
14.	Prof. O. Aigbovo	July 2018 – Feb. 2020
15.	Prof. P.O. Igbinaduwa	Feb. 2020 – Feb. 2022
16.	Prof. C.A. Ighodaro	Feb. 2022 – Date

The Sections and their Main Schedules are:

(I) HALLS OF RESIDENCE/STUDENTS' WELFARE SECTION

This section is handled by the Dean of Students' office. The section is in charge of all matters relating to Halls of residence/Hostels. It provides students with on-campus accommodation and also responsible for the general welfare of students and its activities. The section is also responsible for publishing the weekly Student News Bulletin handled by the Assistant Dean of Students

(II) PRIZES/SCHOLARSHIP/BURSARY AWARD/ ORIENTATION SECTION

This section is charged with matters relating to bursaries, scholarships and loans for students as well as orientation for new students.

All scholarships are awarded to students on the basis of high

academic achievements and evidence of financial need. Awards are generally made for one academic year and may be renewed if the student maintains high standards of scholarship and personal conduct, and continues to need financial assistance. Grants range in value from partial to full tuition and/or boarding. Federal and State Scholarships are advertised in all Nigerian National Newspapers as well as international Magazines.

Detailed information on procedures for application is contained in such advertisements. Such information can also be obtainable from the Student Affairs Officer.

It should be noted that some Scholarship Awards have bond requirements attached to them. In such cases, Awards are, therefore, not confirmed until the recipients have validly completed the bond agreement documents.

Sources of Scholarships and Financial Aids

Some of the sources of Scholarships and other financial aids available to Students of the University of Benin include:

(a) Faculty Based Scholarships:

The award is based purely on academic performance in the sessional examinations at each level except the final year. Senate approved that University Scholarships be awarded every year to the best overall students in each level. In the cases of the Faculties of Pharmacy, Law, Schools of Dentistry and Medicine and Basic Medical Sciences the Scholarships are awarded to two students at each level, except in the final year.

(b) State/Local Government Awards

Students are advised to direct their enquires to their respective State/Local Government Area offices for any information concerning awards given by them.

(c) University of Benin Special and Instituted Prizes

The University of Benin rewards hard work and academic excellence through its numerous special prizes, departmental and faculty prizes for outstanding students.

(i) FACULTY AND DEPARTMENTAL PRIZES

S/N	NAME OF PRIZE	CRITERIA
	AGRICULTURE	
1.	Dean's Prize	Best graduating student in Faculty of Agric. ₦5,000
2.	Departmental Prize	Best graduating student in the Dept. of Agric. Economics
3.	Departmental Prize	Best graduating student in the Dept. of Animal Science N3,000
4.	Departmental Prize	Best graduating student in the Dept. of Crop Science N3,000
5.	Departmental Prize	Best graduating student in the Dept. of Fisheries N3,000
6.	Departmental Prize	Best graduating student in the Dept. of Forestry & Wildlife N3,000
7.	Departmental Prize	Best graduating student in the Dept. of Soil Science N3,000
	ARTS	
1.	Dean's Prize	Best graduating student in faculty of Arts N5,000
2.	Departmental Prize	Best graduating student in the Dept. of Theatre Arts N3,000
3.	Departmental Prize	Best graduating student in the Dept. of English/Lit. N3,000
4.	Departmental Prize	Best graduating student in the Dept. of Fine and Applied Arts N3,000
5.	Departmental Prize	Best graduating student in the Dept. of Foreign Languages N3,000
6.	Departmental Prize	Best graduating student in the Dept. of Linguistics & African Languages N3,000
7.	Departmental Prize	Best graduating student in the Dept. of Linguistics & Edo Language N3,000

8.	Departmental Prize	Best graduating student in the Dept. of History N3,000
9.	Departmental Prize	Best graduating student in the Dept. of International Studies and Diplomacy N3,000
10.	Departmental Prize	Best graduating student in the Dept. of Philosophy N3,000
11.	Departmental Prize	Best graduating student in the Dept. of Religions N3,000
	SCHOOL OF DENTISTRY	
1.	Dean's Prize	Best graduating student in the School of Dentistry, N5,000
2.	Departmental Prize	Best graduating student in the Dept of Preventive Dentistry, N3,000
3.	Departmental Prize	Best graduating student in the Dept. of Surgery & Pathology Dentistry, N3,000
4.	Departmental Prize	Best graduating student in the Dept. of Restorative Dentistry, N3,000
	EDUCATION	
1.	Dean's Prize	Best overall student in the Department of Adult Education (Pol. Sc.) N5,000
2.	Dean's Prize	Best overall student in the Department of Educational Studies & Management N5,000
3.	Departmental Prize	Best overall student in the Department of Adult Education (Pol. Sc) N3,000
4.	Departmental Prize	Best overall student in Health & Environmental Education & Human Kinetics N3,000
5.	Departmental Prize	Best overall student in the Department of Edu. Psychology & Curriculum Studies. N3,000

6.	Departmental Prize	Best graduating student in the Dept of Vocational & Tech. Education N3,000
	ENGINEERING	
1.	Dean's Prize	Best graduating student in the Faculty of Engineering N5,000
2.	Departmental Prize	Best graduating student in the Dept of Chem. Engineering N3,000.
3.	Departmental Prize	Best graduating student in the Dept of Petroleum Engineering N3,000
4.	Departmental Prize	Best graduating student in the Department of Production Engineering N3,000
5.	Departmental Prize	Best graduating student in the Dept. of Civil Engineering N3,000
6.	Departmental Prize	Best graduating student in the Dept. of Computer Engineering N3,000
7.	Departmental Prize	Best graduating student in the Dept of Electrical/Electronics Engr. N3,000
8.	Departmental Prize	Best graduating student in the Department of Mechanical Engineering N3,000
9.	Departmental Prize	Best graduating student in the Department of Structural Engr. N3,000
	ENVIRONMENTAL SCIENCES	
1.	Dean's Prize	Best graduating student in the Faculty of Environmental Sciences N5,000
2.	Departmental Prize	Best graduating student in the Department of Architecture N3,000
3.	Departmental Prize	Best graduating student in the Department of Estate Management N3,000

4.	Departmental Prize	Best graduating student in the Department of Geomatics N3,000
5.	Departmental Prize	Best graduating student in the Department of Quantity Surveying N3,000
6.	Departmental Prize	Best graduating student in the Department of Fine and Applied Arts N3,000
	LAW	
1.	Dean's Prize	Best graduating student in the Faculty of Law N5,000
	LIFE SCIENCES	
1.	Dean's Prize	Best graduating student in the Faculty of Life Sciences N5,000
2.	Department Prize	Best graduating student in the Dept. of Animal & Envir. Biology N3,000
3.	Department Prize	Best graduating student in the Department of Biochemistry N3,000
4.	Department Prize	Best graduating student in the Department of Plant Biology & Biotech N3,000
5.	Department Prize	Best graduating student in the Dept. of Microbiology N3,000
6.	Department Prize	Best graduating student in the Dept of Optometry N3,000
7.	Department Prize	Best graduating student in the Dept of EMT (Environmental Mgt & Toxicology) N3,000
	MANAGEMENT SCIENCES	
1.	Dean's Prize	Best graduating student in the Faculty of Management Sciences N5,000
2.	Department Prize	Best graduating student in the Department of Accounting N3,000

3.	Department Prize	Best graduating student in Department of Banking & Finance N3,000
4.	Department Prize	Best graduating student in the Department of Business Administration N3,000
5.	Department Prize	Best graduating student in the Department of Insurance N3,000
6.	Department Prize	Best graduating student in the Department of Entrepreneurship N3,000
7.	Department Prize	Best graduating student in the Department of Marketing N3,000
8.	Department Prize	Best graduating student in the Department of Actuarial Science N3,000
9.	Department Prize	Best graduating student in the Department of Human Resources Mgt. N3,000
	SCHOOL OF MEDICINE	
1.	Provost Prize	Best graduating student in the College of Medical Sciences N10,000
2.	Dean's Prize	Best graduating student in the School of Medicine N5,000
3.	Departmental Prize	Best graduating student in Pathology N3,000
4.	Departmental Prize	Best graduating student in the Department of Child Health N3,000
5.	Departmental Prize	Best graduating student in the Department of Community Health N3,000
6.	Departmental Prize	Best graduating student in the Department of Obstetrics & Gynaecology N3,000

7.	Departmental Prize	Best graduating student in the Department of Medicine N3,000
8.	Departmental Prize	Best graduating student in the Department of Mental Health N3,000
9.	Departmental Prize	Best graduating student in the Department of Surgery N3,000
	PHARMACY	
1.	Dean's Prize	Best graduating student in the Faculty of Pharmacy N5,000
2.	Departmental Prize	Best graduating student, Dept. of Clinical Pharmacy & Pharm. Practice N3,000
3.	Departmental Prize	Best graduating student, Dept. of Pharmaceutical Chemistry, N3,000
4.	Departmental Prize	Best graduating student, Dept of Pharmacognosy N3,000
5.	Departmental Prize	Best graduating student, Dept. of Pharmaceutical Microbiology N3,000
6.	Departmental Prize	Best graduating student, Dept of Pharmacology & Toxicology N3,000
7.	Departmental Prize	Best graduating student, Dept of Pharmaceutics & Pharm. Technology N3,000
	PHYSICAL SCIENCES	
1.	Dean's Prize	Best graduating student in the Faculty of Physical Sciences N5,000
2.	Departmental Prize	Best graduating student in the Dept. of Computer Science N3,000
3.	Departmental Prize	Best graduating student in the Dept. of Chemistry N3,000
4.	Departmental Prize	Best graduating student in the Dept. of Geology N3,000

5.	Departmental Prize	Best graduating student in the Dept. of Industrial Maths. N3,000
6.	Departmental Prize	Best graduating student in the Dept. of Maths & Economics N3,000
7.	Departmental Prize	Best graduating student in the Dept. of Physics N3,000
8.	Departmental Prize	Best graduating student in the Dept. of Pure Maths. N3,000
9.	Departmental Prize	Best graduating student in the Dept. of Industrial Physics N3,000
SOCIAL SCIENCES		
1.	Dean's Prize	Best graduating student in the Faculty of Social Sciences N5,000
2.	Departmental Prize	Best graduating student in the Department of Economics N3,000
3.	Departmental Prize	Best graduating student in the Department of Geography & Regional Planning N3,000
4.	Departmental Prize	Best graduating student in the Department of Political Science N3,000
5.	Departmental Prize	Best graduating student in the Department of Sociology & Anthropology N3,000
6.	Departmental Prize	Best graduating student in the Department of Social Works N3,000
7.	Departmental Prize	Best graduating student in the Department of Public Administration N3,000

(ii) SPECIAL PRIZES

S/N	NAME OF PRIZE	CRITERIA
	AGRICULTURE	
1.	George Agbazika Innih Prize	Best graduating student in the Dept. of Crop Science N5,000
	ARTS	
1.	Otu-Umagbae Club Prize	Best graduating student in Edo Language and Literature N5,000
2.	Uyi-Edo Prize	Best graduating student in Edo Language
3.	Ewere Club Prize	Best graduating student in Edo Linage and Literature N5,000
4.	Chief (Dr) Jacob U. Egharevba's Prize	Best graduating student in Benin History N5,000
5.	First Atlantic Bank Plc Prize	Contribution to peace and academic development in international studies & Diplomacy N10,000
6	S. I. Eguavoen Prize	Best graduating student in (Linguistics) Edo Language (B.A) N50,000
	BASIC MEDICAL SCIENCES	
1.	MUSTE	Best graduating student in Anatomy
2.	MUSTE	Best graduating student in medical biochemistry N50,000
3.	MUSTE	Best graduating student in Physiology N50,000
4.	MUSTE	Best graduating student in Nursing Science N50,000
5.	MUSTE	Best graduating student in Medical Laboratory Science N50,000
6.	UBANNA- Grace Medical Griffin Prize	Best student in Human Anatomy N20,000
7.	Prof. Joseph and	Best graduating student in

	Dr. (Mrs.) Adetutu Balogun Prize	Physiotherapy
	EDUCATION	
1.	Gato foundation (Mrs) Evelyn Oboh Prize	Best graduating student in the Dept. of Education Biology N25,000
2.	Lydia Modupe Lawal Osula Prize	Best graduating student in the Dept. of Educational Psychology & Curriculum Studies N5,000
3.	Alhaji (Dr.) Shethina Alii Prize	Best graduating student in the Faculty of Education N5,000
4.	Saliu Aghama Giwa - Osagie Prize	Best overall student in Accounting Education N5,000
	ENGINEERING	
1.	Arch. Aminu Abubakar Prize	Best graduating student in the Dept. of Electrical/Electronics Engineering N5,000
2.	Peter Ajose Ali Idowu's Prize	Best graduating student in the Dept. of Mechanical Engineering N5,000
3.	Nigerian Society of Engineers, Benin Branch Prize	Best overall graduating student in Engineering N3,000
4	Nicholas & Victoria Osifo Memorial Scholar N75,000	For the best graduating student in Engr.
	LAW	
1.	Chief (Justice) S.O. Ighodaro, Iyase of Benin Prize	Best overall graduating student in Law N5,000
2.	Osadebay Education Trust Fund Prize	Annual Award to best graduating student in Law N5,000
3.	J.O. Irukwu Prize	Best graduating student in Insurance Law N5,619.85k
4.	Paul Atsegbua (JP)	Best graduating student in Faculty of

	Memorial Prize	Law N5,000
	LIFE SCIENCE	
1.	Moses Solenke Memorial Prize	Best graduating student in Physiological Optics N5,000
2.	Paul Ogbuehi Prize	1st Best graduating student in Optometry N5,000
3.	Paul Ogbuehi Prize	2nd Best graduating student in Optometry N5,000
4.	Late Prof. (Mrs.) Comfort Ekundayo Prize	Best female graduating student in Botany N10,000
	MANAGEMENT SCIENCES	
1.	Rev. P.E.F. Obadan Prize	Best graduating student in final year degree Accounting N5,000
2.	GATO Foundation Prof. A.R. Anao Prize	Best graduating student in Accounting N25,000
3.	Olumuyiwa Sosana Award for Excellence	(1) ACC. 121 N2,000
		(2) ACC. 221 N2,000
		(3) ACC. 321 N3,000
		(4) ACC. 421 N5,000
4.	ZENITH Bank Plc Prizes	Best graduating student in Accounting N150,000
5.	Chief M.A. Mene Afejuku Prize	2nd Best overall student in Business Administration N5,000
6.	Chief M.A. Mene Afejuku Prize	3rd Best Overall student in Business Administration N5,000
7.	Dr. C. E. Abebe Prize	1 st Best overall final year student in Business Administration N5,000
8.	Dr. C. E. Abebe Prize	2 nd Best overall final year student in Business Administration N5,000
9.	Dr. C. E. Abebe Prize	3 rd Best overall final year student in Business Administration N5,000
10.	Chief (Dr) G.A.	Best graduating student in

	Aghahowa Prize	Management Accounting N5,000
11.	Nicholas & Victoria Osifo Memorial	Best graduating student in Banking & Finance N5,000
12	Chief M. I. Agbontaen JP Memorial Prize	Best graduating student in the Department of Business Administration N25,000
13	Prof. Barnabas Aigbojie Agbonifoh Prize	Best graduating student in Department of Marketing N50,000
14	Dr. Williams Okotie Prize	Best graduating student in Business Administration
	PHARMACY	
1.	Etinosa Obaseki Memorial Prize	Best student in 200L First Semester Examinations N10,000
2.	F.M Omehe Memorial Prize	Best overall student in 200L Pharmacy Examinations N5,000
3.	F. M. Omehe Memorial Prize	Best Overall Student in 200L Pharm. Chemistry N50,000
4.	F. M. Omehe Memorial Prize	Best Overall Student in 300L Pharm. Chemistry N50,000
5.	F. M. Omehe Memorial Prize	Best Overall Student in 200L Pharmaceutics N50,000
6.	F. M. Omehe Memorial Prize	Best Overall Student in 400L Clinical Pharmacy N50,000
7.	F. M. Omehe Memorial Prize	Overall Student in 500L N50,000
8.	Prof. Kwkami's Memorial Prize	Best graduating student in B. Pharm. Examination N5,000
5.	Etinosa Obaseki Memorial Prize	Best overall student in the Final year Examinations N5,000
6.	UBAANA Grace Medical Griffin Prize	For the best graduating student in Pharmaceutics N20,000
8.	UBAANA Dr. Ernest	For the best student in Pharmaceutical

	Onwu Prize	Chemistry N20,000
9.	Dr. Ivie Anao Academic Merit Prize	Best Female graduating student in Pharmacy with CGPA OF 4.30 and above
	PHYSICAL SCIENCES	
1.	Sir (Prof.) Greg O. Iwu, OON Prize	Best graduating student in industrial chemistry N40,000
2.	NEDO Osayande's Prize	Best graduating Student in Department of Physics
3.	Prof. Emmanuel U. Emovon Prize	Best graduating Student in Chemistry N100,000
	SOCIAL SCIENCES	
1.	Chief James Onanefe Ibori Prize	Best graduating student in the Dept. of Economics and Statistics N5,000
2.	Late Christopher Uzoke Prize	Best graduating student in Economics & Statistics N5,000
3.	Zenith Bank Plc Prize	Best graduating student in the Dept of Economics & Statistics N150,000
4.	Prof. S.E.N. Okoh Foundation Prize	Best graduating student in Faculty of Social Sciences N5,000
5.	Prof. S.E.N. Okoh Foundation Prize	Best graduating student in Economics & Statistics N5,000
6.	Victor Odozi Prize	Best graduating student in Monetary Economics ECO.312 N5,000
7.	Victor Odozi Prize	Best graduating student in Monetary Economics ECO312 N5,000
8.	Victor Odozi Prize	Best final year student in Monetary Economics ECO312 N5,000
	SCHOOL OF MEDICINE	
1.	Prof. Hill Memorial Prize	Best student in Child Health (MB.BS Part V) N3,000
2.	Prof. Hill Memorial	Best student in Surgery (MB.BS Part

	Prize	V) N5,000
3.	Vivian Uduehi Prize	Best graduating student in Medicine N5,000
4.	Glaxo Prize	Best Female graduating student in MB.BS Exam. in Obstetrics & Gynecology N5,000
5.	Prof. T. Bello-Osagie Prize	Best graduating student in School of Medicine N5,000
6.	Dr. Owen Jackson Obaseki Prize	Best graduating student in Internal Medicine in School of medicine N100,000
7.	NMA Presidents Award	Best graduating in Medical/Dental student N20,000
8.	Dr. Osahon Enabulele Award	Best graduating in Medical/Dental student N20,000
9.	UBAANA-Imhona Arnold Eko-Isenalumhe Prize	Best graduating student in Internal Medicine N20,000
10.	UBAANA Dr. Steve Osaguona Prize	For the overall best graduating medical student N20,000
11.	UBAANA Bob-Egbe Prize.	For the best student in Pediatrics N20,000
12.	Prof. Ayanru's Prize	Best graduating student in Ophthalmology
13.	Ophthalmological Society of Nigeria Prize	Best graduating student in Clinical Ophthalmology
14.	Late Pa Humphrey Ehiorobo Oviasu Prize	Best graduating student in Medicine N50,000
15.	Late Pa Humphrey Ehiorobo Oviasu Prize	Best graduating student in Surgery N50,000

SPECIAL PRIZE WINNER

UBAANA	Dr. Lawrence Ogagaoghene Adu Prize Price: N20,000	For the best graduating Isoko student
--------	---	--

SPECIAL PRIZE WINNERS

S/N	NAME OF PRIZE	CRITERIA
1.	Oba Akenzua II Memorial Prize	Published /Outstanding piece of work in Edo Culture and History, N50,000
2.	Rev. (Dr.) F. Omobude Prize	Integrity & Excellence in Academics (Standard) N100,000
3.	CED	Best overall student in Professional Areas of CED300, N10,000

POSTGRADUATE

S/N	NAME OF PRIZE	CRITERIA
1.	Late Chief Yesufu Giwa-Osagie Prize	Best Overall student in MBA N5,000
2.	Financial Standard Prize	Best graduating MBA Student N5,000
3.	Chief Isaac Akinmokun Prize	Entrepreneurial Development N5,000
4.	Lumuyiwa Sosana award for Excellence Prize	Best student in Marketing (BUS731) MBA N5,000

**(III) NATIONAL YOUTH SERVICE CORPS (NYSC)
MOBILIZATION SECTION**

This section handles the mobilization of full time students for the National Youth Service Corps and other NYSC related activities.

(IV) CLEARANCE SECTION

This section is in-charge of all activities relating to outgoing students' clearance as well as verification/authentication of final year students' clearance certificate from Student Affairs to Exams and Records.

(V) STUDENT UNION ELECTION/REGISTRATION OF ASSOCIATION SECTION

This section handles Student Union Election and other elections on campus. It also handles registration of new clubs/association as well as renewal of old ones.

FEEDING

The University operates the Buka system of feeding. There are a number of Bukas and Canteens in different parts of the University where students can feed. The Bukas are operated by individual contractors appointed and supervised by the University on a yearly contract basis. There is no fixed amount for meals. Students pay-as-they-eat. Students are advised to be economical in their spending so that their feeding allowances can sustain them for the Semester or Session.

HALLS OF RESIDENCE AND CONTACT PERSONS

S/N	Halls	Contact Person
1.	Hall 1 (Queen Idia Hall)	Prof. Clement A. Ighodaro Dean of Students +234 7033102860
2.	Hall 2 (Madam Tinubu Hall)	
3.	Hall 3 (Mallam Aminu Kano Hall)	
4.	Hall 4 Unit 1 (Akanu Ibiam Hall)	
5.	Hall 4 Unit 2 (Akanu Ibiam Hall)	
6.	Hall 4 Unit 3 (Akanu Ibiam Hall)	
7.	Hall 5 (Male)	
8.	Hall 5 (Female)	
9.	Hall 6 (Female)	
10.	Hall 7 PG	
11.	Clinical Students Hostel	
12.	Intercontinental Bank (Postgraduate) Hall, Ugbowo Campus	
13.	Male Undergraduate Hall, Ekehuan Campus	
14.	Margaret Ekpo Hall (Female Undergraduate Hall), Ekehuan Campus	
15.	Dr. Erastus Akingbola PG Hall	
16.	Keystone Hall	
17.	PG Hostel (Ekehuan)	
18.	NDDC Hostel (Male Wing)	
19.	NDDC Hostel (Female Wing)	

Each hall of residence is a centre for community life. All resident students are expected to contribute their quota to make it a happy home. There are opportunities to render voluntary service, and each student is required to exercise the greatest discretion and self-discipline in relation to other students to Hall authorities and staff, as well as the general public.

The cleaning and maintenance of the halls has been contracted out to industrial cleaners, whose schedule is mainly to ensure cleanliness. They ensure that a high standard of hygiene is maintained for a healthy living environment among students in the hall. The lawns are also manicured by professionals.

The University reserves the right to exclude/remove any Student from a Hall of Residence or Hostel based on indiscipline. Allocation of a place in Hall/Hostel shall depend on availability of accommodation, and compliance with rules and regulations governing residence.

HALL MANAGEMENT COMMITTEE

There is a Hall Management Committee in each Hall consisting of:

Hall Master/Mistress	-	Chairman
Hall Wardens	-	Members
Chairperson and all members of Student Hall Executive	-	Members
Most Senior Hall Supervisor	-	Member
CEO/PEO/SEO/HEO	-	Secretary

Students are advised to work closely with their respective Hall Management Committees to improve the living conditions in their Halls.

Each Hall has a Hall Master/Mistress and a number of Wardens. The Hall PEO/SEO/ACEO, Hall Supervisors and Porters manage the day-to-day administration of the hall.

Hall Master/Mistress

The Hall Master/Mistress has the responsibility to oversight all aspects of the academic and personal life of each student in their assigned Hall/Hostel.

Specifically, the overall responsibilities of the Hall Master/Mistress are:

- ✓ Promote high standards in every aspects of school life, particularly in student progress.
- ✓ Contribute to a school culture which is positive, purposeful and professional.
- ✓ Develop a culture in which each student can develop their talents and interests to the full potential.
- ✓ Setting high expectations of academic work among the students in the Hall/Hostel.
- ✓ Communicating effectively with parents on all matters relating to their child, both on an individual and collective basis.

Hall Wardens

The Hall Wardens are expected to ensure the general wellbeing of student residents in their Hall and to handle situations of emergency as and when these arise and provide students with a wide range of opportunities for social interaction.

PROCEDURE FOR APPLYING FOR HALL ACCOMMODATION

Fresh students (UTME/PUDE) will be accommodated on first-come first-served basis after successful clearance. For other categories of students; allocation of accommodation has been deregulated and will also be on firstcome first-serve basis.

First Stage: Students are to apply online with application fees of N1,000.00 (hostel allocation scratch card) from any of the designated banks. Applicants MUST then log into the University website (<https://uniben.waeup.org>) for their allocations. If successful, the applicant will be allocated a bed space.

The next stage is to pay the appropriate charges for the hall you have been provided a space in. The charges for all the halls of residence will be displayed. Students are to apply online by paying for a hostel maintenance charge at the appropriate rates, Applicants MUST then log in to the University website - <https://uniben.waeup.org> - for their hostel maintenance receipt, which must be submitted at their halls of residence before their spaces are confirmed.

HOSTEL MAINTENANCE CHARGES

In order to ensure that maximum attention is given to the maintenance of the Hostel, the University has constituted a Hostel Maintenance Account Monitoring Committee charged with the responsibility of overseeing the judicious spending of hostel maintenance charges paid by students.

STUDENT – STAFF RELATIONS AND STUDENTS PARTICIPATION IN UNIVERSITY BOARDS AND COMMITTEES

The University lays great emphasis on positive Student-Staff interaction. The relationship between staff and students should be seen as that of mentor and mentee in the University community. Students should feel free to seek the advice and assistance of staff members of the University at all times. Course Advisers, Hall Masters/Mistress and Wardens, the Students Affairs Division, and Faculty Student Advisers will be particularly happy to assist students at all times.

As a means of promoting students' participation in University governance and decision-making, especially in matters directly affecting their Welfare, Student representatives are allowed to participate in key standing committees of the University. Students should know their representatives on these Boards and Committees and are encouraged to make use of their memberships of these bodies to promote a cross-fertilization of ideas and mutual communication.

Student representatives serve on the following Boards and Committees of the University:

- (a) Development and Physical Planning Committee
- (b) Students Disciplinary Committee
- (c) Ceremonials and Honorary Degree Committee
- (d) Board of Health
- (e) Constituent Committees of the Campus Welfare Board
- (f) Library and Routine Publications Committee
- (g) Committee on Sports
- (h) Hall Management Committees

Students' News Bulletin

The Student News Bulletin is a weekly publication of the Student Affairs Division. It contains vital information for all students. Students are strongly advised to read the Bulletin every Friday, and other Special Editions that may be issued from time to time.

STUDENT PUBLICATIONS

The University has a tradition of a vigorous, free student press, and deliberately encourages responsible freedom of expression and speech in keeping with the best University tradition.

General Regulations

- (a) Only registered Students' Organisations may produce any publication or printed matter bearing the name of the University or purporting to emanate from it. Printed matters published by Students of the University of Benin may be sold on the campus only if it is produced or sold by a registered Student Organisation.
- (b) All student Publications must carry the names of the organisation responsible for the publication and the individual names of the Editorial Board.

- (c) Any Student Organisation which publishes, sells or distributes printed or otherwise reproduced materials shall be held responsible for such materials including any matter arising as to libel, etc.
- (d) All student Publications must state explicitly on the editorial page that the opinions expressed there are not those of the University or of its student body as a whole.
- (e) Three copies of all Publications emanating from registered Students' organisations must be deposited in the Student Affairs Division.
- (f) The following types of Publications are prohibited on the Campus and are subject to disciplinary action:
 - i. Publications which are libellous and/or slanderous;
 - ii. Publications which are obscene;
 - iii. Publications which incite to violence;
 - iv. Publications which are not properly Signed and titled or are in any way anonymous.

STUDENT ORGANISATIONS

It is the policy of the University to encourage students to organise and participate in associations which promote the Academic, Cultural, Recreational and Social life of the University. For this reason, the University encourages a Network of Student-directed Clubs and Societies designed to supplement Academic Societies and Social clubs catering for a wide variety of interests. Special interests and hobbies are provided for by a broad and constantly changing spectrum of student organisations. All organisations are required to apply for formal recognition and registration by the Student Affairs Division, which the Vice-Chancellor has charged with the responsibility for granting the necessary approval after due enquiry as the Division may deem fit.

Two types of registered student organisations exist in the University of Benin. These are (a) Independent Organisations and (b) Affiliated Organisations.

- (a) Independent organisations are those student organisations which have been duly registered in accordance with the regulations. They are entitled to appropriate privileges but may not receive special services or support from the University or the Students' Union.
- (b) Affiliated Organisations are those which have been duly registered as indicated, but are sponsored or endorsed by the University, the Students' Union or any of the academic Faculties and/or departments. Their purposes and activities in the University may not be political or religious in nature.

Conditions for University Recognition

As a rule, the University does not encourage or recognize any Student Organisation, which in its membership, discriminates on account of race, sex, or religion. For this reason, tribal and other ethnic Student Organisations are not encouraged or given any recognition by the University. However, such organisations where they are formed are required to inform the Dean of Students of their existence and objectives and to submit to him the names of their Officers and Constitution for record purposes, immediately upon appointment.

Student Organisations must meet the following conditions before being accorded University recognition:

- (a) Bonafide intent to pursue activities which are consistent with the Educational and Social Functions and Established Policies of the University.
- (b) An intention of permanence in organisation as evidenced by Organic Constitutions, Rules and Sources, commensurate with the activities to be undertaken, and the like;
- (c) Evidence that it is not part of any existing Student Organisation as evidenced by a significant number of Student Members or Prospective Members; and
- (d) Three Staff Patrons or Advisers.

For this purpose, groups seeking recognition must submit to the Dean of Student Affairs the following:

- (a) Ten copies of the proposed Constitution and By-Laws. Any future amendments must be notified to the Dean of Student Affairs within twenty-four days of the adoption of such amendments, attached to the prescribed forms.
- (b) Names, Matriculation Numbers, Hostel and Faculty/Departmental addresses of the officers
- (c) Signature of three Full-Time Senior Academic, Administrative or Technical Staff of the University who have agreed to serve as Adviser/Patron to the organisation.
- (d) Certificate by Adviser/Patron that at least twenty Full-Time Students will form the nucleus of the organisation.
- (e) Statement of purpose and proposed programme of activities as it relates to the expected contribution to the Academic, Cultural, Social, or Recreational life of the University.
- (f) Affiliation, if any, to outside organizations.
- (g) Statement of proposed Financial Support or Resources, and Management of Funds.
- (h) Statement of Sponsorship from the Head of Department, Dean, etc. if the organization is to be sponsored by a Department/Faculty of the University.
- (i) Bursary receipt for the payment of ₦500:00 annual renewal or ₦1,000:00 fee for fresh registration.

Approval or disapproval of any application for recognition rests with the Dean of Student Affairs who may dissolve or disestablish any student organisation, after making such enquiries, if any, as may be deemed fit.

Privileges of Recognition

Organisations which have been accorded recognition are entitled to the following privileges:

- (a) Recruitment of members from among the members of the University Community.
- (b) Use of University facilities subject to payment of appropriate charges, if any, and in keeping with the scheduling and booking regulations and procedures governing the use of such facilities;

- (c) The use of name of the University as a part of their official titles.
- (d) Application to the Students' Union with respect to affiliated organisations for Financial and other forms of support for specific activities and/or programmes.

Conditions under which Recognition may be withdrawn

- (a) Failure to observe the Administrative Procedure established for recognition and for continued recognition.
- (b) Failure to observe University Rules and Regulations in force from time to time.
- (c) Failure as a group, to observe the Laws of Nigeria or failure to observe the normal requirements of decency, good morals, and good conduct.

General Regulations

- (a) Registration of a student organisation must not be construed as agreement with, support of, or approval of its activities at all times by the University, but only as a recognition of the rights of the organisation to exist at the University subject to the conditions appertaining.
- (b) Only bona fide Members of Staff and Registered students of the university are eligible for membership of student Organisations. Other persons may be admitted to associate membership if the organisation's constitutions so provide.
- (c) All Student Organisations must keep proper records of their Finances in accordance with such guidelines as may be laid down from time to time by the Student Affairs Division. All Funds raised by Student Organisations, or their Officers by whatever means, are subject to financial accountability.
- (d) Officers of Student Organisations are presumed to accept individual responsibilities for the planning and conduct of activities sponsored by their organisations.
- (e) Affiliated student Organisations may, upon application, receive support, including funds, from the Student Union. The sponsoring Faculty or Department must assume full

- responsibility along with the Organisation's Officers for the actions and activities of the sponsored organisation.
- (f) No student Organisation is allowed to indicate or imply that it is acting on behalf of the University or with its approval without specific authorization by appropriate University authorities.
 - (g) All Student Organisations must be registered through the Student Affairs Division at the beginning of each session by submitting the following information **not later than six weeks from the beginning of the new academic session**:
 - i. Names and addresses, Faculty, Department and Hall of current Officers of the Organisations
 - ii. The name(s) of Faculty Adviser/Patron who has agreed to so serve.
 - iii. Programme of activities for the year, including dates and venues
 - iv. A copy of the Annual Report for the preceding year.
 - (h) No Club, Association or Society is officially registered unless its members have been interviewed and thoroughly screened. The outcome of the interview will determine the success or failure of the club(s).

LIVING ARRANGEMENTS AND REGULATIONS FOR STUDENT

General Information

Students' accommodation is designed to suit the purpose of the National University Commission (NUC) on regulation of students' admission. NUC regulates the number of students admitted into any course; hence, classes are not crowded.

A bicycle, raincoat, or umbrella would be found useful as classrooms are far removed from Halls of Residence. The University has reactivated its intra-campus bus service to ease students transportation problems.

Students are advised not to keep large sums of money or other valuables in their rooms. Students are strongly advised to keep their money in the Bank. Doors should always be locked and the keys removed on leaving the rooms.

Students are reminded that Hall Porters are employees of the University and should be treated as such. They are required to draw the attention of students to any infringement of rules that they may notice and to report such infringement to the Hall Master/Mistress. Students are not only expected but are required to show courtesy and consideration in their dealing with all University employees at all times.

It is the policy of the University to provide an environment that will assist each Student in developing his or her academic and social potentials to the fullest. For this reason, the Halls of Residence are considered to be an integral part of the total educational enterprise at the University of Benin.

Only bona fide registered students of the University are allowed to live in Halls of Residence. Accommodation in Halls of Residence is a privilege and not a right. Students who live in University Halls of Residence must therefore abide by the rules and regulations appertaining thereto.

Most Students want to reside in University Halls of Residence; but the demand for hall accommodation far exceeds the number of available places. All rooms are therefore allocated to qualified students on the basis of criteria determined from time to time by the University. Students are responsible for cleaning their rooms and they also make their Beds. Common areas and open spaces are kept clean by the hall Staff. Reception Lounges and Recreation areas are available in each hall. Each hall also has modest conveniences, including showers and the commonly expected furniture. There are no running hot water facilities. The Housekeepers and the Porters are always available to attend to the reasonable needs of occupants, and to ensure compliance with all rules and regulations.

Requests for accommodation in Halls of Residence are made by New Students as part of their registration if they need accommodation.

Accommodation Arrangement in the Halls of Residence

Accommodation in the Halls of Residence of the University when available is allocated according to criteria worked out from year to year. Students desirous of bed spaces in halls of residence are advised to apply online. The following criteria have been approved (subject to availability).

- i. Fresh students
- ii. Final year students
- iii. Handicapped students
- iv. Students Union/Hall Executive
- v. Others.

Accommodation at the Ekehuan Campus of the University has been reserved for:

- i. Postgraduate students at the Postgraduate Hall
- ii. All Faculty of Arts students who qualify on the basis of existing criteria.
- iii. DNAM/DHAM/TTTP students, as long as there is no shortage for (ii) above.

Allocation of accommodation to all categories of students mentioned above is on the basis of registered and cleared students for the academic session.

All other categories of students not listed above are to make their own off-campus accommodation arrangements without involving the University in any financial obligation with their landlords.

It must be emphasized that admission to the University of Benin does not automatically guarantee a student a place in the Halls of Residence of the University.

As usual, students for whom hall accommodation is provided are required to share rooms. They are also required to

complete and sign appropriate undertaking. **‘Squatters’ and illegal lodgers in Halls of Residence will not be tolerated.**

The University wishes to advise all students and parents/guardians to ensure that they make proper arrangements for accommodation before the session begins.

Students who may wish to stay in University Hall and Hostels are required to pay approved rates for the session. In addition, all students are to pay for Hostel maintenance, at rates prevailing.

All students offered accommodation in the Halls of Residence are required to bring along with them, their own beddings i.e. mattress, blankets, bed sheets/pillow-cases for their personal use.

Students should please note that they are not bound to accept University accommodation, and consequently the University will not enter into any negotiation with any student with regard to accommodation.

Allocation of accommodation is not transferable from one student to another.

Any unauthorised sleeping and use of the facilities in Halls of Residence, confirmed by the Master or Warden of the Hall concerned, will be punished by the payment of all boarding fees for the semester. This will be without prejudice to any other disciplinary action that may be deemed necessary.

No request for refund of Accommodation fees shall be entertained from students who were not officially offered accommodation in the Halls of Residence.

Students are expected to provide themselves with their own textbooks, stationeries and pocket money for each session. Personal Allowance due to sponsored students which may be paid direct to the University will not be given to the students without a written authority of the sponsor.

Mail is delivered to each Hall once a day, except Saturdays, Sundays and Public Holidays. Students living in Halls are advised always to use the name of their Hall before University of Benin,

Benin City, Nigeria, in order to facilitate the handling of their mails in the Central Porters Lodge.

Students make their own arrangements for the laundry of their personal clothing.

Hostel Regulations: A Hall of Residence or Hostel is a centre of community life. All Resident Students are expected to contribute their quota to make it a happy home. There are opportunities to render voluntary service, and each student is required to exercise the greatest 'discretion and self-discipline in relation to other students, Hall Authorities and staff as well as the general public. The Hall Regulations are intended to promote the well-being and orderly life of the Hall or Hostel.

Closing of Hostels/Halls/University Gates:

Hostels/Hall/University gates are closed between 12 midnight and 6.00a.m each day, including Saturdays and Sundays. All Students must be in residence before the gates are shut. Any extension of these hours shall be at the approval of the Dean of Students.

Exeats

No Student may be away from Hall at night without an exeat. Exit forms must be completed in duplicate and one copy left with the Hall Master/Mistress. Students who have to stay beyond the period specified in the Exeat must notify the Hall Master in writing, stating reasons, through the Hall Warden.

In extreme emergency, the Student must leave with the porter for transmission to the Hall Master, a written statement of his destination, reason for his or her departure and the probable period of his or her absence.

Guests and Visitors

Visitors are allowed in Student's Rooms only between 4:00pm and 8:00pm on weekdays (Monday - Friday inclusive) and between 12:00noon and 8:00pm on Saturdays, Sundays and Public Holidays.

Visitors may be entertained in the Common Room of a Hall between 2:00p.m and 4:00pm on week days and between 12:00noon and 4:00pm on Saturdays, Sundays and Public Holidays. Visitors must not go direct to the Students' Rooms or to the Common Room but must first enquire at the Porters' Lodge where they must sign the visitors' Book on arrival and fill the time of departure at the end of their visit. For the purpose of these rules, male students visiting the women's Hall/Hostel will be regarded as visitors. All visitors must deposit a recognised ID with the Porter which is returned as such departs.

The right to occupy a room is not transferable. It is an offence punishable by exclusion from the Hall/Hostel for any student to accommodate any visitor or unauthorized student in his/her room overnight without permission and making proper entries in the Overnight Log Book. Students are held liable for any careless or willful destruction or damage to University property for which they are responsible.

Surrender of Keys and University Property

At the close of the semester/session, exclusion from Hall/Hostel, or upon the severance of their connection with any part of the work of the University of Benin, students are required to return immediately all Keys and other University property. Failure to do this will carry a penalty.

Approved Hall Functions

The Hall Master/Mistress must be notified of students' meetings or functions taking place in his/her Hall. Such notification must be given through the Hall Warden who may in his discretion disallow any function.

Noisy parties involving dancing and drinking must not go beyond 6.00p.m in the Halls of Residence.

Meals

Meals are provided in the Bukateria by caterers appointed by the Campus Welfare Board.

Under no circumstances should any meals be cooked in students' rooms. Students who wish to cook are advised to do so in the Kitchenettes provided within the hostels. In case of illness certified by the University Director of Health Services meals will be taken to a student in his/her room by private arrangement.

Noise, Electrical Appliances, Fire and Fire Prevention

In the interest of Hall Residents, noise must be avoided. Wire-less Stereo Sets, and Musical Instruments may be played at any time and in any case not later than 10:00p.m each day. These instruments should not, however, be played in such a manner as to cause annoyance or disturbance to others. Any personal electrical appliances such as Fans, Irons and Table Lamps should be properly wired to a 13amp, 3-pin fused and earthed plug. No appliance may, on any account, be connected to the Lighting Circuit. Students must not tamper with or alter in any way, electrical installations in their rooms or any part of the hall. The installation and use of Cookers, Washing Machines, Toasters, Grills, Immersion Heaters, Refrigerators, and Cooking Rings are not permitted in Students' Rooms. All incidents of fire will be investigated by the Campus and Students' Welfare Board and reported to the Vice-Chancellor. Both the National Fire Codes and the University's Regulations will govern the criminal and/or disciplinary action to be taken. Ash receivers/trays must be used when smoking or extinguishing cigarettes. Students are encouraged to use rechargeable lamp. Candles are not allowed anywhere.

Any Student who is found guilty of disturbing the peace of the Hall by noise-making on more than two occasions shall be required to withdraw from the Hall.

In addition to what has already been stated under the above section, it is necessary to emphasize that students must not bring into students' rooms the following gadgets: Cookers, Washing Machines, Toasters, Grills, Immersion Heaters, Refrigerators, Ring Boilers/Cooking Rings, dryers, and other heavy electrical gadgets. Students who violate this regulation will be severely dealt with. Such students shall be expelled from

the halls of residence immediately and face the Students Disciplinary Committee.

Fighting

Fighting is not allowed. Students who engage in fighting shall be required to withdraw from the Hall and sent to the student's disciplinary committee.

Pets

For health and sanitary reasons, Pets, Animals, Birds, Fish and/or Reptiles are prohibited in and around University Halls of Residence.

Loss of Personal Property

The University does not accept responsibility for any loss of personal property in the Halls.

Vacation of Residence

All students are expected to vacate Halls of Residence/Hostels during holidays or closure of school due to unforeseen circumstances.

Transfer from One Hall to Another

A student, once allocated to a Hall is not permitted to transfer to another one except on medical grounds and/or for any other good reasons acceptable to the Dean of Student Affairs. Applications for such transfer may be made to the Student Affairs Division.

The University, however, reserves the right to make changes in room assignments, or transfer students from one Hall to another during the session.

Accommodation for Married Students

The University does not provide accommodation for married students.

Exclusion from Hall

The University reserves the right to exclude any Student from a Hall of Residence or Hostel. Allocation of a place in Hall/Hostel

shall depend on availability of accommodation, and compliance with rules and regulations governing residence.

**ADDITIONAL HALLS OF RESIDENCE/HOSTEL
REGULATIONS**

- (1) Only bonafide (registered) students of the University are allowed to live in the halls of residence.
- (2) Accommodation in the halls of residence is a privilege and not a right.
- (3) Allocation of accommodation is **NOT TRANSFERABLE** from one student to another.
- (4) Squatting of anybody overnight is illegal; offenders will forfeit their accommodation.
- (5) Sale of any allocated accommodation in the halls of residence is **PROHIBITED**.
- (6) Students must not bring into students rooms heavy electrical gadgets; cookers, washing machines, drivers, toasters, grills, immersion heaters, refrigerators, televisions, hot plates etc. Cooking is prohibited in the Hostels.
- (7) Any student who is found guilty of disturbing the peace of the hall through noise making shall be requested to withdraw from the hall.
- (8) Fighting is not allowed. Students who engage in fighting shall forfeit accommodation and face appropriate disciplinary measures.
- (9) Students are advised to join only registered Clubs/Association in the University.
- (10) Both old and new students should note that all nocturnal clubs such as Neo-Black Movement, Eiye, Maphite, Buccaneer, Female Amazon, Jezebel, Black Bra and other clubs of their likes are **BANNED, SEVERE DISCIPLINARY ACTION AWAITS MEMBERS**.
- (11) It is mandatory for students to clean their rooms and hostel surroundings.
- (12) Students are required to return their keys and other University property at the close of semester/session.
- (13) The authority is aware of constant power outage from the National Electric Power Authority. However, efforts will be made to ensure that the University main plant is switched on

from 7p.m - midnight. The use of candles light is highly PROHIBITED.

- (14) Defacing of walls will attract repainting/repair of same, losing your bed space and facing severe disciplinary measures.

STUDENTS' CONDUCT AND DISCIPLINE

The University is established primarily to educate the student; cultural development and the inculcation of good character are integral parts of that education. An acceptance of admission offer by a student to University automatically implies that he/she has accepted to abide by the Rules and Regulations that may from time to time be made for the governance of the University. Such acceptance also carries with it an obligation that the student shall conduct himself/herself as a law-abiding and responsible member of the academic community, in accordance with the University's best standards, Rules and other Conditions established by the legally Constituted Authorities of the University.

Every Student of the University is required to maintain a high standard of personal integrity. The University regards as serious offences any acts of unethical, immoral, dishonest, disloyal, or destructive behaviour, as well as violations of university regulations. It is the responsibility of each student not only to acquaint him/herself with these regulations, but to assist to uphold them at all times.

Although the University is committed to the full support of the legitimate rights of its members, the University has an equal obligation to protect its educational purpose 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 opinion and concern is an essential part of the academic community; but the imposition

of opinions and concerns upon those who, in turn, dissent from them shall not be tolerated.

It is emphasised that all members of the University community including students are subject to the laws of the nation whether within or outside University premises, like all other citizens. They are expected to learn to cope with problems intelligently, reasonably, and with understanding and consideration for the rights of others. Each member shall recognize that as he/she prizes rights and freedom for him/herself so also is he/she expected to respect the rights and freedom of others.

The University reserves the right: upon evidence of a Student's failure to abide by its Rules, Code of Conduct and Regulations, to discipline him/her or to require, through the established disciplinary process, his/her withdrawal from the University.

The Disciplinary System

The laws governing the University vest the Vice-Chancellor with the power to discipline students. In practice, there is an Ad Hoc Student Disciplinary Committee with the general function of dealing with individual cases of indiscipline. The Vice-Chancellor has delegated powers to the Dean of Students, Heads of Department, Hall Masters and certain other officers of the University to impose disciplinary measures on students for certain defined misconducts.

Sanctions for Violation of Regulations

The following are some of the disciplinary sanctions that may be imposed for violation of University Regulations or Code of Conduct:

- (a) **Fines:** These must be paid within specified periods to avoid further stringent actions being imposed. On the approval of the Vice-Chancellor, Hall Masters may impose fines for

certain categories of misconducts committed in their Halls of Residence.

- (b) **Disciplinary Probation:** Disciplinary probation is a trial period of time during which a student must behave in a manner acceptable to the University. The Ad hoc Disciplinary Committee may impose terms which will restrict the student's participation in extra-curricular and/or other Activities.
- (c) **Loss of Privileges:** Loss of privilege is the withdrawal of a privilege or use of a service or facility (such as Library or Sports) for a specific period of time.
- (d) **Reimbursement:** Reimbursement requires that a student must pay for damage to, loss or misappropriation of University property or the property of other members of the University community. Such reimbursement is charged to any student who alone, or through group concerted activities, organises or knowingly participates in the events which cause damage or loss.
- (e) **Suspension:** 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 immediately leave the Campus.
- (f) **Expulsion:** Expulsion is the permanent withdrawal by authority of the Vice Chancellor of students' privileges of registration, class attendance, or residence in an official University Hall of Residence. The privileges of the use of University facilities are also withdrawn by this sanction. This action means that the student must leave the Campus immediately, and cease henceforth to be a member of the University community.

- (g) **Appeal:** In disciplinary cases, students concerned have a right of appeal to the Vice-Chancellor and ultimately to the Council against the decision of the Ad Hoc Disciplinary Committee, or any other person.

STUDENT DEMONSTRATIONS, PROTESTS, ETC.

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 therefore free to examine and discuss all questions of interest to them and to express opinions.

Equally important, however, is the legitimate right of any member of the Community to dissent, to disagree, to hold different opinion, or to think differently from others. This is an integral aspect of University education and academic freedom.

But for academic freedom to be meaningful, the Community must always be protected from attacks by extremists of whatever persuasion, who would 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 since such disruption would violate the responsible exercise of free enquiry and expression.

Senate Directive on Student protests

It is the directive of Senate that, before any decision of the Students' Union become effective on University-wide issues, such as boycott of lectures, demonstrations, etc. The students and their leaders should endeavour to pursue dialogue and peaceful resolution. The following procedures must be followed:

- (a) A referendum involving voting by secret ballot;
- (b) At least fifty percent of the membership of the Students Union should participate in such a referendum;

- (c) The referendum should be decided by a simple majority of votes cast;
- (d) The referendum should be under the supervision of the Dean of Student Affairs or his nominee.

Guideline for Demonstrations

The following guidelines are essential for organizers of demonstrations and similar actions to observe. All demonstrations, boycotts, etc; **MUST** be peaceful. Demonstrations and their organizers must **NOT**:

- (a) Force others to join them, or deny other members of the University community, staff and students, their right not to join a demonstration, a strike and/or such similar actions;
- (b) Disrupt or obstruct the education and other activities of the University including administration, lectures, tutorials and laboratory work;
- (c) Obstruct or restrict free movement of persons on any part of the University Campus;
- (d) Deny the use of offices, classrooms and other facilities to staff and students or guests of the University;
- (e) Endanger the safety of any person or of the University Campus;
- (f) Destroy or damage University or other property.

Procedure

The Senate has laid down the following procedures to be followed by all organizers of strike, protest and demonstrations. To go on strike/demonstration/protest, the Vice Chancellor shall, through the Dean of Student Affairs be:

- a. Informed in writing at least forty-eight hours in advance, about the place, nature, method, date and time of the commencement of the action;
- b. Informed in writing at least forty-eight hours in advance, about the measures taken to ensure that services will not be disrupted;

- c. Assured in writing that there would be no violence against any member of the Community or damage to any University or other property.

It is the responsibility of the organisers of such actions to ensure that these procedures are followed. As long as the general guidelines are observed and as long as there is no threat, actual or potential, to the safety of individuals or damage to property, there should be no need for the Police or other Law Enforcement Agencies to be invited. It should be borne in mind, however, that the University is part of the larger community, and where Law and Order are threatened, the Public Law Enforcement Agencies have a duty to intervene to assist the University Authorities in resolving the situation.

It is emphasized that there is now a Law in force (Decree 47 of 1989) which prescribes trial for students who disrupt normal University activities. On conviction such students could go to jail for three years or pay a ₦50,000 (fifty thousand naira) fine or both.

THE UNIVERSITY LIBRARY

The University of Benin Library system comprises John Harris Library (The Main Library) and Faculty Libraries. The Library has over 267,501 book volumes in all the disciplines offered in the University as well as other areas of human knowledge. There is also a large collection of pamphlets, non-book materials, microforms, audio-visual materials etc. The library has back-files of 2,662 journal titles and presently subscribes to 943 local titles.

JOHN HARRIS LIBRARY

John Harris Library is situated at Ugbowo Campus along the main drive between the students' complex and the students' Halls of Residence and opposite the Clinical Students Hostel. This ultra-modern library building is fully air-conditioned. There is a stand-by 500KVA electricity generating set which acts as a back-up system to the Benin Electricity Distribution Company (BEDC). There is also the University Central Electricity Plant which generates power when the other two sources of power fail.

John Harris Library building has three levels namely:

1. The Basement
2. The Ground Floor and
3. The First Floor

The Basement houses the Bindery, the Reprography, the Audio-visual and the archival sections. Staff Canteen is also located here.

The Entrance, the Lobby, the Reference Section, the Circulation Section, the Serials, the new Library extension building Section, the defunct American Independent Study Centre, the Reader Conveniences, the Workroom (which is 'out of bounds' to readers) as well as the University librarian's Office and other staff offices are all located at the Ground floor while the main shelving area, Special Collections, the Textbook Collection are on the First floor.

The Main Library building has a sitting capacity for 900 readers at a time and about 60 carrels for Faculty teaching staff and research students.

New Library Extension:

DONALD PATRIDGE E-LEARNING CENTER: The new Library extension building stands imposingly on the left wing of the main library building and linked by a walk-way on the first floor. It has a sitting capacity for about three thousand (3,000) readers at a time. It also houses the DONALD PATRIDGE E-LEARNING CENTER donated by the Abubakar Tafawa Balewa Memorial Trust Fund. It is equipped with fifty (50) computers with bandwidth Internet access.

MTN UNIVERSITIES CONNECT LIBRARY, UNIVERSITY OF BENIN

The MTN Universities Connect Library, University of Benin has a world- class e-library also housed in the new library extension. It provides access to students and lecture for research with vital

information to excel. The e-library contains 128 networked computers, 3 servers, 2 high capacity printers, one sound proof 100KVA generator, equipment and optic fibre Internet connectivity. It is linked to world-class digital Libraries across the world; with access to electronic books, journals and magazines in various subject areas.

New 100 capacity e-library: The new Library extension building also houses a new 100 capacity e-library. This brings to a total number of 328 capacity e-library facilities in the library.

Organisation of the Library

The library has been organized to cater for both under-graduate and post-graduate studies:

- (a) **Undergraduate Area:** Books on the various disciplines taught in the University are shelved on open access. Reading desks are, also arranged near the shelves to facilitate use of the books. The Textbook Collection unit has been reorganized to house current books. It is on closed access. However access to the resources is through the normal way of consulting books on reserve. Multiple copies of books are purchased and at least one copy is placed in this unit.
- (b) **Research Area:** This consists of:
 - i. Serials section where current journals and back-files are shelved and
 - ii. Special Collection - a collection of rare books, theses, dissertations, official documents of Federal and State Governments as well as publications of International Organizations such as UNO, WHO, ECA, AU, World Bank etc.
 - iii. Textbook Collection

It is pertinent to add that computerization of the Library is on-going. The computerization which began in the year 2000 uses the

Strategic Library Automation and Management (SLAM) software. Developed by Global Software Technologies Ltd. Benin City, SLAM 2,000 series, an oracle based database, is Integrated Library Management Software with provision for all aspects of library operations. It has seven modules - Administration, Acquisition, Cataloguing and Classification, Circulation, Patron Management, Serials and OPAC. The special collection module is currently being developed to cater for cataloguing special documents. With SLAM the Library has successfully converted over 90% of her records. Users now have the opportunity to search the library on line through the (OPAC) Online Public Access Catalogue. The OPAC Module allows you to search the library using keywords search terms in the following fields-Author, Title, Subject and Journal Title. Any field that is keyword indexed can be searched in this module. With the ongoing local Area Network, it will be possible for lecturers to access the library collection from the confine of their offices without coming to the library.

DEPARTMENTS

The Library is divided into six (6) departments. Each of these departments has a sub-section headed by a Professional Librarian. The departments are as follows:

1. Administration
2. Readers Services
3. Technical Services
4. Research and documentation
5. ICT /System
6. Branch Library

FACULTY LIBRARIES

The University has embarked on the establishment of Faculty Libraries to bring reading materials nearer to the students. Thus far, fourteen faculty libraries are functional. These are:

1. Ekehuan Campus Library mainly for Fine and Applied Arts and Institute of Public Administration and Extension Services.

2. Faculty of Arts
3. Faculty of Environmental Science
4. Faculty of Law Library
5. Faculty of Pharmacy Library
6. Faculty of Agriculture Library
7. Faculty of Education Library
8. Faculty of Engineering Library
9. College of Medical Sciences Library
10. Faculty of Physical Sciences Library
11. Faculty of Management Sciences Library
12. Faculty of Life Sciences Library
13. Faculty of Social Sciences Library
14. Medical Sub-Library (UBTH)

These Faculty Libraries are located in their various Faculty buildings providing reading and photocopying services. All the faculty libraries have been networked with a minimum of 5 Computers with internet access.

HOURS OF OPENING

The Library hours for readers are as follows:

Semester:	Monday - Friday 8.00a.m. - 7.00p.m.
	Saturday - 8.00a.m. - 4.00p.m.
	Sunday - 12.00noon - 6.00p.m.
Vacation Period:	Monday - Friday 8.00a.m. - 3.30p.m.
	Branch Library Monday - Friday 8.00a.m. - 6.00p.m.

Library is closed on Public Holidays unless there is a prior notice to the contrary.

REGISTRATION

All members of the University as may be defined in the statutes; all members of the academic, administrative and senior technical staff; such other persons as may be determined by the Library Committee or the University Librarian can register with the library.

ADMISSION TO THE LIBRARY:

No person may make use of the University Library unless he/she has signed an undertaking to observe library rules and regulations, and has been issued with a reader's ticket. This ticket must be shown to any official of the Library on demand, who may prohibit entry to anyone unable to produce it. Registration must be renewed at the beginning of each academic year. Library tickets are not transferable.

The following are eligible to be registered as readers in the University of Benin Library with the privilege of borrowing books, subject to the regulations on behalf of it.

Members of the junior staff may not borrow books directly but loans can be made in special cases on the undertaking of their Head of section who will take responsibility for them.

The following may be admitted to University Library for purposes of study and reference but without the privilege of borrowing:

- (a) All registered members of the Alumni Association of the University of Benin.
- (b) Such other persons as may be admitted by the University Librarian on a temporary basis.

Library Identity Card

You require a current valid library I.D. card to check-out materials from the John Harris Library. The Management strongly recommends against loaning your I.D. card or your library materials to others. All financial responsibility for library materials will be charged to the library account of the person whose name is used to borrow library materials.

If your library I.D. card is lost or stolen, please notify the circulation desk: The cost of replacing a lost I.D. card is free, but you will require a sworn affidavit and a police extract to establish the authenticity of your claim. If you suspect theft, please, contact the police, the library and the UNIBEN Security.

BORROWING

Staff and students at the University of Benin and other users with borrowing entitlement as soon as they are registered in the library and obtain a library ticket are able to borrow as follows:

Senior Staff (Academic and Non-academic) at the University of Benin - up to 5 books for 4 weeks and up to 3 months on special requests.

Postgraduate and undergraduates at the University - 4 books up to 2 weeks.

For every book borrowed for use outside the Library, a book card must be signed and handed in at the Circulation desk. The books shall then be stamped with the date due for return. The reader signing for the book is responsible for its custody and return. All transactions must be made in person.

Books in the Reference Section, Textbook Collection, books marked **“RESERVED”**, **“NOT FOR LOAN”** or **“FOR REFERENCE ONLY”** may not be removed from the Library. Books in Special Collections such as official documents, old, rare, valuable or irreplaceable works may only be borrowed with the express permission of the University Librarian only.

Journals may not be removed from the library except by special permission for a period not exceeding three days. Serials stacks which contain back issues of Journals are not on open access except to members of the academic staff.

Students are restricted to four volumes on loan at one time and the senior staff to ten volumes. Penalties will be imposed for overdue, lost or damaged books according to the following scale:

- (a) Overdue books: N50.00 per day up to a maximum of 30 days; thereafter N500.00 per week or part of a week. All loan privileges may be suspended after 30 days.
- (b) Any book specially recalled by the University librarian will attract a fine of N100.00 per day after the third day from the date of receipt of such notice.

- (c) Books lost will be paid for at the prevailing cost of replacement or estimated value of the book to which will be added an administrative charge of 50% of the book cost. Readers must report cases of missing books promptly to stop the mounting of daily fines. All loan privileges will be suspended until fines or charges are paid.
- (d) Estimated cost of repair will be charged for damaged books.
- (e) Reference ITC Book returned after 24 hours attract N200.00 penalty
- (f) Short Loan N100.00 penalty or part of a day for 1 and 2 nights.

Period of Loan

The normal period of loan is 14 days. Provided that no other reader requires the books, a loan may be renewed for a further period of 14 days after which it must be returned to the shelves. Long-term loan not exceeding 3 months may be arranged for the academic staff on request.

Return of Books

All books on loan to undergraduate students must be returned on or before the last Monday of the last week of the Semester, or within 3 days of date of recall. All books on loan must be returned before the long vacation for annual stocktaking.

Renewal:

You can renew book you have borrowed as long as they are not reserved by other users or are not overdue.

Reservation:

You can reserve items that are out on loan by contacting a member of staff at the circulation desk. Books should normally be returned to the circulation desk where they were borrowed. This ensures that books are taken off your record properly and back for circulation. If you have any course to travel out of town before a book is due renew it.

Vacation Loans

Senior staff of the University may borrow during the long vacation. This facility may be extended to Postgraduate Students with Special permission.

USE OF CARRELS:

Sixty Carrels are available in the main Library, and may be allocated to academic staff on application to the Reference Librarian for a maximum period of one semester at a time. Postgraduate students with proven needs may be considered for allocation provided that such allocations shall not exceed 20 carrels.

REPROGRAPHIC AND BINDERY SECTION:

All persons eligible for the Library facilities may avail themselves of the services of the Reprographic and Bindery sections of the University Library at such charges as shall from time to time be determined by the Library Committee. **Final year projects MUST be bound in the library for uniformity and quality.**

CLEARANCE CERTIFICATE:

All staff of the University must obtain clearance certificates from the University Librarian before they can claim their entitlements from either the Bursary or Registry. Graduating students **MUST obtain clearance certificate from the library at a rate to be determined from time to time.**

LIBRARY DISCIPLINE AND SECURITY:

Silence must be observed in and around the Library at all times.

Brief cases, bags, waterproofs, umbrellas, etc may not be brought into the library but if brought into the Library they must be left in the place provided at the owners' risk.

Mobile phone (GSM) and laptop are allowed into the library except phone chargers. However student are advised to put their phones on

silent. No reader may enter any part of the Library marked 'Private' or reserved for staff unless by permission.
There shall be no smoking in the library.

The use of any form of naked light e.g candles are strictly prohibited in the Library. Food must not be taken into the library.

No book may be marked, defaced, or damaged in any way. Readers are held responsible for any damage to books in their charge.

All persons leaving the Library must show books or papers in their possession to the Library Security Official and subject themselves for search when requested.

ELECTRONIC RESOURCES

CLOSED ACCESS

Databases in this category require a "Username" and "Password" for access. However, to have access to the username and password of any of the databases, users are expected to make their request at the System Unit of the library, the digital library (MTNF eLibrary), or at the Reference Desk. Databases in this category include:

S/N	Name of Database	URL
1.	HINARI - Health	https://login.research4life.org/tacgw/login.cshtml
2.	AGORA - Agric	
3.	ARDI- Innovation & Tech	
4.	GOALI - Law	
5.	OARE - Environment	
6.	TEAL - TEEAL: The Essential Electronic Agricultural Library	https://www.teal.org/
7.	SCIENCE DIRECT	https://www.sciencedirect.com/
8.	SPRINGER	https://www.springer.com/g
9.	EBSCOHOST	search.ebscohost.com
10.	JSTOR	www.jstor.org
11.	IMF eLIBRARY	https://www.elibrary.imf.org/

12.	LEGALPEDIA	https://legalpediaonline.com/
13.	LAWPAVILION	https://www.lawpavilion.com/
14.	HEINEONLINE	https://home.heinonline.org/
15.	NWLR - Nigerian Weekly Law Report	https://nwlronline.com/login

OPEN ACCESS

Please, note that there is a wide range of open access materials provided through other electronic databases that you can also search on your own and use. Some of such databases can be found overleaf. Databases in this category DO NOT require any “Username” or “Password” for access, as access is open to users. Databases in this category include:

S/N	Name of Database	URL
1.	EISEVIER	https://www.elsevier.com/about/open-science/open-access/open-access-journals
2.	Taylor & Francis	https://www.tandfonline.com/openaccess
3.	JSTOR OPEN	https://about.jstor.org/oa-and-free/
4.	WILEY	https://authorservices.wiley.com/open-research/open-access/index.html
5.	SCIENCE DIRECT	https://www.sciencedirect.com/browse/journals-and-books
6.	Science Open	https://www.scienceopen.com/
7.	SPRINGER OPEN	https://www.springeropen.com/
8.	MDPI	https://www.mdpi.com/about/journals
9.	THIEME OPEN	https://open.thieme.com/web/19/home
10.	KARGER	https://www.karger.com/OpenAccess
11.	LUND UNIVERSITY LIBRARIES	https://www.lub.lu.se/en/services-support/publishing-registering/open-access
12.	DOAJ	https://www.doaj.org
13.	HIGHWIRE	https://www.highwirepress.com/
14.	ERUDIT	https://www.erudit.org/en/
15.	HINDAWI	https://www.hindawi.com/
16.	OPEN JOURNALS	https://www.tandfonline.com/openaccess/openjournals
17.	OPEN SELECT	https://www.tandfonline.com/openaccess/opensselect
18.	COGENT OA	https://www.tandfonline.com/openaccess/cogentoa
19.	Open Journals	https://www.tandfonline.com/openaccess/openjournals
20.	Open Select	https://www.tandfonline.com/openaccess/opensselect
21.	Dove Medical Press	https://www.tandfonline.com/openaccess/dove
22.	F1000Research	tandfonline.com/openaccess/f1000
23.	Open Access Books	https://www.tandfonline.com/openaccess/books
24.	Oxford Academic	https://academic.oup.com/journals/pages/open_access
25.	Open Access Library	http://www.oalib.com/
26.	BMC	https://www.biomedcentral.com
27.	Sabinet African Journals	https://journals.co.za/
28.	Dergi Park	https://dergipark.org.tr/en/ Environmental Sciences , Food Science and Technology, Engineering, multidisciplinary Sciences, Basic Sciences, Medicine, Veterinary Sciences, Agriculture

IP ACCESS

Databases in this category are configured with the University of Benin IP address, hence, users will have full access to resources therein ONLY when they are hooked to the University of Benin network (i.e., UNIBEN Internet). The available IP-based electronic database at the moment are JSTOR, - <https://www.jstor.org/> ; EBSCOHOST-search.ebscohost.com and Emerald Insight - <https://www.emerald.com/insight/>

OTHER RESOURCES

Google Search
Online Encyclopedia services
Online Library Service
Online Reference for Business services
Reference Wiki Databases
Save Your Work
Your eBooks

To know more about each of the above-listed databases, visit the following link <http://library.uniben.edu/electronic-resources/>.

You can keep track with updates from the library by linking or following the library on any of the following social media:

Facebook: (Page)-<https://www.facebook.com/library.uniben.edu/>
(Group)-<https://www.facebook.com/groups/john.harris.library.uniben/>

Twitter: (Page) - <https://twitter.com/jhluniben>
(Handle) - @jhluniben

Google+: <https://plus.google.com/u/0/106941673200219862552>

For further information contact:

The University Librarian

Mobile: 08035384536

e-mail: lo.obasuyi@uniben

or

The Reference Librarian

Mobile: 07046981703

e-mail: librarian@uniben.edu

ACTIVITIES INVOLVING GUESTS FROM OUTSIDE THE UNIVERSITY

In coping with the University's traditional commitment to freedom of enquiry and the pursuit of truth, student organisations are allowed to organise activities featuring guest speakers of their choice from within and outside the University. However, the University has an obligation to ensure that activities on the campus are conducted in appropriate manner with requisite protocol.

Where a Head of State, Governor, Commissioner, Head of Diplomatic Mission, or other very important personalities from outside the University are invited, the Dean of Student Affairs must be informed at least two weeks before the guest is expected to arrive on the campus.

This is to enable the Student Affairs Division to co-ordinate the activity with other scheduled events at the University, and inform the Vice- Chancellor or other appropriate University authority where necessary, and avoid unnecessary duplication and competition for audience, and/or for use of University facilities.

CHANGE OF NAME

- a. A Student can change his name by swearing to an affidavit and making the necessary publication in any of the National Newspapers. An original page of the Newspaper showing the name of the Newspaper, the Page and Date of Advertisement should be attached to the letter of request for change of name.
- b. In addition to (a) above, a student must also provide an acceptable reason for changing his name.
- c. Female students can change their names on getting married after providing the necessary documents relating to the marriage. They should also produce a Newspaper Publication of the marriage.
- d. In his/her stay in this University, a student is permitted to change his/her name once only and in the manner described above.

- e. No final year student will be allowed to change name after Senate has approved the examination results for that session.
- f. Frivolity in the change of name is not encouraged. Any student found in such a circumstance will not only have the request for change of name Rejected, but may face appropriate disciplinary action.
- g. All applications for change of name should be addressed to the Registrar (Examinations and Records) and until a request has been accepted, circulated to all officers concerned in the University and the student gets an approval in writing from the Examinations and Records Office, he/she is not allowed to use the new name.
- h. Applications for change of names should not be copied to the Deans/Directors. The Examinations and Records Office informs them after an application for change of name has been fully processed.

It is important to note that subsequently, change of name will not be allowed after clearance.

CAMPUS WELFARE BOARD

There is a Campus Welfare Board saddled with the following responsibilities among others:

- Intra Campus Shuttle Services
- Bukateria and Canteen Services
- Allocation of all commercial services both in Ugbowo Campus and Ekehuan Campus

UNIBEN INTRA-CAMPUS SHUTTLE SERVICES

The smooth running of intra-campus shuttles within campus vicinity is ensured through different routes of shuttle operation. But for easier movements on campus, students are expected to make use of their route guide.

Taking off from the Main Gate, there are route indicators to guide and direct your movement within the campus. Buses and cars

line up according to the routes they ply. The route guides are pasted on each vehicle anywhere within the campus.

Buses and cars are expected to line up in an orderly manner and wait in turns to convey passengers to their various destinations.

Vehicles are allocated into nine routes which are as follows:

- 1 Ekosodin - Law- Hall IV-JSQ -Anatomy gate - Ekosodin
- 2 Main gate - JSQ - Hall IV - Main gate
- 3 Ekosodin - Education - Hall I -Anatomy gate - Ekosodin.
- 4 Main gate - Science - Engineering - Main gate
- 5 Main gate - Dentistry - Main gate
- 6 Main gate - Block of Flats - Main gate
- 7 Main gate - Hall I - Education - Main gate
- 8 Main gate - Ekosodin - Main gate
- 9 Anatomy - Science - Engineering - Staff School-Auditorium
-Anatomy

BUS STOPS

The bus-stops are located at specific intervals on the routes within the campus. There are about twenty (20) bus-stops. The bus-stops are where buses and cars must stop to carry passengers. Any car or bus found dropping passengers at places other than the authorised bus-stops is liable to some sanctions and penalties.

The fare to the different routes shall be reviewed among all stakeholders from time to time based on the prevailing economic situation.

Students are advised not to compel the drivers to stop in any unauthorized places. They should also ensure that they pay their fares as good citizens.

GENERAL INFORMATION

MOTORIZED CYCLES, BIKES, SCOOTERS AND MOTOR VEHICLES

The use of Motorized-Cycles, Motorized Bikes, Motorized Scooters, etc. on any part of the University Campus is banned. All student motorcars must be registered with the Maintenance Works and Transport Department and with the Student Affairs Division. Stickers must be purchased from Bursary by all motor vehicle users.

ACCIDENT PREVENTION

- (a) As a precaution against accidents, all Motorists and Cyclists are reminded to obey all Traffic signs and other Traffic Regulations on and off the Campus.
- (b) It is an offence to ride in the dark without prominent lamps and rear reflectors.
- (c) Speed limit of 25MPH must be maintained at all times within campus.

PARKING

There are places specifically authorised for vehicles to park within the University premises. Vehicles are required to pay N50.00 for a parking space. Vehicles with Staff/Students identification stickers on their cars are exempted from paying N50.00. The University assumes no responsibility, and any vehicle parked on the authorised parking space on any part of the campus is entirely at the risk of the owner. However, vehicles parked illegally will be towed away and fine of ₦5,000 paid for its release.

RELIGIOUS WORSHIP

Although the University of Benin is a Public Non-Sectarian Institution, Facilities have been provided for Members of the Community to observe their Religious Faith. The general responsibility for Campus Religious programmes lies with the various religious groups.

There are a number of independent Student-Directed Religious Organisations in the University which carry out Inter-Faith Programmes and Activities. These include the Student Christian Movement (S.C.M.) an interdenominational organization, the Nigeria Federation of Catholic Students (NFCS) and the Muslim Students Society (M.S.S.) Information concerning membership of these organisations may be obtained from their current officers.

Designated worship centres:

1. Catholic Church
2. All Saints (interdenominational)
3. Other religious groups (Indoor Sports Hall)

Due to the proliferation and destruction of University property, only designated centres can be used for worship all other venues are prohibited.

UNIVERSITY HEALTH SERVICES

The University Health Service targets the:

- Promotion of positive health and vitality.
- Prevention of infectious and non-infectious disease as well as injuries.
- Organisation and provision of curative services viz - diagnosis and treatment of illness - in students, staff and their dependants.

The department has a team of dedicated and energetic medical and paramedical staff who are well experienced in student health care delivery.

Outpatient services are rendered in the two clinics located at Ugbowo and Ekehuan Campuses. Services available include laboratory and environmental health, and in-patients (admission) facilities when patients need to be admitted and treated. A 24-hour ambulance service is also available. All cases that cannot be treated by the department are referred to University of Benin Teaching Hospital (UBTH). Every attempt has been made to make the service

student friendly. The department offers a daily 24 hour service as follows:

- 8.00a.m. - 8.00p.m. - Routine consultation and emergencies
- 8.00p.m. - 8.00a.m. - Emergencies only
- Weekends and public holidays - Emergencies

It is mandatory for all students granted admission into the University to do a medical examination after which they are duly registered with the department, so that they can avail themselves of the free medical service offered by the university.

Counseling services are available for students who need to discuss their problems. All cases are treated with the strictest confidentiality.

General Regulations

- (i) Each Student is required, upon admission to register with the Health Centre and to submit to the Director of the University Health Services a record of a Medical examination performed by a Physician. A Proforma is sent to him in advance of his acceptance by the University for completion. This includes a Chest X-Ray. All Students should submit two passport size photographs to the Director of Health Services together with their Medical Forms.
- (ii) Students are advised to disclose their Medical condition at the beginning of the session. If an unsatisfactory medical condition is discovered later, the Students may be denied registration at the beginning of the following semester.
- (iii) A Student in whom any remediable defects are noted is required to follow the guidance of the University Health Services in pursuing a course which will correct his/her remediable defects.
- (iv) The Director of the University Health Services may advise the Vice-Chancellor to ask a Student to withdraw from the University on grounds of illness. In such a case the Student may be readmitted on the advice of the Director of

- University Health Services who may recommend Special Conditions for his/her readmission.
- (v) Consultant Service and Hospital Care are available when necessary at the UBTH on referral through the University Health Services. Consultant Services are also available at the Central Hospital and Uselu Neuro-Psychiatric Hospital both located in Benin City.
 - (vi) Difficulties or complaints arising from service at the Health Centre should be reported to the Director of the University Health Services.
 - (vii) The Medical Certificate on any sick Student should be received in the Academic Office within twenty-four hours after the Student took ill. Any Medical Certificates not received within the specified period will not be entertained.
 - (viii) In case of ill-health that may prevent school attendance or temporary withdrawal any medical report outside the University must be authenticated by the Director of Health Services before such will be admissible.

UNIVERSITY OF BENIN TEACHING HOSPITAL

Students who cannot be treated with the available Medical Facilities at University Health Centre are required to obtain a Referral Letter from the Medical Director to University Teaching Hospital as an Out-Patient. As an out-patient, the fees are minimal and Students are required to pay cash at the UBTH for any treatment received. The Student may apply through the Dean of Students/Director of Health Services for a refund of money spent as outpatients. In the case of sick In-Patient Students, Director of Health Services must confirm that the Health Services cannot handle such a case and subsequently refers the student to UBTH. On admission, the Dean of Students must confirm that the patient is a bona fide Student of the University, the Student then collects a Credit Facility form from the Dean of Students which enables the Student to be treated at UBTH and subsequently bills are forwarded to the University Authorities for settlements.

PROCEDURE FOR USE OF UNIVERSITY FACILITIES

Those entitled to use University Facilities must adhere to the following procedure:

- (i) The University Facilities which are listed on page 79 should be used to determine the most suitable location for the event.
- (ii) A tentative reservation should be made, subject to the approval of the Dean of Students. Inquire regarding availability of space with the appropriate reservation clerk.
- (iii) Secure a Request form from the Student Affairs Division.
- (iv) Complete the Request form and return it to the Student Affairs Division. Requests will be considered on Wednesdays throughout the regular school year.
- (v) Advertisement must not begin until after the Dean's approval. Because scheduling difficulties occasionally arise, the Dean must be consulted prior to such commitments as advertising, final contract negotiations, and other irreversible pledges.
- (vi) A representative of the sponsoring organisation is urged to contact the Dean of Student Affairs who is designated by the Vice-Chancellor to consider applications. The person(s) should have knowledge of such matters as anticipated attendance, methods by which losses will be absorbed, accounting for any income derived, use of profit, contract negotiations and alternatives to the requested date, time and location. Unanswered questions which may arise at the meeting of the Dean of Student Affairs and the representatives of the organisation can postpone Final consideration of a request, and may jeopardise plans for an event.

In most cases, a decision is made after consultation with the appropriate Arm of the University after submission of the request. The representative of the sponsoring organisation will be notified of

the decision. Subsequently, written notice of the decision will be transmitted by mail to the organisation and to the appropriate facilities co-ordinator. The Reservation Clerk will regard this written notice as a confirmation of the tentative reservation. For the University Sports Complex and the Banquet Hall of the Students' Centre, the requesting party must confirm all details directly with the Director of Sports and the Public Relations Officer (VCO), respectively, promptly upon receiving the Dean's approval. These facilities attract rental fees.

UNIVERSITY FACILITIES

NAME	LOCATION	CAPACITY	FACULTY/ DEPARTMENT
Auditorium	Ugbowo	2,000	VC's office
Assembly Hall	Ekehuan	300	VC's office
Science L. Th.	Ugbowo	500	Faculty of Science
Science L. Th.	Ugbowo	218	Faculty of Science
Law L.Th.1,2,3	Ugbowo	200	Faculty of Law
Engineering Th.	Ugbowo	300	Faulty of Engineering
Arts & Soc. Sc.	Ugbowo	500	Faculty of Arts & Social Sciences
Education	Ekehuan	100	Faculty of Education
Student's Centre Banq. Hall	Ugbowo	150	V.C. Office
Sports Complex	Ugbowo	5,000	Director of Sports
Student's Centre	Ugbowo	450	Dean of Students
Students Centre Basement	Ugbowo	200	Dean of Students
Students Centre (East Wing)	Ugbowo	250	Dean of Students.

SPORTING ACTIVITIES

The University of Benin is a member of the Nigeria Universities Games Association (NUGA), the West African Universities Games Association (WAUGA), the Federation of International University Sports or Federation International du Sport Universities (FISU) and the Federation of African Universities Sports or Federation African du Sport Universities (FASU). The University organises and participates in both National and International Sporting Competitions with other members of these Associations from time to time.

Internally, the University organizes Inter-faculty Games for students as well as Inter-Unit Sports meets for all games within the Halls of Residence.

The University also takes part in National Club Championships in Hockey; Athletics and Squash.

SPORTS ADMINISTRATION

The Sports Committee is the supreme governing body for Sports in the University with Powers to prepare and supervise University expenditure on such activity. The Committee is also the final arbiter in sports dispute in the University. There is also a Director of Sports who is charged with responsibility for the day-to-day organisation and administration of students sports within and outside the University.

The University attaches great importance to student participation in Sports. For this reason, Scholarships are available for award to outstanding Sportsmen and Women annually. Students who distinguish themselves at Sports are also given some preference in allocation of Hall or Hostel accommodation.

REGULATIONS GOVERNING THE CONDUCT OF UNIVERSITY EXAMINATIONS

The regulations below relate to activities performed during the actual conduct of University examinations.

A. DISCIPLINE DURING EXAMINATIONS: INSTRUCTIONS TO STUDENTS

- i. Only duly Matriculated/Registered students are eligible to take examinations.
- ii. Candidates must attend punctually at the times assigned for their papers and they must be in the Examination Hall at least 30 minutes before the time that the examination is due to start.
- iii. A Candidate is required to deposit any Handbag, Briefcase, or any other prohibited material at the Chief invigilator's Desk - or a desk provided for that purpose - before the start of an examination.
- iv. Candidates shall bring with them to the Examinations only their writing materials. Absolutely no book, printed or written document or other communication gadgets or unauthorized aid shall be taken into an Examination Room by any candidate.
- v. A Candidate shall bring his identity card to each examination and display it in a prominent position on his desk.
- vi. A Candidate shall write his Examination Number, not his name, distinctly at the top of the cover of every Answer Book and every separate sheet of Paper.
- vii. Each Candidate shall complete the Attendance Register in triplicate.
- viii. During the examination, a Candidate may leave the room temporarily, with the permission of the invigilator only if accompanied by an Attendant. A Candidate who leaves the examination Hall shall not be readmitted unless throughout

- the period of absence he/she has been continually under supervision of an invigilator or an Examination Attendant.
- ix. A Candidate shall not leave the Examination Hall until the first 30 minutes had elapsed and must be with the special permission of the Chief Invigilator. Such Candidate must drop his/her Question Paper and Answer Booklet before leaving.
 - x. A Candidate must not give assistance to any other Candidate or permit any other Candidate to copy from or use his papers. Similarly, a Candidate must not directly or indirectly accept assistance from any other Candidate or use any other Candidate's papers.
 - xi. Any Candidate involved in irregular assistance or cheating during examination shall write a statement on the spot before being allowed to continue with the examination. Refusal of a student to write a statement on the spot shall be regarded as examination misconduct and will be subject to the University disciplinary action.
 - xii. Silence shall be observed in the Examination Hall. The only permissible way of attracting the attention of an invigilator is by a Candidate raising his hand.
 - xiii. Candidates are not allowed to smoke, eat or drink in the Examination Hall.
 - xiv. The use of Scrap Paper is not permitted. All rough work must be done in the Answer Booklets. Even if they contain only rough work, they shall be tied inside the main booklet and crossed out neatly.
 - xv. 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.
 - xvi. On finishing each examination, Students should draw a line through any blank space or page of each Answer Sheet
 - xvii. Before handing in their Scripts at the end of the examination, Candidates must satisfy themselves that they have inserted the title of the examination, their Matriculation

Numbers and the numbers of the question they answered, in the appropriate places.

- xviii. At the end of the time allotted, Candidates shall stop writing and stand up when instructed to do so, remain standing and hand in their scripts to the invigilator before leaving the Examination Hall. Except for the Question Papers and any materials that they brought into the Hall with them, Candidates are not allowed to remove or mutilate any paper or materials supplied by the University.

B. EXAMINATION MISCONDUCT AND PENALTIES

The following sanctions shall apply to cases of examination misconduct as stipulated below:

S/N	MISCONDUCT	SANCTION
1.	Proven cases of fore-knowledge of examination question	Expulsion of all involved
2.	Coming into the Examination Hall with extraneous materials including any form of electronic device. E.g. GSM handset(s) of any form, smart wrist watches, smart biros/pen, ear peace, etc	Rustication for a minimum period of four (4) semesters; expulsion if fore-knowledge of Questions is proven
3.	Writing on any materials in the Examination Hall, other than the Answer Booklet	Letter of warning
4.	Non production of identity Card or authorized letter of Identification before and during examination	To leave the Examination Hall immediately
5.	Any form of unauthorized communication between and among students during examination	To lose 10 minutes of examination time; if it persists, relocate the student; further persistence cancel the paper.
6.	Impersonation at examination	Expulsion of all involved
7.	Refusal to fill examination misconduct form	Expulsion of all involved
8.	Attempt to destroy or actually	Rustication for two (2)

	destroying materials of proof of cheating	Semesters plus for the original offence
9.	Refusal to obey invigilator's instructions (i) Writing after the examination has been stopped (ii) Non-compliance with the invigilator's sitting arrangements.	(i) Letter of warning (ii) To leave the Hall and carryover the course
10.	Refusal to submit Answer Scripts (used) and (unused) at close of examination	Rustication for a minimum period of two (2) Semesters
11.	Smuggling of Questions Papers and Answer Booklets out of the Hall for help with Answer Scripts	Expulsion
12.	Failure to write Matriculation Numbers on Answer Booklet or to sign Attendance Sheet	Letter of warning
13.	Writing of Candidates' names on Answer Booklets	Letter of warning
14.	Leaving Examination Hall without permission	To carry over the course and letter of warning
15.	Failure to draw a line through each blank space at the end of each answer	Letter of warning
16.	Unruly behaviour in the examination Hall such as smoking, drinking, liquor, noise etc.	Verbal warning by invigilator. If unruly behaviour persists, to leave the Hall and carry over the course
17.	Proven cases of physical assaults on Invigilator/ Attendants	Expulsion
18.	Failure to appear before Misconduct Panel	Guilty as charged. Indefinite suspension pending appearance before the panel
19.	Any students with three (3) letters of warnings	Rustication for a minimum period of one (1) session
20.	Any other cases of examination	Punishment as appropriate

	Malpractice not specified	
--	---------------------------	--

GUIDELINES FOR CERTIFICATE SCREENING

Many students do not understand how to get ready for certificate screening. The following guides from the Certificate Screening Committee are useful:

1. When submitting documents for screening, please ensure that the photocopies of the documents you submitted are LEGIBLE, with all parts of the document appearing. The Committee may call on you to resubmit your documents if the ones submitted are not clear.
2. The Certificate Screening Committee screens the results in certificates NOT statements of results. So no type of statement of results is acceptable, whether the statement of result is web generated, handwritten, or typed. Alternatively, the Committee accepts centre printouts from the centres; this must be duly signed and rubber tamped by the Principal of your school.
3. Students who came in through Direct Entry must also submit certificates and not statements of results. Even for Uniben Diploma graduates, statements of results are not acceptable. In lieu of certificate, the Committee accepts duly signed and rubber stamped transcripts.
4. Please resist the temptation of taking on a new name. HAUWA OKON should not suddenly become JANET OKON; ORITSEGBUBEMI NANA should not suddenly become ITSE NANA. If you must take on a new name, your official documents should remain; they are sacrosanct.
5. Please learn to write your surname or family name last and in capitals or/and underlined: Efe UMUKORO and not UMUKORO Efe. This latter order is acceptable where you are requested to write your surname first. Indeed, in

American English the surname is called the last name. Efe UMUKORO or Efe UMUKORO or UMUKORO Efe.

6. Still on name, choose one order of your name and stick to it. Martin Ikponmwosa EGEDE should not suddenly become Ikponmwosa Martin EGEDE or Egede Martin IKPONMWOSA.
7. In all your correspondence, please insert your matriculation number after your name. Do not confuse your Matriculation number With Registration number or any other number. The matriculation number must first contains the Faculty acronym e.g. EDU 3330811 not 3330911

DEFACING OR DAMAGING OF UNIVERSITY OF BENIN PROPERTY

The University spends lots of money in keeping the premises clean, well lit and hygienic for your safety and comfort. Any students who defaces the University using posters or other forms of notices on walls, floors, glass window and doors, trees, gabbage cans, etc will be suspended from the University for up to six (6) months. Physical damages to the University property will attract fine and suspension of up to 6 months.

Students are to use:

- (1) Hand bills
- (2) Face caps or t-shirts with inscription
- (3) Use of notice boards avoiding layers of notices
- (4) Use of jingles in the University radio station

Within 2 weeks of the students' orientation, the form below should be filled, signed and photocopied, to be submitted to the Office of Dean of Students.

I of the Department of Faculty of have fully read and understood the content of the student information handbook and accept to abide by all the regulations.

Signature:..... *Date:*.....

I of the Department of Faculty of have fully read and understood the content of the student information handbook and accept to abide by all the regulations.

Signature:..... *Date:*.....