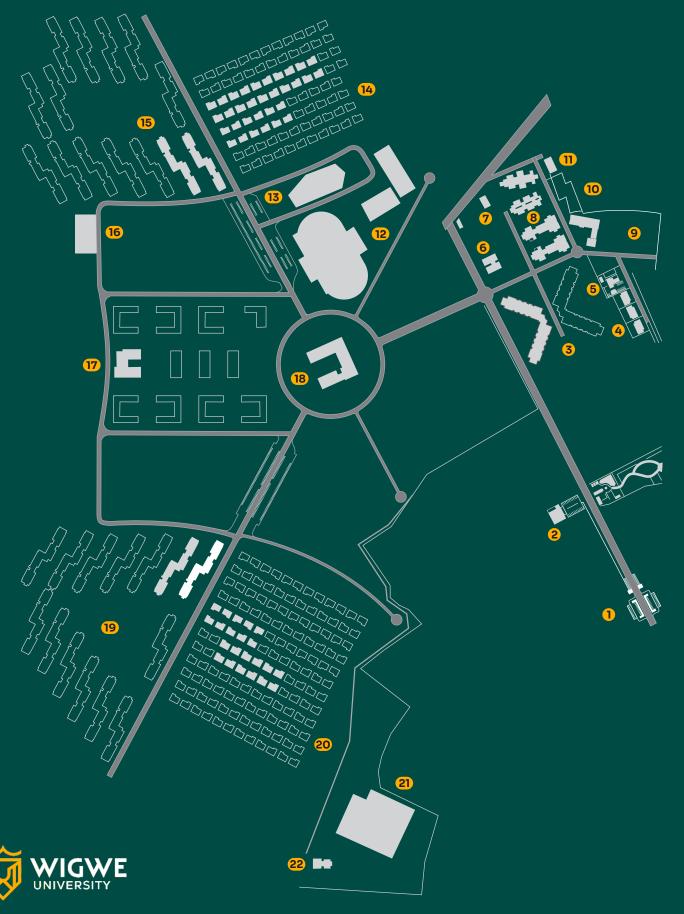


STUDENT HANDBOOK



Campus Map

- 1. Main Entrance
- 2. Welcome Center
- **3.** Guest House
- 4. Villas
- 5. V.C Villa
- 6. Admin Building
- 7. Command Center
- 8. Faculty
- 9. Recreational
- 10. ICT
- 11. Faculty of Engineering
- 12. Sport Center

- 13. Faculty of Art
- **14.** Detached Bungalows
- 15. Hostels
- 15. Clinic
- **17.** Lab
- 18. Senate Building
- 19. Hostels
- **20.** Detached Bungalows
- **21.** IPP
- 22. Fire Station

Introduction





Welcome Message

Welcome to Wigwe University, where we believe in the power of education to transform lives and shape futures. As you embark on your journey with us, you become part of a community dedicated to igniting Africa's potential and nurturing fearless leaders for a brighter tomorrow. Together, we will strive for greatness, think differently, and lead through service, creating sustainable solutions for our planet and people.



Commitment to Academic Excellence and Student Success

At Wigwe University, academic excellence is our priority. We are dedicated to providing a rigorous and enriching educational experience that prepares students for success in their chosen fields. Our faculty members are experts in their fields, committed to teaching, mentoring, and guiding students to achieve their highest potential. We encourage all students to familiarize themselves with the content of this handbook, as it serves as a valuable resource for navigating university life and maximizing your academic and personal growth.

By choosing Wigwe University, you have joined a vibrant and supportive community that values diversity, innovation, and leadership. We look forward to embarking on this journey together, as we work towards building a brighter future for Africa and beyond.





Our Founding Philosophy

At Wigwe University, our founding philosophy is rooted in the visionary leadership, innovative spirit, and commitment to social impact championed by our founder. We believe in challenging conventions, pushing boundaries, and driving economic and social transformation in Nigeria and across Africa.

Our founder envisions Wigwe University as a catalyst for cultivating the next generation of leaders who will revolutionize businesses and drive positive change in society. Grounded in limitless courage, passion, energy, and dedication to excellence, our philosophy inspires students to embrace fearless leadership, pursue innovation, and make a meaningful impact in their communities and beyond.

At Wigwe University, we empower students to harness their potential, challenge the status quo, and embark on a journey of discovery, growth, and transformation. Together, we strive to create a future where leaders emerge, ideas flourish, and positive change thrives.



Our Name

WIGWE

Wigwe University is named after its founder, the late Herbert Onyewumbu Wigwe. A progressive business leader, philanthropist, and humanitarian, Herbert Wigwe was an undisputed leader in the economic and social transformation of Nigeria and Africa. Acclaimed as one of Africa's foremost corporate bankers, Dr. Herbert was the co-founder and Group Chief Executive Officer of Access Holdings PLC, and is credited for molding Access Bankintotheinternational powerhouse it is today.

Wigwe University is the culmination of his lifelong ambition to build an exceptional, world-class, innovative, yet uniquely African institution to grow the next generation of leaders who will change the face of the African continent. His limitless courage, passion, energy, and dedication to excellence are the foundation of our fearless ethos and spirit at Wigwe University.



Our Location

Wigwe University is situated in Isiokpo, Ikwerre Local Government Area of Rivers State, Nigeria. Our campus provides a serene and conducive environment for learning, surrounded by natural beauty and equipped with state-of-the art facilities to support academic excellence and extracurricular activities.



Our Vision

Our vision is to ignite
Africa's potential for
prosperity, nurture
responsible fearless
leaders, and become the
leading university in Africa.



Our Mission

At Wigwe University, we are committed to setting a new standard of educational distinction for our continent, students, and educators. Our mission is to nurture the next generation of African leaders as guiding lights for positive impact in a rapidly changing world.

Our University Color

At Wigwe University, our colors are more than just a visual representation; they are a reflection of our vibrant spirit, unwavering energy, and collective identity.

The Wigwe University colors are Yellow, Green, Teal, Black & White.

Green

C90 M21 Y65 K69 R0 G76 B69 #004C45

Our university's emblematic color symbolizes growth, renewal, and vitality. It reflects our unwavering commitment to nurturing an environment where students can flourish academically, personally, and professionally. Beyond its aesthetic appeal, green underscores our dedication to sustainability, ensuring our campus remains environmentally friendly while brimming with fresh ideas and innovation.

Yellow

CO M35 Y100 KO R255 G173 B0 #FFAD00

Representing optimism, energy, and innovation, yellow embodies the dynamic and forward-thinking ethos of our university community. It ignites creativity, enthusiasm, and a resilient, positive outlook, empowering our students to pursue their aspirations with confidence and determination. As a beacon of brightness and warmth, yellow illuminates our path toward a future filled with endless possibilities and transformative discoveries.



Our University Logo



WIGWE University Anthem

We are the light that shines, We rise as Africa's pride

On a quest to equip, A generation of excellent minds

Disrupting the norm with our science Impacting the world through our art

We the fearless advancing as one

United we never back down

We are relentless a force for a change

At Wigwe University we are nurturing leaders

At Wigwe University our culture is greatness

A unique special breed, We lead with passion to serve

In Love and strength, And integrity we are raising the bar

Disrupting the norm with our science Impacting the world through our art

We the fearless advancing as one

United we never back down

We are relentless a force for a change

At Wigwe University we are nurturing leaders

At Wigwe university our culture is greatness





Our Goals and Objectives

At Wigwe University, our goals and objectives are aligned to provide students with a holistic educational experience that prepares them for success in a diverse and everchanging world.



Global Citizenship and Leadership: We aim to empower students with the comprehensive toolkit of knowledge, skills, and values essential for emerging as influential global leaders in their chosen fields. We instill a profound sense of responsibility and dedication to catalyzing positive societal change.

Culture of Innovation and Collaboration: Our aim is to cultivate an environment of innovation, diversity, and collaboration within our university community. We inspire students to embrace creative thinking, foster teamwork, and adeptly navigate through evolving challenges and opportunities.





Dynamic Learning Environment: We strive to cultivate a dynamic learning environment that empowers students to excel academically, professionally, and personally. Through innovative teaching methods, interactive learning experiences, and handson research opportunities, we aim to inspire a passion for lifelong learning and intellectual curiosity.

Academic Excellence and Personal Growth: Our objective is to provide students with the resources, support, and guidance they need to achieve academic excellence and personal growth. By offering rigorous academic programs, personalized mentorship, and extracurricular opportunities, we aim to empower students to reach their fullest potential and pursue their passions with confidence and conviction.



Our Core Values

At Wigwe University, we embrace a set of core values that define who we are and guide our actions as members of the university community:

Excellence:

We strive for excellence in all aspects of our academic, personal, and professional endeavors, setting high standards and continuously seeking to surpass them.

Sustainability:

We are committed to preserving our environment and promoting practices that ensure the long-term well-being of our world.

Entrepreneurship:

We foster an entrepreneurial mindset, encouraging creativity, innovation, and a willingness to take calculated risks to drive positive change and create value.

Innovation:

We cultivate a culture of innovation, embracing curiosity, collaboration, and the pursuit of new ideas and technologies to address challenges and fuel progress.

Social Responsibility:

We recognize our duty to contribute to society in meaningful ways, promoting diversity, inclusion, and social justice while actively engaging in community service and advocacy.

These values form the foundation of Wigwe University, guiding us as we strive for academic excellence, personal growth, and positive impact in our communities and beyond.

Other Values

- **Be Fearless:** Embrace challenges and pursue opportunities with courage and conviction.
- Strive for Greatness: Aim high and push boundaries to achieve excellence in all endeavors.
- Think Differently: Challenge conventional wisdom and innovate creative solutions to complex problems.
- Lead through Service: Serve others with humility, compassion, and a commitment to making a difference.
- **Be Engaged:** Actively participate in your education, community, and the pursuit of knowledge, fostering a culture of collaboration and lifelong learning.



Accreditation

Wigwe University is fully accredited by the National Universities Commission (NUC) of Nigeria, ensuring that our programs meet rigorous standards of quality and excellence. Additionally, our institution is recognized and respected both nationally and internationally for our commitment to academic integrity, innovation, and student success.

Organizational Structure





Bodies and Officers

Main bodies and officers of the university are as follows:

- 1. Board of Trustees; Chancellor;
- 2. Pro-Chancellor;
- 3. The Governing Council;
- 4. The Senate;
- 5. The Vice-Chancellor;
- 6. The Deputy Vice-Chancellor (Academics);
- 7. Deputy Vice-Chancellor (Administration);
- 8. Deputy Vice-Chancellor (Research & Innovation);
- 9. Congregation;
- 10. Convocation;
- 11. Registrar and Secretary to the Governing Council;
- 12. The Bursar;
- 13. The University Librarian;
- 14. Deans of Colleges/Post-Graduate School;
- 15. Directors of the various Directorates and Units namely:
 - Students' Affairs,
 - Academic Planning,
 - Quality Assurance,
 - Works and Services,
 - Information and Communication Technology (ICT),
 - Health Services and Sports,
 - SIWES,
 - General Studies
- 16. Heads of Departments/ Programs/ Units.





Academic Structure

At Wigwe University, we operate a semester system of lecture scheduling, providing our students with a dynamic and flexible academic experience designed to enhance learning and promote success. Our curriculum is carefully crafted to meet the evolving needs of the modern world, offering a diverse range of courses and awarding prestigious degrees in various fields of study.

Academic Offerings:

Courses: Wigwe University offers a comprehensive selection of courses across various disciplines, ensuring that students have the opportunity to pursue their academic interests and passions. From STEM subjects to humanities, social sciences, and beyond, our curriculum is designed to foster intellectual curiosity, critical thinking, and interdisciplinary collaboration. As the university grows and evolves, more academic programs and Faculties will be established. At maturity as a fully conventional university, Wigwe University hopes to offer courses in all areas of human endeavor.

Degrees: Upon successful completion of their academic programs, students at Wigwe University are awarded degrees that signify their achievements and signify their readiness to contribute to society. Our degrees shall be recognized nationally and internationally, opening doors to exciting career opportunities and further academic pursuits.

At Wigwe University, we are committed to providing our students with a transformative educational experience that prepares them to excel in their chosen fields and make meaningful contributions to their communities and the world at large. Explore our academic offerings and embark on a journey of discovery, growth, and personal fulfillment with us.

College	Department	Programs
Science and Computing	Computer Science	Bsc Computer Science BSc Cybersecurity BSc Software Engineering BSc Forensics Science BSC Robotics (Artificial Intelligence)
	Mathematics & Data Science	Bsc Data Science Bsc Mathematics
	Information and Communication Technology	Bsc Information and Communication Technology (ICT)



College	Department	Programs
Engineering	Electrical Engineering	Beng Electrical Engineering
		BEng Mechatronics Engineering
		Specialization Trach Energy & Environment
	Mechanical Engineering	Beng Mechanical Engineering; BEng Mechatronics Engineering
		Specialization Trach Energy & Environment
	Computer Engineering	Beng Computer Engineering
		Specialization Track Robotics Engineering
Management and Social Sciences	Accounting and Finance	Bsc Accounting and Data Analytics
		BSc Finance
		BSc Finance (Financial Technology)
	Business Administration	Bsc Business Administration
		BSc Innovation and Social Entrepreneurship
		Economics
		BSc Economics
Arts	Communication and Digital Media Studies	BA Animation and Visual Communications
		BSc Communication and Digital Media
	Film and Screen Studies	Bsc Film and Media Studies
	Fine Arts and Design	BA Fine Arts
	Theatre and Performing Arts	BA Theatre Arts

Duration of Undergraduate Programs at Wigwe University:

The duration of degree programs at Wigwe university is structured in accordance with the guidelines set forth by the National Universities Commission (NUC) Core Curriculum Minimum Academic Standards, ensuring a comprehensive educational experience for our students.



Program Durations:

Four-Year Degree Programs: Undergraduate programs typically span a minimum of eight semesters and a maximum of ten semesters (for 4-year degree programs), providing students with a solid foundation of knowledge and skills to succeed in their chosen fields.

Five-Year Degree Programs: Certain programs, such as those offered by the College of Engineering, have a longer duration requiring a minimum of ten semesters and a maximum of fourteen semesters for graduation. This extended timeframe allows students to delve deeper into their studies and gain specialized expertise in their respective areas of interest.

Student Admission





Admission of Students into Undergraduate Programs

Wigwe University welcomes both national and international Students.

International Students

All requirements for international students are updated on the Wigwe University admission portals annually.

National Students

At Wigwe University, we have established two distinct pathways for admission into our undergraduate degree programs for national students: Unified Tertiary Matriculation Examination (UTME) Entry and Direct Entry. Our admission criteria are designed to align with the Core Curriculum and Minimum Academic Standards (CCMAS), ensuring a rigorous yet accessible admissions process.

UTME Entry (100 level)

Prospective students can secure admission through the UTME pathway by fulfilling the following requirements:

- Attaining a satisfactory UTME score.
- Holding a minimum of five Senior School Certificate (SSC) credit passes, encompassing e.g. English Language, Mathematics, Physics, and/or other pertinent subjects, acquired within a maximum of two examination sittings.

Direct Entry (200 level)

In its first year of academic operations, Wigwe University will only offer admission into 100 Level, even for candidates with Direct Entry qualifications in compliance with JAMB guidelines and regulations.

Subsequently, from its second year of operations, candidates aspiring to secure admission into 200 Level at Wigwe University must satisfy the following prerequisites:

- Academic Qualifications: Applicants should hold two "A" Level passes or their equivalent, alongside credit-level passes in five subjects obtained from the Senior Secondary School Certificate Examination or its equivalent.
- Compulsory O' Level Credits: A minimum of an 'O' Level credit in both English Language and Mathematics is obligatory for all university admissions, irrespective of the chosen course of study.
- Duration of Study for Transferred Students: Transfer students must complete a minimum of six semesters (for 3-year degree programs), eight semesters (for 4-year degree programs) or ten semesters (for 5-year degree programs) to qualify for graduation from the university.



• Faculty and Departmental Requirements: Admission into an undergraduate degree program at the university will adhere to specific faculty and departmental stipulations. The University Senate will grant final approval for all admissions.

At Wigwe University, our commitment lies in offering a comprehensive and transparent admissions process, ensuring every eligible candidate has the opportunity to pursue their educational aspirations and contribute to our dynamic academic community.

Application Procedure

At Wigwe University, the Application process is carried out on the portal linked to the WU.

Candidates complete the Online Admission Form via access to the university's official website at www.wigweuniversity.edu.ng and fill out the online admission form provided.

- Selecting Wigwe University as First Choice on JAMB Portal: Candidates choose Wigwe University as their first choice on the JAMB admission portal. Additionally, they ensure that they upload their O'Level result to JAMB. They follow the JAMB admission process until they receive and accept their admission, and obtain their JAMB admission letter. For further inquiries, please visit www.jamb.gov.ng or reach out to any nearby JAMB office
- Prospective International Students: Individuals residing outside Nigeria who wish to apply to Wigwe University are invited to apply on the International Students page of the WU Application portal.

We strive to make the admission process at Wigwe University seamless and accessible to all prospective students, both locally and internationally. Should you have any questions or require assistance, please do not hesitate to contact us.

Intra-University Transfer: Change of Program at Wigwe University

At Wigwe University, we understand that students may sometimes wish to transition from one degree program to another within the university. To facilitate this process, students must complete the appropriate Change of Degree Application Form, available from the Admissions Unit within the Office of the Registrar. Here's how the process works:

- Application Submission: Fill out the Change of Degree Application Form and deliver it
 to the Admissions Unit, accompanied by proof of payment for the prescribed fee.
 Ensure you meet the submission deadline, which is within two weeks from the start of
 the academic session.
- Criteria Consideration: Your request will undergo evaluation based on the following criteria:
 - Completion of at least one academic year in your current department.
 - Meeting the minimum entry requirements for admission into the proposed discipline.



Approval Process:

- Your application will be forwarded by the Registrar to the Dean and Head of Department for their consideration and approval.
- The Head of Department will evaluate the availability of vacancies in the proposed discipline. If vacancies are unavailable, your application may not be approved.
- Upon acceptance of your application, the Registrar will proceed to seek approval from the Senate.

Transfer Process:

- Upon approval, you will receive a letter confirming the Senate' approval, with copies sent to relevant departments for record-keeping.
- Your records will then be transferred to the new department, and you will be issued a new Registration Number.
- **JAMB Update:** Additionally, you are required to apply to JAMB for a change of your JAMB Admission Letter. Submit the completed Indemnity Form from JAMB to the Registrar (Admissions Unit) for further processing and submission to JAMB.

Inter University Transfers at Wigwe University

To facilitate this process, students must follow the steps outlined below:

Application Submission: To initiate the process, students are required to submit a written application to the Registrar and fill out the designated Change of University Application Form, obtainable from the Admissions Unit located within the Office of the Registrar. The duly completed application form, accompanied by the required fee, should be delivered to the Admissions Unit no later than two weeks from the commencement of the academic session.

Criteria Consideration: We evaluate transfer applications based on the following criteria:

- Presentation of a JAMB ADMISSION LETTER from the previous university.
- Provision of a Transcript from the previous university (not mandatory for admission into the 100 Level).
- Fulfillment of the minimum entry requirements for admission into the proposed discipline.
- Achievement of a Cumulative Grade Point Average (CGPA) of at least 2.00 on 5-point scale.

Approval Process:

 The Registrar will transmit the completed form to the respective Head of Department for endorsement.



- The Head of Department will evaluate the availability of vacancies in the proposed discipline. The application will proceed only if vacancies exist and both the Dean of the Faculty and the Head of Department express willingness to admit the applicant.
- Upon approval, the Registrar will pursue Senate endorsement.

Transfer Confirmation: Upon approval, the applicant will be issued a letter of Senate approval, with copies distributed to relevant departments for record-keeping.

JAMB Update: Applicants are also required to apply to JAMB for a change of their JAMB Admission Letter. The completed Indemnity Form from JAMB must be submitted to the Registrar (Admissions Unit) for further processing and subsequent submission to JAMB.

Deferment of Admission at Wigwe University

At Wigwe University, we acknowledge that circumstances may arise where a student admitted into one of our programs wishes to defer their admission. To streamline this process, students are required to follow these steps:

- Complete Admission Process: Ensure all admission requirements are fulfilled within the specified period, including printing the JAMB admission letter and settling the requisite fees.
- Application for Deferment: Submit the deferment application form, detailing the reason for deferral, to the Registrar no later than one month after receiving the admission offer.
- Eligibility: Candidates must meet the entry requirements at the time of registration to qualify for deferment.
- Consideration by Senate: The Senate will review the deferment application. While submission does not guarantee automatic deferment, candidates will be informed of the decision before the deferred period commences.
- Duration of Deferment: Admission may be deferred for a maximum of one academic year, with exceptions possible for health-related reasons, subject to consideration.

Matriculation

Every new student must participate in the matriculation ceremony before officially becoming a part of the university community. During this event, students receive their matriculation numbers and are required to recite the matriculation oath, signifying their commitment to the values and principles of the university.



Course Registration Procedure / Enrollment Duration

All Student Registrations, once students are admitted, are carried out on the WU Education Management System, an online platform.

At Wigwe University, students are required to enroll in their designated courses at the beginning of each semester. Failure to register for courses by the designated deadline for the current semester will result in inability to do so afterward. However, students facing illness or other exceptional circumstances may request approval from the Vice Chancellor to register after the deadline, upon payment of the required late registration fee.

Clear instructions are provided on the website.

Delayed Registration

Delayed registration during the regular semester occurs after the official registration deadline and incurs an additional service fee. Typically, students are encouraged to complete their registration within the allocated timeframe to facilitate a seamless academic process.

Authorized Registration

Each admitted student will receive a unique code which grants access to his/her academic space. On an account of ill health or any other unforeseen circumstance, a student may give his/her code to an authorized person after he/she must have obtained permission from the relevant bodies.

Students can authorize someone else to register on their behalf by providing written consent.

Examination Eligibility

Only courses that have been officially registered are eligible for examinations. Any attempts to take examinations for unregistered courses will not be recognized.

Carryover Courses

If a student scores below 40 percent in any course, the student is deemed to have failed the course and he/she must retake the course in the subsequent semester when it is offered; re-sit examinations are not permitted. All courses not passed at the first sitting are referred to as "Carryover Courses".

Before registering for additional courses, all carry-over courses must be registered first. When a student has a semester with carryover courses of 15 credits or more, the HOD or Dean's approval would be required to register for new courses, with the semester total not exceeding 24 credits.

All examination marks will be recorded in students' academic records and will contribute to their final CGPA.



Requesting a Reassessment of Examination Scripts:

Students have the option to request a review of their examination scripts through a process called remarking if they believe there may have been an error in the grading process. This ensures fairness and accuracy in assessment. To apply for remarking, students must:

- Submit a written request to the HOD within a specified timeframe.
- Clearly articulate reasons for the request and provide supporting evidence.
- Fulfill any required fee obligations. Students may need to deposit a refundable nominal fee.
- Await the outcome, which may result in a revision of the examination grade.

The answer script with the marking scheme will be forwarded to an external assessor for remarking. If the remarked script validates the student's claims, a refund of the fee will be issued. It's crucial to acknowledge that the university's decision is conclusive. Before initiating a request, students are encouraged to consult with advisors or faculty members for guidance.

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Academic Information





Class Attendance

- Active engagement in both classroom and laboratory sessions is paramount. To be eligible for examination participation, students must maintain a minimum attendance of 75% in scheduled lectures. Those falling below this threshold will be required to withdraw from the course. More than 25% of absences result in the student failing the course, unless approved by the HOD of Dean on the basis of sufficient documentation of health or other force majeure issues.
- 2. As it has been recommended in the CCMAS, assessment distribution per semester is as follows

Final Examination 60-70%,

Midterm Assessments 20%,

Other assignments 10-20%

Academic Integrity

Wigwe University places utmost importance on academic honesty among its students. Integrity in academic endeavors is fundamental, reflecting the principles of fairness and personal accountability embedded in the University's mission and vision. Students are expected to refrain from plagiarism, cheating, and collusion during examinations and projects. Proper acknowledgment of all sources and received assistance is mandatory for all submitted work.

In cases of academic dishonesty, the instructor will assign a failing grade ("F") to the student without the opportunity for grade improvement through additional assignments. Severe instances will be reported to the respective faculty Dean, who will then inform the Vice Chancellor. If the incident involves a student from another faculty, the concerned Dean will be duly notified. The Dean may make a formal report to the Vice Chancellor for the attention of the Senate Disciplinary Committee for potential suspension or disqualification from studies in extreme cases.

Student Workload at Wigwe University

We maintain rigorous academic standards and encourage active student engagement in their studies. Below are the guidelines regarding student workload:

Full Load Expectation:

Students are expected to carry a full workload for each semester. A full-time student must register for a minimum of 15 and a maximum of 24 course units per semester.

Special Circumstances:

In certain situations, such as academic or personal needs, the maximum units may be increased to 24. However, this is subject to approval and consideration of special circumstances by the senate.



Prerequisite Courses:

Students must ensure they have completed and passed all prerequisite courses before progressing to the next level. This ensures a strong foundation and readiness for advanced coursework.

Prerequisite Courses:

We emphasize the importance of self-reliance. Students will have opportunities to apply this principle through supervised practical work, as well as field assignments when applicable.

Course Classification

At Wigwe University, courses are categorized into three types:

- Core Courses (C): These are mandatory courses that must be completed and passed as part of the program requirements.
- Required Courses (R): These are courses specified by the department that students must register for and successfully complete.
- **Elective/Optional Courses (E):** Optional courses that students may choose to take to fulfill the minimum credit requirements for graduation.

Semester System and Course Credit System

Wigwe University adopts a semester-based academic calendar, dividing each academic year into two 18-week semesters. Each semester includes one week for registration, 15 weeks for lectures, and two weeks for examinations. Lectures, laboratory sessions, and experimental activities take place from 8:00 a.m. to 9:00 p.m. daily, with a midday break, amounting to a 40-hour instructional week.

Classes end on Wednesdays by 1.00pm to allow for recreational and other social activities, including religious activities for students.

In accordance with NUC guidelines, Wigwe University uses a course credit system. One credit unit equates to one hour of lecture or tutorial per week throughout the semester. Other equivalents are two hours of seminar, three hours of laboratory or field work, practicum, or studio practice, six hours of teaching practice, or one week of industrial attachment.

Courses at Wigwe University are identified by a course numbering system that includes a three-letter department code followed by a three-digit number. Courses with odd numbers are scheduled for the first semester of the year, while even-numbered courses are for the second semester of the year. The numbering for undergraduate courses at Wigwe University is as follows:

100 Level: 101-199



200 Level: 201-299

300 Level: 301-399

400 Level: 401-499

500 Level: 501-599

• 600 Level: 601-699

Requirements for Bachelor's Degree at Wigwe University

At Wigwe University, we uphold academic excellence and expect our students to meet certain requirements to qualify for the award of a Bachelor's degree. Here are the key requirements:

Successful Course Completion:

To qualify for a Bachelor's degree, students must pass all courses taken. Any failed course must be retaken and passed during subsequent semesters.

Academic Performance:

The academic performance of a student is evaluated based on the Cumulative Grade Point Average (CGPA). This is calculated by multiplying the appropriate grade point by the units of the courses and summing the products. The sum is then divided by the total number of units taken for the semester

Character and Learning:

Students are expected to demonstrate both academic excellence and good character. They should uphold the values of integrity, responsibility, and respect throughout their academic journey.

Financial Obligations:

Students must fulfill all financial obligations by paying all prescribed fees and levies to the university.

Clearance:

Before graduation, students must obtain clearance from relevant units of the university. This ensures that all academic and administrative requirements have been met.

Appropriate CGPA:

To earn a Bachelor's degree, students must achieve a Cumulative Grade Point Average (CGPA) of 1.5, as determined by the university.

Examination Regulations





This section details the regulations governing all examinations at the University, aimed at preserving the integrity and public trust in our degrees. Students are strongly encouraged to prepare diligently, attend lectures consistently, and cultivate a habit of independent study. Compliance with these regulations is mandatory, and ignorance of the rules will not be accepted as an excuse.

Examination Guidelines

Students must participate in examinations for all courses for which they are registered. The dates for semester final examinations are specified in the University Examination Timetable and Calendar and cannot be changed without the Senate's approval. Furthermore, semester exams, projects, assignments, and laboratory sessions must adhere to the scheduled timetable.

Examination Venue, Schedule, and Supervision

- 1. Examination venue allocations will be communicated to both staff and students prior to the start of any examination.
- 2. The examination timetable will be drafted and circulated well in advance of the examination period.
- 3. The supervision schedule for staff will also be prepared and shared before the examination period begins.
- 4. Adherence to all timetables is mandatory, and any changes must receive approval from the Senate Timetable and Space Allocation Committee.
- 5. Any violations should be reported to the Vice Chancellor through the respective Head of Department (HOD) and Dean for appropriate action.

Academic Misconduct

Students are strongly urged to refrain from any form of misconduct, as all forms of cheating during examinations as well as the use of hard drugs is strictly prohibited. Any behavior that compromises the integrity and credibility of the university examinations will be deemed examination misconduct and will result in disciplinary action.

This section outlines various forms of examination misconduct. Any misconduct not explicitly mentioned will be addressed by the Senate Disciplinary Committee as appropriate.

Plagiarism

Plagiarism is the act of presenting someone else's ideas or work as your own without proper acknowledgment. Properly crediting all sources of information is a fundamental academic practice and essential for maintaining academic integrity.



Use of Artificial Intelligence

The use of AI to write assignments/essays is not acceptable. AI may be consulted, and all sources duly credited, only upon special permission by the instructor.

Falsification of Academic Records for Admission

This refers to the act of altering academic records or presenting false credentials and documents to secure admission into the University or for any academic-related purpose. Such actions are strictly prohibited and will result in severe disciplinary measures, including possible expulsion and legal consequences.

Impersonation

Entering into an agreement with another student or any individual to undertake examinations, tests, laboratory work, or other assignments on behalf of a student is strictly prohibited. Such actions constitute academic fraud and compromise the integrity of the academic process. Any student found engaging in or facilitating this type of misconduct will face severe disciplinary action, which may include suspension or expulsion.

Unorthodox Means

This includes obtaining examination papers through improper means and using or distributing these materials to other students. Such actions are considered serious violations of academic integrity and will result in stringent disciplinary measures.

Smuggling of Examination Materials

Illegally transporting any answer script, continuation sheet, or question paper into or out of the examination venue is strictly prohibited. These materials are required to remain within the examination venue to maintain the integrity of the examination process. Violations will result in severe disciplinary actions.

Assaulting Examination Officials or Lecturers

Physically assaulting an invigilator or any examination official, whether inside or outside the examination venue, or displaying disruptive behavior towards them, is absolutely prohibited. Any instances of physical assault or disruptive behavior will be met with disciplinary measures.

Failure to Surrender Examination Booklets

Failure to return examination booklets after completing an examination is considered examination misconduct. It is imperative for students to adhere to the regulations and guidelines governing the examination process, which includes promptly returning all examination materials upon completion. Any instances of neglecting to hand over examination booklets will be treated seriously and will result in disciplinary action.



Reusing Materials

This involves submitting an essay, report, or assignment to fulfill the requirements of a course, despite it having been previously submitted or currently being submitted for another course, whether within this university or elsewhere. This practice, known as self-plagiarism, is considered a form of academic misconduct as it violates the principle of producing original work for each academic endeavor. Any instances of submitting previously used work for multiple courses will be regarded as a breach of academic integrity and will lead to disciplinary action.

Fabricated Medical Certificate

Presenting a fabricated medical certificate or obtaining one under false pretenses for examinations or any other academic-related purpose is strictly prohibited. Any instances of submitting fraudulent medical certificates will be met with disciplinary measures.

Disruption and Harassment

Engaging in actions that disrupt the orderly progression of an examination is strictly prohibited. Any disruptive actions will be met with disciplinary measures to ensure a fair and conducive examination environment for all participants.

Unauthorized Communication

Engaging in any form of unauthorized communication during examinations, including verbal, written, or non-verbal gestures, including use of electronic devices (earpieces, smart watches, phones etc. is strictly prohibited. Any instances of unauthorized communication will result in disciplinary action.

Influencing or Attempting to Influence Examination Officials

Attempting to influence any examination official to secure favorable marks or soliciting marks from examiners is strictly prohibited. Any student found engaging in these actions will face disciplinary consequences.

Receiving Unauthorized Assistance During Examinations

Accepting or providing assistance to another student during exams is strictly prohibited. Any instances of unauthorized collaboration will result in severe disciplinary measures.

Assisting Others in Copying

Assisting another student in copying from your work or any unauthorized source is strictly prohibited. Students found engaging in or facilitating cheating will be subject to stringent disciplinary actions to maintain the academic standards and fairness of the institution.



Elimination of Unauthorized Materials

Disposing of any unauthorized notes or papers discovered on a student during an exam or failing to hand them over is strictly prohibited. Any student found engaging in this behavior will face severe disciplinary action.

Disregarding Examination Instructions

Failing to adhere to instructions provided by exam officials, including actions such as starting to write before the exam commences or continuing to write after the allocated time has elapsed, is strictly prohibited. Any disobedience of these instructions will result in disciplinary measures.

Failure to Complete Misconduct Form

It is imperative for students to complete the exam misconduct form if they are implicated in any form of exam misconduct. Compliance with this requirement is mandatory and failure to do so will result in additional disciplinary measures.

Possession of Illegal Examination Materials

Possessing unauthorized materials related to an exam is strictly prohibited. This includes any materials not explicitly permitted by the exam guidelines or instructor, such as notes, textbooks, electronic devices, or any other resources. Any student found with unauthorized materials during an exam will face disciplinary action.

Prearranging Assistance

Engaging in premeditated plans to receive assistance related to an exam is strictly prohibited. This includes arranging to receive help or access to unauthorized materials before the exam. Such actions undermine the fairness and integrity of the examination process. Any student found involved in such planning will face disciplinary measures.

Use of Unauthorized Materials

Using materials or papers that are not permitted during examinations is strictly prohibited. This includes any unauthorized notes, textbooks, electronic devices (smart phones, watches, earpieces etc.) or other resources not explicitly allowed by the exam guidelines or instructor. Any student found using prohibited materials during an exam will face disciplinary action.

Unauthorized Change of Seating Position

Moving to a different seat in the examination hall without the permission of the invigilator is strictly prohibited. Such actions can disrupt the examination process and will be considered a breach of exam protocol. Any student found changing seats without authorization will face disciplinary action



Possession of Unauthorized Written Materials

Possessing written or photocopied notes during examinations, whether on paper, one's body, clothing, or any object, is strictly prohibited. Such actions constitute a serious violation of examination rules and will result in disciplinary measures. Standard calculators may be allowed in certain courses. No other prints or electronics are allowed, including mobile phones and smart watches.

Copying from Unauthorized Materials

Copying information from books, notes, or any other materials onto clothing, body, furniture, or equipment including electronic devices is strictly prohibited. Such actions are a serious breach of examination regulations and will result in disciplinary measures. Standard calculators may be allowed in certain courses. No other prints or electronics are allowed, including mobile phones and smart watches.

Consulting Unauthorized Resources

Referring to lecture notes or recommended textbooks, whether in print or electronic format, during examinations is strictly prohibited. Students found engaging in this behavior will face disciplinary measures.

Passing Unauthorized Materials to Others

Sharing unauthorized materials with another student during examinations is strictly prohibited. This includes any form of notes, books, electronic devices, or other unapproved resources. Such actions will result in severe disciplinary measures.

Unsafe Conduct

Ignoring safety regulations in workshop, studio, or laboratory environments is strictly prohibited. Adhering to these regulations is crucial for maintaining a safe and secure environment for all students and staff. Any student found violating safety protocols will face disciplinary action to ensure the well-being and safety of the university community.

Examination Materials

- The course lecturer is responsible for preparing the exam questions, invigilating the exam, and grading the answer scripts.
- Question papers will be distributed only after students have received the answer scripts.
- Answer scripts and Examination Misconduct Forms must be obtained from the Examinations and Records Office before the examis scheduled to begin.
- At the end of each exam, the lecturer(s) will collect the answer scripts and verify them against the Attendance List.



 All unused question papers and answer scripts must be promptly returned to the Examinations and Records Office following the conclusion of each exam.

Student Conduct During Examinations

- External materials, such as textbooks, notes, electronic devices or writings on the body, are strictly prohibited in the examination venue during the exam. Violations can result in disqualification and other penalties determined by the Senate Disciplinary Committee and approved by the Senate. Exceptions require prior approval from the lecturer, which must be communicated to students and invigilators.
- Before and after the examination, students must sign the mandatory Attendance List. Failure to sign will be considered as non-participation in the exam.
- Admission to the examination venue necessitates presenting a printed copy of the Examination Clearance. Students not cleared for the exam will not be granted entry.
- All examinations must adhere to the Senate's standard guidelines. Any disruptions, such as talking, asking questions, or cheating, will be treated as examination irregularities and will result in disciplinary action.
- This rule also applies to any disruptive behavior or insubordination during the examination.
- Students should be seated in the examination hall at least 15 minutes before the scheduled start time.
- Students arriving more than 15 minutes after the exam has commenced for cogent reasons will not be permitted entry into the examination hall.

Examination Irregularities

If any irregularity occurs during an examination, the chief invigilator will complete the Examination Misconduct Form and submit it to the Registrar through the Head of Department (HOD) and Dean for recommendation to the Senate. Staff members who condone such irregularities will also be reported to the Senate Disciplinary Committee for appropriate actions.

Examination Offenses Committed by Students

Examination offenses and their corresponding punishments are categorized as follows:

Group 1: Offenses Leading to Expulsion for Second-Time Offenders

- Physical assault on any invigilator.
- Impersonation (non-students will be handed over to the police; students from other institutions will be reported to their respective institutions).
- Altering grades.
- Possession of dangerous weapons in or around the examination venue or campus (also reported to the police).



- Involvement in examination material leaks.
- Repeat offenses of examination misconduct (being caught in more than two instances).
- Offenses Leading to Two-Year Suspension for First-Time Offenders
- Physical assault on any invigilator.
- Impersonation (non-students will be handed over to the police; students from other institutions will be reported to their respective institutions).
- Altering grades.
- Possession of dangerous weapons in or around the examination venue or campus (also reported to the police).
- Involvement in examination material leaks.

Group 2: Offenses Leading to One-Year Suspension

- Possession of unauthorized materials in the examination hall or found around the student.
- Writing on any part of the body or clothing.
- Smuggling pre-prepared answer scripts or papers into the examination hall, including the use of electronic devices.
- Forgery of any materials for examination clearance.
- Verbal assault on any invigilator.
- Snatching answer scripts from another student.
- Exchanging question papers with answers written on them.
- Destruction or refusal to surrender evidence relevant to the examination.
- Exchanging answer scripts during an examination.

Group 3: Offenses Punishable by Repeating the Course

- Cheating by looking at another student's work during an examination.
- Allowing another student to copy one's work.
- Talking to another student during an examination.
- Failing or refusing to submit answer scripts after the examination.
- Leaving the examination hall without authorization.
- Disobeying the invigilator's instructions, such as refusing to relocate, stop writing, sign in, submit answer scripts promptly, or follow other invigilator directives.
- Causing disturbances during an examination, such as shouting slogans, shuffling feet, whistling, causing panic, or engaging in other disruptive behaviors.

Failure to Appear Before the Disciplinary Committee

A student who fails to appear before the Disciplinary Committee after three invitations will be tried in absentia. If found guilty, appropriate sanctions will be imposed based on the nature of the offense committed.



Examination Offenses Committed in Collusion with Staff

This is addressed in the Faculty Handbook.

Release of Examination Results

At the conclusion of each semester, the Registrar will release a provisional list of students who have successfully passed their course examinations. This list will be issued subsequent to the review and approval of the College Boards' recommendations by the Senate Business Committee.

The Registrar will publish the final year results for degree awards after receiving Senate approval.

Grades

Grades will be communicated to students within four weeks after the conclusion of exams. The grading scale utilized by lecturers is as follows:

Grade	Score Range	Description	Points	
Α	70-100	Excellent	5	
В	60-69	Very Good	4	
С	50-59	Good	3	
D	45-49	Fair	2	
E	40-44	Pass	1	
F	0-39	Fail	0	

Once grades are approved by the Senate, staff members are prohibited from altering them without prior authorization from the appropriate authorities.

Examination Regulations





The conferral of a degree from Wigwe University is contingent upon not only academic excellence but also exemplary behavior demonstrated throughout the student's tenure. Graduates are required to exhibit commendable character and aptitude in both learning and conduct.

Annual Prize Award

The Chancellor's Scholar Award is bestowed upon the student with the highest CGPA each academic year. This prestigious honor includes a monetary prize and a scholarship for one academic year. Furthermore, the university senate reserves the right to institute additional annual awards as deemed appropriate.

Character Assessment Component

This will be recommended by the HOD and recorded as part of the student transcript. This segment evaluates various aspects, including lecture attendance, hostel attendance for resident students, active participation in university functions, and maintaining a commendable disciplinary record.

Graduation and Conferment of Degree

The final certification of a degree is handled by the Examination and Records Unit within 60 days after the conferment date. Following conferment, academic records, including grades, are considered final, and no alterations are permitted under any circumstances.

Graduation Requirements

To qualify for graduation, a student must satisfy the following criteria:

- Accumulate a minimum of:
 - 120 credit units for four-year programs
 - 150 credit units for five-year programs (or 90 credit units for Direct Entry students in three-year programs)
- Attain a minimum Cumulative Grade Point Average (CGPA) of 1.50.
- Fulfill all stipulated requirements established by the college or faculty conferring the degree.

Degree Classification

At Wigwe University, a student's degree classification is determined based on their Cumulative Grade Point Average (CGPA) at the time of graduation. The classifications are as follows:

- 1. First Class (Honors)
- 2. Second Class (Upper Division)
- 3. Second Class (Lower Division)



4. Third Class

The university does not confer a pass degree. Our examination scoring and grading system operates as follows:

Class of Degree	Cumulative GPA
First Class	4.50 – 5.00
Second Class Upper Division	3.50 – 4.49
Second Class Lower Division	2.40 – 3.49
Third Class	1.50 – 2.39

On the Award of First Class

The decision to confer a First Class with honors is solely determined by the University Senate.

Academic Transcripts

The Examinations and Records Unit within the Office of the Registrar oversees the processing of official academic transcript requests. Transcripts are issued once the student has fulfilled all financial obligations to the University.

Scholarships

Wigwe University offers scholarships to students based on their outstanding academic performance and exemplary character.

Educational Tips And Time Management For WU Students





Succeeding at Wigwe University requires more than just academic diligence; it demands effective time management. Here are some top-tier tips to help you excel and prepare for global opportunities:

1. Set Clear Goals:

- Define your academic and personal objectives for each semester.
- Break down your goals into manageable tasks with set deadlines.

2. Prioritize Tasks:

- Use the Eisenhower Matrix to differentiate between urgent and important tasks.
- Focus on high-priority tasks that align with your goals.

3. Create a Balanced Schedule:

- Allocate specific time blocks for lectures, study sessions, extracurricular activities, and relaxation.
- Utilize a planner or digital calendar to stay organized and on track.

4. Develop Effective Study Habits:

- Implement active learning techniques like summarizing, questioning, and teaching others.
- Try the Pomodoro Technique: study for 25 minutes, then take a 5-minute break.

5. Utilize University Resources:

- Take advantage of libraries, study groups, tutoring centers, and online resources.
- Attend workshops and seminars to enhance your skills and knowledge.

6. Stay Organized:

- Maintain a clean and distraction-free study area.
- Utilize tools such as binders, folders, and digital apps to organize notes and assignments.

7. Practice Self-Discipline:

- Avoid procrastination by adhering to your schedule and starting tasks early.
- Minimize distractions like social media during study periods.

8. Maintain a Healthy Lifestyle:

- Prioritize adequate sleep, nutritious meals, and regular exercise.
- Incorporate mindfulness or meditation to manage stress and enhance focus.



9. Seek Feedback and Reflect:

- Request feedback from professors and peers to identify areas for growth.
- Reflect on your progress and adjust strategies accordingly.

10. Prepare for Global Standards:

- Stay updated on global trends and advancements in your field.
- Pursue internships, exchange programs, and other opportunities for international exposure.

By integrating these strategies into your routine, you can optimize your academic performance and position yourself for success on a global scale.

Educational Tips And Time Management For WU Students





Alcohol and Other Drugs

While WU labs for some disciplines such as health sciences might require the usage of alcohol and drugs for teaching and research purposes, students, staff, faculty and visitors are prohibited from manufacturing, distributing, and possessing, selling and using alcoholic beverages and drugs within the WU campus, with the aim of protecting the learning environment. Consumption of any kind of alcoholic beverages, including beer, wine and liquors is not allowed anywhere on campus at any time, with the exception of oncampus faculty and staff residences, and special events with external guests after special prior permission of the WU administration. An individual planning an off-campus event with alcohol on behalf of a college, department or unit, e.g., departmental party, must notify the Chair/Head of the department or Director of the unit who must obtain permission from the WU administration. Any unit that fails to abide by the provisions of this policy may be denied using WU facilities and/or to be funded for future events (and in severe cases are subject to legal settlement).

Tobacco and Smoking

No smoking of any kind (including cigarettes, cigars, pipes, electronic cigarettes, tobacco chewing etc) is allowed anywhere on campus at any time; With the exception of on-campus faculty and staff residences, and special events with external guests after special prior permission of the WU administration. Moreover, all tobacco product advertising activities as well as the sale or free sampling of smoking-related products are prohibited on campus. All public events take place in campus, such as conferences, meetings, cultural events etc. using WU facilities must abide to this policy. Organizers should inform attendees of this policy in advance and enforce the policy.

Dress Code

Dress code for students of Wigwe University is relaxed and casual dress code. Offensive dress codes which expose intimate sections of the body, very tight clothes, plaiting of hair by the males and wearing of earrings / nose rings by the males, wearing of torn clothes including jeans etc. are highly prohibited. The approved dress code for Wigwe university is presented below;

- Casual attire: University students may dress casually, opting for comfortable and practical clothing. This typically includes jeans, t-shirts, sweaters, hoodies, dresses, sneakers etc.
- Business-casual for certain occasions: There may be events or situations where a
 business casual dress code is appropriate, such as career fairs, presentations, or
 interviews. In such cases, students would be expected to dress slightly more formally,
 wearing dress pants or skirts, collared shirts, blouses, or dresses.
- **Respectful and modest clothing:** It is still important that students dress in a respectful and modest manner. Offensive or inappropriate clothing, such as those with offensive language or revealing outfits, should be avoided.



• In consideration of specific programs or field of study: In some situations where specific programs of the University such as some in the College of Engineering, Science and Computing or Arts, may have need for specific dress requirements due to safety or professional standards. For example, students in science or engineering labs may need to wear protective gear, while those in the College of Arts may have specific dress codes for rehearsals or performances.

Regulations for Maintenance of Public Order

These regulations apply to all WU students and personnel, including visitors and other invitees, on the University campus, on any other property or facility used by it for educational purposes, or on the property of a University-related residential organization.

Violations of these regulations, as an offense against WU, are listed as follows:

- 1. To refuse to comply with any lawful order of a clearly identifiable Wigwe University official acting in the performance of his or her duties, or with a policy that has been duly promulgated by Wigwe University or any college, department, or unit thereof, whether or not the policy has been issued in the standardized WU format.
- 2. To possess, carry, or use firearms (including rifles or shotguns), ammunition, explosives, or other dangerous weapons, instruments, or substances in or upon WU premises, except by law enforcement officers or except as specifically authorized by the WU.
- 3. To engage in any action or situation that intentionally or recklessly endangers mental or physical health or involves the forced consumption of alcohol or drugs, for the purpose of initiation into or affiliation with any group or organization.
- 4. To use ethnicity, gender, national origin, political persuasion, race, religion, or sexual orientation or affectional preference as a criterion for admission or seating at public speaking events advertised as open to the WU community
- 5. To build a structure on the campus without a permit or in violation of the conditions of a permit, and to refuse to dismantle it or discontinue the nonconforming feature upon the lawful direction of an authorized WU official.
- 6. To disrupt or attempt to disrupt intentionally any teaching, research or administrative activity of WU personnel and students on campus in accordance with WU processes.

Participation in University General Assemblies

University General Assemblies include the following:

- 1. Sunday Worship Services (Christians)
- 2. Chapel Services (Wednesdays Christians)
- 3. Friday worship services (Muslims)
- 4. Founder's Day Events, Public/Inaugural Lectures
- 5. WU Orientation activities
- 6. Welcome and Departure assemblies
- 7. Other Special Academic or Spiritual Programs organized by the University Authority.



These assemblies are mandatory for all students on campus within the University. No student is allowed to remain in the room whenever there is a University General Assembly. Students are expected to be seated at least fifteen (15) minutes before the commencement of any General Assembly. The University does not condone any act of lateness. Students must ensure that they sign attendance, in and out, during any such assemblies.

Wigwe University Counseling Support

Any student who experiences any emotional or social discomfort should feel free to speak with the University Chaplain, the Director of the Counselling Centre, Dean, Student Affairs, Hall Mentors, Hall Officers, or any other officer designated to provide spiritual and emotional counselling to students. Every student is expected to relate well with other students and other members of the University Community.

Wigwe University shall perform its role as 'in-loco-parentis' to students and shall assist students to develop spiritually, academically, emotionally, socially and physically during their studentship in the University. The Student Support Program (SSP) also provides a rich anchor in this respect.

Cultural Ethics

An important aspect of our culture is respect for elders. All Wigwe University students are to give due respect and honor to their elders, faculty and staff of the University. They must exhibit this respectful behavior even outside the university.

Gate Security

WU faculty and staff with their families may enter and exit the campus gates at any time upon presentation of their employee identification to security inspection. Students, always accompanied by designated faculty, staff or family members with proper identification, and invited guests are only allowed to cross the gates upon pre-approved written permission by the WU administration.

Closing of Doors/Gates

The main gates of the University shall remain closed from 11.00 p.m. to 5.00 a.m. Any student who arrives after the gates have been shut must give a satisfactory explanation to the security men on duty before he/she will be allowed on Campus.

Accreditation of Visitors

- 1. All visitors to the students' residential area shall be duly accredited before entry. Visitors are expected to wear the University visitor's tags for easy identification.
- 2. All visitors shall report at the Hall Assistant's desk (the reception). The Hall Assistant shall then send for the student being visited.



- 3. Visitors are not allowed into the Halls of Residence after 6 pm.
- 4. No visitor is permitted to enter any of the rooms in the Halls of Residence.
- 5. No student is allowed to accommodate any visitor or any student of the opposite sex in his/her room.

Student Support





Academic Advisers

Students are strongly advised to collaborate closely with their Academic Advisers to establish clear educational and career goals and to monitor their progress throughout their degree programs. Taking responsibility for their academic success at Wigwe University is paramount. Students' responsibilities include:

- Registering for courses each semester.
- Scheduling and attending meetings with Academic Advisers, engaging in honest communication during these discussions.
- Considering the financial, academic, and behavioral impacts on their degree progress.

Academic Advisers play a crucial role in guiding students' decision-making processes regarding their educational goals by:

- Assisting students in refining their decision-making skills.
- Being readily accessible for consultations.
- Monitoring students' academic performance.
- Aiding students in setting realistic academic and career objectives.
- Encouraging the integration of students' core values and beliefs into their decisionmaking.
- Crafting customized academic plans for students.
- Ensuring smooth enrollment during registration periods.
- Reviewing students' course loads in terms of credit hours per semester.
- Ensuring students comply with departmental and university regulations.
- Maintaining regular office hours for student consultations.
- Conducting periodic academic evaluations of students.
- Consulting with the Student Affairs Officer if students encounter psychological issues.

By actively engaging with their Academic Advisers and fulfilling their responsibilities, students can maximize their academic potential and progress towards their career aspirations effectively.

Heads of Departments

Heads of Departments (HODs) bear the following responsibilities:

Appointing Academic Advisers:

Assigning proficient Academic Advisers to guide students effectively.

Ensuring Adviser Effectiveness:

Overseeing Academic Advisers to ensure they fulfill their duties competently.

Conducting Student and Staff Meetings:

Holding meetings with students and staff to clarify departmental procedures, particularly before registration periods.



Reviewing and Considering Recommendations:

Assessing recommendations from Academic Advisers concerning individual student programs, semester credit loads, and potential study program adjustments.

Publishing Departmental Degree Programs:

Disseminating information on compulsory credit hour requirements and other departmental academic policies.

Coordinating Interdepartmental Matters:

Collaborating with other departments on staff and student affairs.

Granting Access to Academic Records:

Authorizing Academic Advisers to access student files and academic records for informed guidance.

Informing Deans and Registrar:

Keeping the Deans of Faculties and the Registrar informed about the allocation of Academic Advisers to students within the department.

Deans of Colleges

They are entrusted with the following duties:

Ensuring Well-Defined Programs:

Ensuring all departments have clearly defined academic programs.

Reviewing HODs' Recommendations:

Evaluating and considering special cases and recommendations from HODs, including individual student programs and course or degree program validations.

Publishing Academic Regulations:

Disseminating the academic regulations of the Faculty and the University to ensure compliance and awareness.

Dean of Student Affairs

The Dean Student Affairs is entrusted with the following responsibilities:

- Students Counsellor / Career Officer
- The University Library facilities
- Use of internet facilities on Campus, etc.

Residency Conduct





Bed Space Trafficking

This is defined as unauthorized transfer and receipt of bed-space gratis or by direct sale. It is an offence to squat or permit squatting within the hall or across the halls. It is also an offence to squat nonstudents.

Squatting

"Squatting" is the act of a student harboring another student or 'visitor', or being harbored in a room that has not been officially allocated to him/her. Being found in the room that is not officially allocated to a student any time between 12 midnight and 5 am shall be viewed as squatting.

Penalties The penalties for this category of offences are listed below:

Exit Procedures During Vacation

- 1. All students are expected to remove their luggage from their rooms in the Halls of Residence during vacations.
- 2. Students on vacation must submit all keys to the main door and wardrobes of their rooms to the Hall Officials.
- 3. All students are expected to vacate the Halls of Residence no later than 4.00 pm on the vacation date except a formal application has been made and due approval given by the Dean, Student Affairs.
- 4. Inventory and verification of the University's properties will be undertaken by the Hall Officials.

Staying in the Halls of Residence During Vacations

- 1. A student who wishes to stay in the Hall during vacation shall apply in writing to the Dean, Student Affairs at least two weeks before the vacation begins.
- 2. A student whose application to stay in a Hall during vacation is approved, shall pay an appropriate fee before being granted access to the Hall.
- 3. A student permitted to stay in a Hall during vacation can only be accommodated in the Hall assigned to him/her for the period.
- 4. Students permitted to stay in the Halls during vacations must vacate the Halls latest by 4 pm on the day before official resumption for the new semester or any other day so specified. Only in exceptional cases that warrant student(s) to stay behind till resumption, as such, a request for permission must be forwarded in writing to the Vice-Chancellor for executive approval.
- 5. All students permitted to stay in the Halls of Residence during breaks or vacations must abide by the subsisting rules in the Halls of Residence.
- 6. Students who stay in a Hall of Residence without due authorization are considered unauthorized occupants and shall be sanctioned as appropriate.



Hall of Residence Functions

- 1. The University acknowledges the students' need for social functions and interaction apart from the University events. However, everything must be done within the acceptable boundaries of decency and purity.
- No social function shall be permitted within the Halls of Residence. Any student or association wishing to organize any social function should forward an application for such an event to the Dean, Student Affairs at least two weeks before the date of the event.
 - Where such an application is successful, the University shall not permit any such function around the residency beyond 8.00 p.m.
- 3. Those involved in organizing the function must ensure that the venue is cleaned up immediately after use.

Exeats

- 1. Exeats are given to students as necessary. There are two types of exeats: Day Exeat and Home Exeat.
 - Day exeats are given to students by their Hall Officers on request while the home exeats are given on application to the Dean, Student Affairs through the Hall Officers. Applications for home exeats are only granted by the Dean or his/her representative, subject to parental confirmation. No student is allowed to be absent from the Hall of Residence without exeat.
- 2. No student is allowed to visit the Staff Quarters without exeat.
- 3. No student is allowed to extend his/her exeat without due permission from the Dean, Student Affairs or his representative before the expiration of the exeat.
- 4. No student is allowed to be in possession of used exeat.
- 5. No student is allowed to transfer his/her exeat to another student.
- 6. Exeat paper is only to be used on the date of issuance.
- 7. Students are not allowed to leave their Halls of Residence for another Hall to collect exeat paper.
- 8. A student on exeat must sign out at the Hall Office and sign in upon return, after submitting the exeat paper.
- 9. No student is allowed to proceed on Exeat outside Nigeria in the course of the semester except on medical grounds. In the event of all such Exeat applications on medical grounds, approval shall be granted by the University Management based on the recommendations of the Chief Medical Officer, and Dean, Student Affairs of the University.

Please note that this exeat is not intended as a restriction, but rather to ensure that the school is informed of each student's movement, as we are responsible for your safety, and well-being. As a closed campus, we are committed to providing a broad range of



recreational, wellness, spiritual, sports, social, and cultural services and activities to enhance your campus life experience, reducing the need for frequent off-campus trips.

Cleaning of Rooms/Halls

- 1. Every student shall take responsibility for cleaning his / her room and keeping it tidy. This responsibility shall be shared among all occupants in the room.
- 2. Unwashed materials should not be found in any room, bathrooms, toilets or Kitchenettes.
- 3. All dirt and waste papers, etc., should be emptied in the wastepaper basket /dust bins provided by the University. This is to ensure easy evacuation by the Campus Keepers.
- 4. All electrical appliances/lights should be switched off when leaving the room. Also, all corridor and toilet lights must be switched off by the Halls staff every morning.
- 5. Every student shall participate in the general cleaning of the Hall environment every Saturday.
- 6. Every student must participate in maintaining cleanliness on campus, whether in the hall of residence or in the lecture halls or rest rooms or outside environment within the campus.

Defacing of University Walls

No student shall deface the walls of the University, or Halls/rooms with any posters, nailing the wall for the purpose of hanging bags or clothes, bills, writings, drawings, graffiti, etc.

Use of Printers, Scanners and Copiers

Students are allowed to use printers for academic purposes and no printer, scanners or copiers should be used for commercial purposes.

Use of Mobile Telephones/Communication Equipment

- 1. No student is allowed to disturb his/her roommates with radios, audio players and other sounds/musical equipment. All volume of all audio sounds must be around the listener, and where total immersion is sought, listeners are advised to use head/earphones.
- No student is allowed to possess or use mobile phones or any other gadgets or devices
 that are capable of placing and receiving calls on campus within or outside the Halls of
 Residence through the standard GSM and CDMA networks.
- 3. Mobile Devices with SIM-slots and SIM-enabled capabilities not allowed for use in the University.
- 4. No student is allowed to make use of the phones belonging to staff or service providers in the Halls of Residence.

There are phone centers available within and outside the Halls of Residence.



- 5. The use of data transmission devices and computer systems for committing fraud, slander, libel, harassment or invasion of privacy is prohibited in Wigwe University.
- 6. No Student is allowed to be in possession of indecent videos and movies, pornographic materials and secular music, either stored directly in the computer or mobile devices or listening through use of computer, tablets and other mobile devices, stereo set, radio or any other electronic device etc.
- 7. These provisions are also applicable when students are on campus for any University-approved programs such as Easter Break, Summer Programs, Student Work Experience Program (SWEP) etc.

Electrical Appliances/Candles

Wigwe university will provide light and electricity 24/7, therefore, to prevent domestic hazards and accidents, the use of electrical appliances such as electric boiling rings, driers, cookers, toasters, grillers, electric beds, mattresses, or electric blankets, etc., is highly prohibited in the Halls of Residence.

However, students are allowed to use electric kettles for water boiling purposes; such kettles must have a wattage of maximum 1500 Watts, must be the type that can automatically switch off, and should have 13Amps 3 pin plug.

Students are not allowed to bring any type of washing machine into the Halls of Residence.

The use of lighted candles, kerosene lamps or any naked light is highly prohibited.

Cooking in the Halls of Residence

No student is allowed to cook in the Halls of Residence. Students are to purchase their meals from the University Cafeteria.

Students of Opposite Sex

Students of the opposite sex must not go beyond the Hall reception desk. Female students are not allowed into the rooms in the male Halls of Residence and vice versa.

Overnight Visit

No student is allowed to accommodate any male or female visitor/guest, or any student of the opposite sex in his/her room overnight. Wigwe university has a guest house for overnight visitors.

Hall of Residence Attendance Register

- 1. All students are expected to be present at their respective Halls/rooms at 9:00 p.m daily to sign the roll call as supervised by the Hall officials.
- 2. Any student who is unable to sign the roll call due to ill health or for any other reason



should report to the Hall Officer or through his/her Hall Representatives.

3. The signing of the roll call register for other students is strictly prohibited.

Invitations to Students from other Institutions

No student is allowed to invite a student or students of other tertiary institution(s) to the University or Halls of Residence to hold parties or meetings without written permission from the Dean, Students Affairs through the Hall Officer. Nocturnal activities are prohibited in the University.

Loss of Personal Property

It is the responsibility of each student to take care of his/her personal property, as the University Management will not accept any responsibility for any loss of property in the Halls of Residence. Students are advised to register their valuable assets (e.g. computers, electronic gadgets) in the Asset Registration Book in the Halls of Residence. Amounts of money more than N50,000 should be deposited in the banks.

Sexual Immorality and Sexual Indecency

- 1. Anything that connotes sexual object in whatever form is prohibited in the University.
- 2. No student is permitted to walk naked in the Halls of Residence or in the University environment.
- 3. Public display, possession and viewing of pornographic films and photographs are strictly prohibited in the Halls of Residence, within the University and outside the University environment.
- 4. Any act of lesbianism or homosexualism is strictly prohibited in the Halls of Residence, within the University and outside the University environment.
- 5. No student is permitted to include in premarital sex and any act of sexual immorality within the University and outside the University environment.

Gossiping and Backbiting

Acts of gossiping or backbiting are forbidden in Wigwe University and acts such as fighting, shouting and unruly behaviors will be dealt with as gross misconduct which may lead to expulsion from the university.

Management of the Halls of Residence

The Dean, Student Affairs, has oversight responsibilities over the Halls of Residence. Periodic visits and searches could be carried out alongside accredited staff of the University to enforce the Hall Rules and Regulations.



Hall Representatives

Every Hall has a Hall Representative who informs the Hall Officials of developments in the Hall, enforces rules, maintains discipline, prepares occupants for sports competitions, dinners, quizzes, drama, etc. There are Wing and Floor Representatives who complement the functions of the Hall officials.

Hall Officers

Every Hall has at least two (2) Hall Officers. They co-ordinate the administrative and welfare needs of the students and enforce discipline. They ensure responsible issuance of exeat permits and monitor strict adherence to exeat terms. They monitor and appraise students' attendance registers in the Halls of Residence and supervise general cleaning up exercises. They are expected to hold regular meetings with the Hall Representatives to pass across relevant information and get feedback.

Hall Assistants

Every Hall has four (4) Hall Assistants. They assist the Hall Officers to enforce discipline, take inventory of properties, take roll calls, mobilize students to participate in university activities, assemblies and cleaning up exercises and attend to the welfare needs of the students.

Requirements for Residency

Below is a list of the minimum required items that a student may need during his/her stay in the Halls of residence. This suggested list is highly recommended to ensure that the students enjoy a comfortable and stress-free stay in the Halls of Residence. Please keep in mind that storage space for each student is limited.

Students must endeavor to bring only items of necessity to avoid congestion in the room.

Item	Quantity
Pillow	1
Pillowcases	2+
Blanket	1
Bed Sheet 4'x7'	2
Mosquito Net	1
Set of Cutlery	1
Plastic Buckets	2
Padlock	1
Torch light & Batteries	1 set
Hangers	12+



Item	Quantity
School Bag	1
Raincoat or Umbrella	1
Toiletries	varied
Reading Lamp w/ 40Wbulb or fluorescent tube	1
Laptop PC/Tablet	1
Feeding/Upkeep Allowance	varied
Writing Materials	varied

List of Prohibited Items in the Halls of Residence

Items

- 1. Prescription drugs such as Rophenol, Tramadol, Drugs with codeine and other controlled substances
- 2. Hard drugs such as Marijuana, cocaine, heroin, etc.
- 3. Cigarettes, including e-cigarette, vaping accessories, Shisha etc
- 4. Alcoholic drinks and beverages
- 5. Lethal weapons/injection or any form of poisonous material
- 6. Kitchen knives
- 7. Guns and/or bullets
- 8. Fireworks of any kind
- 9. Kerosene lamp, gas cooker, candles, matches, lighter
- 10. Cooking utensils such as hot plates, rice cookers, toasters, microwaves, electric boiling ring, saucepans, blenders
- 11. Refrigerators, Grillers and Microwave ovens
- 12. Any items meant for sale or business activities.
- 13. Raw food items
- 14. Materials with Diabolic connotations (from cult groups such as Bracelets, Amulets, Talisman, Occult Rings, Waist beads and bands etc;)
- 15. TV sets
- 16. Ungodly musical files either on CDs, PC's, Mobile devices etc,
- 17. Video machines, tapes, DVD & VCD players
- 18. TV card, antennas
- 19. Phones, SIM-cards and/or other phone accessories
- 20. Computer game (play station, X-boxes etc)
- 21. Weights or shot put or exercise gear for body building
- 22. Condom and contraceptives
- 23. Washing Machines
- 24. 15amps/2 pin plug kettles
- 25. Other contraband items that may be specified or published from time to time

The Student Disciplinary System





The power to discipline students who violate the University's rules and regulations is vested in the Student Disciplinary Committee (SDC). There is also an Investigating Unit within the Student Affairs Department which investigates alleged offences and submits a report to the SDC through the Dean, Student Affairs. The SDC will forward the report to the Vice Chancellor who is the Chairman of Senate for final decision by the Senate.

Students Disciplinary Committee (SDC)

Membership

- The representative of Management Chairman (Appointed by the Vice Chancellor)
- Dean, Student Affairs and Representatives of Monitoring, Security & Surveillance Unit of the Students Affairs Department
- Representative(s) of the University Legal team
- Representative(s) of the Student Council (Patron/patroness)
- Representative(s) of the Students Counselling Unit
- Representative from the Students' College
- The representative of the Registrar Secretary

The following could be in attendance as necessary:

- Hall Officers
- Examination Officer(s)
- Heads of Departments of affected students
- Chief Security Officer or his representatives
- Any other person so invited

Terms of Reference (TOR)

The Terms of Reference of the Committee shall be:

- To deal with disciplinary cases involving students in line with the rules and regulations in the Student Handbook and in respect of other policies and directives of the University Management.
- To make recommendations to the Registrar on the nature of offences and the prescribed penalties.
- To review cases already concluded as may be directed by the University Management or when fresh information that was not available at the time the initial conclusions were reached, is received.

Forming a Meeting Quorum for SDC

For any sitting of the SDC, two-thirds of the members shall form a quorum, including the Chairman, representative of the Chaplaincy and representative of the University Legal team.

Emergency Student Disciplinary Committee Sitting

• For cases due to time constraint or other administrative procedures, an emergency SDC shall be constituted with the Chairman, Representative of the Chaplaincy and the representative of Legal team in attendance. It shall follow the normal SDC procedures.



Procedures and Penalties

In deciding a case, the SDC shall consider the following:

- Nature of the offence
- The gravity of the offence
- The penalty prescribed for the offence
- Frequency of the offence in the University
- The character of the offender (whether similar or other offences had been committed before).
- Position of the offender among his/her co-offenders.

Filing of Complaints

Complaints may be filed by any student, faculty or staff of the University or visitor to campus against any student(s) or recognized student organization. One can file a complaint with staff in the Student Affairs Department or directly to the Dean, Student Affairs for the attention of the SDC. The office of the Dean, Student Affairs will send an invitation to the defaulting student (s), student organization or staff, indicating the complaint/charge/offence that has been filed. This correspondence requests an investigative meeting and/or hearing with the defaulting student(s) to review the allegations and evidence.

If a student files a complaint or is accused of violating any aspect of the rules and regulations and an informal resolution is not reached, the student shall appear before the SDC as a complainant or respondent and personally present any testimony, evidence or witnesses within the University that he/she wishes to be considered in reaching its decision. All parties are expected to comport themselves, present the truth and abide by any restrictions that may be put in place while the matter is pending.

The parents are usually informed of the outcome of investigations and penalties after approval by the University Management.

The jurisdiction of the SDC extends to misconducts that take place within or outside the University-owned property; at any University sponsored event or at any location where the misconduct has a significant impact on the mission and wellbeing of the University.

Procedure for Dispensing Disciplinary Cases

A student who violates any University rule or regulation shall undergo the following procedure:

- 1. Complete an offence form.
- 2. If a plea of guilty is entered, the case shall be forwarded for consideration by the SDC.
- 3. If a plea of innocence is entered by a student, he/she shall be subjected to further
- Interrogation/cross-examination by an in-house investigative panel within the Student Affairs Department.



- 5. When a considerable level of guilt is established, the erring student shall be referred to SDC for determination under a "formal resolution".
- 6. The student will be issued a formal Letter of summoning, and the parent/guardian will be notified accordingly.

However, where the erring student is unavailable, the summon will be:

- a. Posted on his/her wardrobe door
- b. The parents will be further notified of the unavailability of the student to receive the summons, as the case will be heard as indicated.

Failure to Fill an Offence Form

Failure to fill in an offence form for any violated rule amounts to gross insubordination, and the prescribed penalty shall be applied.

Failure to Appear Before SDC

Failure to appear before the SDC to respond to allegations or to appear as a witness when reasonably notified to do so will not hinder the process of justice. This standpoint extends to all disciplinary hearings, investigations and appeals. The hearing will be held "in absentia", and the SDC will review/hear the available evidence/witness(es) and reach a decision on the matters which shall be binding and not open to pleas except in cases where the accused/witness has any genuine and tenable reason for failure to honor the summons. Failure to appear before the SDC would be viewed as gross insubordination and be tried appropriately.

Informal Resolution

If a plea of guilty is entered by a student who appears before the Dean, Student Affairs, the case could be determined by an informal resolution which penalty does not attract suspension, expulsion or advice to withdraw. This resolution shall be read by the Dean to the concerned student who shall accept guilt and the penalty in writing. The appropriate penalty shall be communicated to the erring student(s) after approval by the University Management.

Accomplice to Offence

- 1. A student who is present at a scene of an offence and who has contributed directly or indirectly either by word of mouth, action or even silence would be deemed to be an accomplice to the offence and may receive the same penalty as the principal offender.
- 2. A student who by accident is present at the scene of an offence, who has not made any contribution either directly or indirectly to the offence would be deemed as a witness.



Penalties for Violation of Rules and Regulations

The following are some of the penalties that may be imposed for violation of University regulations:

a. Letter of Warning

This is issued to offenders by the Student Affairs Department with the knowledge of their parents. It must be collected promptly, or further stringent actions shall be imposed. Copies of such letters shall be forwarded to the offending student's file.

b. Letter of Caution

The issuance of a second warning (Letter of Caution) requires the invitation of the parent/sponsor of the offending student for the signing of an undertaking. A Letter of Caution can also be issued for other offences depending on the nature of such offences.

However, staff/faculty are not permitted to collect this letter unless a letter of authorization from the parent/sponsor is communicated to the Dean, Student Affairs.

c. Fines

These must be paid within specified periods to avoid further stringent actions being imposed by the Student Disciplinary Committee (SDC).

Confiscation of Items

Unauthorized items shall be confiscated from the students concerned. However, repeated use of unauthorized items by any student will attract summons to the Student Disciplinary Committee. All confiscated items which will not be returned to the erring students shall be disposed of off as the University deems fit.

Reimbursement

Reimbursement requires that a student pays for damage to the University's property or the property of a member of the University Community. Such reimbursement is charged to any student, who alone, or through group-concerted activities, organizes or participates in events that cause the damage or costs incurred by another party.

Loss of Privilege

Loss of privilege is the withdrawal of a privilege or use of a service or facility (such as the Centre for Learning Resources, cyber café, sports complex) for a specific period.

Disciplinary Probation

Disciplinary probation is a period of observation during which a student must behave in a manner acceptable to the University. The Student Disciplinary Committee may impose terms that will restrict the student's participation in extracurricular and other activities.



Definite Suspension

The suspension is an action that excludes a student from registration, class attendance, residence in the Hall of Residence and the use of university facilities for a specified period, ranging from three (3) weeks to one (1) year suspension. This action means that the student must immediately leave the campus and shall not return to the University until the suspension period is over. A suspended student found on campus during the suspension period shall be penalized for gross insubordination, trespass/unlawfulentry.

Indefinite Suspension

This is an action that shall exclude a student from all University activities and programs for an undefined period of time within which further investigations shall be carried out to ascertain the level of guilt.

This action shall necessitate the student leaving the campus immediately and shall not return until his/her case is brought up for review or recall. The indefinite suspension shall remain in force as long as the issue(s) necessitating the suspension has/have not been cleared.

Advised-to-Withdraw

Advised-to-Withdraw could be applied in particular situations at the discretion of the Student Disciplinary Committee. Such a student shall be given academic transcript if applied for.

Expulsion

Expulsion is the permanent withdrawal of studentship. This action means that the student must leave the campus immediately, as he/she is no longer a student of the University.

Categories of Offences

The offences fall into two broad categories:

- 1. All cases of Misconduct, which the Student Disciplinary Committee (SDC) could try.
- 2. Criminal offences which should be referred to the Law Enforcement Agencies by the University Management on the recommendation of the SDC.

Misconduct

The following are misconducts for which the Student Disciplinary Committee can investigate and try students:

- 1. Unruly Behavior
- 2. Indecent Behavior
- 3. Vandalism
- 4. Disorderly Assembly



- 5. Unauthorized displacement or use of University property
- 6. Pilfering
- 7. Stealing
- 8. Insubordination
- 9. Violation of the University cultural Ethics
- 10. Membership of Secret Cults
- 11. Double Matriculation
- 12. Damage of University property
- 13. Giving false identity/Information
- 14. Overt Sexual Behavior
- 15. Disregard for spiritual values, instructions and institutions
- 16. Sexual Harassment
- 17. Violation of Hall of Residence regulations
- 18. Violation of Dress code
- 19. Examination misconduct
- 20.Infringement of other University Regulations
- 21. Any other offence that is, in the opinion of the SDC considered to be contrary to what the University's vision stands for.
- 22. Refusal to undergo drug screening
- 23. Negative presentations of the university through the social media

1. Unruly Behavior

This shall include disorderly behavior or acts of indiscipline indicating lack of self-restraint. Offences classified under unruly behavior and the penalties they attract areas categorized below. The maximum penalty shall apply unless otherwise stated.

i. Driving and Keeping Vehicle on Campus without Permission

No student is expected to drive or keep any vehicle, personal or commercial within the University premises without due authorization from the Dean of Student Affairs. Any violator of this section shall be referred to the Dean of Student Affairs for appropriate disciplinary actions. Such disciplinary actions shall range from suspension for Three (3) weeks/One (1) academic session, to outright expulsion.

ii. Crossing of Lawn

Penalty: Letter of warning

iii. Urinating outside designated areas

Penalty: Letter of Caution. Any repeat performance will lead to Three (3) weeks' suspension in the first instance.

iv. Streaking

This is a quick run, half-naked or naked, through a public place within or outside the Halls of Residence. This is not allowed except for approved physical exercise carried out at



designated centers.

Penalty: Letter of Caution. Any repeat performance will lead to Three (3) weeks' suspension in the first instance.

v. Brushing of Teeth Outside Designated Area

Penalty: Letter of warning.

vi. Hijacking of a Vehicle on or off Campus

The hijacking of a private or public vehicle on-campus or off-campus under any action of complaints, protest or demonstration.

Penalty: Suspension for a minimum of one session or outright expulsion and a surcharge for repair of any damage done to vehicle, public or University property as appropriate.

vii. Use of Threat of Violence of Any Kind on Any person (student / staff / visitor)

Penalty: Suspension for a maximum of one session.

viii.Fighting

Any attempt to cause injury or inflict pain; or causing injury or inflicting pain. Also causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. It is not a defense that the person (or group), against whom the physical abuse was directed, consented to, or acquiesced to, the physical abuse.

ix. Offences Against Persons

No student shall threaten, assault, haze or otherwise physically, psychologically, verbally, or in writing by electronic means or otherwise, abuse any other person. This includes but is not limited to, incidents of bias-related acts of assault or abuse, or any incidents of verbal, written, physical, psychological harassment or abuse.

x. Stalking

No student shall perform any acts that harass, annoy, threaten, intimidate or alarm another person or persons. Examples include but are not limited to repeatedly following such person(s); repeatedly committing acts that alarm or seriously annoy such other person(s) and that serve no legitimate purpose; and repeatedly communicating by mechanical or electronic means, or any form of written communication with such person(s) in a manner likely to harass, intimidate, annoy or alarm.

Penalty for the above offences (viii-x) shall range from a letter of warning to suspension for one session, or expulsion, depending on the gravity.

xi. Illegal detention of people

Penalty: This shall range from suspension for one session to expulsion from the University.

xii.Any other behavior that may be classified from time to time as Unruly Behavior by the University authority.

Penalty: This shall range from Letter of Warning to expulsion depending on the gravity of the offence.



2. Indecent Behavior

The identified acts that constitute indecent behavior and the recommended punishment for each act are listed as follows. The maximum penalty shall apply unless otherwise stated.

i. Defecating Outside Designated Areas or Any Other Indecent Behavior

Penalty: Letter of warning. If the offence is committed on a second occasion, the offender shall be suspended for one academic session.

ii. Spitting in Public Places / Littering of University Premises

Penalty: Ranges from Letter of Warning to Suspension for one academic session, depending on the gravity of the act.

iii. Violation of Interactive Time and Mode:

Pairing is defined as two students of the opposite sex being together outside interactive hours. The interactive hours shall be between 6.00 am and 7.00 pm daily. However, students of opposite sex found in compromising position during interactive hours shall also be liable for pairing.

In addition, Students of opposite sex shall be allowed to interact at the Wigwe University Prayer Service halls between 5.30 am and 9.00 pm under strict surveillance and monitoring to ensure decency and decorum after which they may proceed separately to their various Halls of Residence or lecture halls.

Note: Violation of Interactive mode includes students of opposite sex walking hand-in-hand, kissing or being found in any other compromising positions.

Penalty: Violation of this rule shall attract Three (3) weeks suspension in the first instance. A repeat of the act shall attract penalties ranging from One (1) year suspension to expulsion.

iv. Any other behavior that may be classified as indecent

Penalty: Ranges from Letter of Caution to suspension for one academic session, and even expulsion, depending on the gravity of the offence.

3. Vandalism

Willful or malicious damage or destruction of university or private property. The penalty includes Suspension for one academic session or expulsion, depending on the gravity of the offence. In addition, the offender shall be mandatorily required to pay for the repair or replacement of damaged or destroyed property.

4. Disorderly Assembly

Students are forbidden from gathering in a manner that disturbs the public peace, incites public alarm, results in violence to a person or property, disrupts the function of the University, interferes with faculty or staff in the performance of their duties, or otherwise brings disgrace or disrepute to the University.

Penalty: Any student who encourages or participates in the formation or prolonging of



such a gathering is subject to immediate suspension from the university for one academic session or expulsion from the University, depending on the gravity of his involvement in the event.

5. Unauthorized Displacement, Use of Damage of University or Private Property

Three possible offences are listed below:

- i. Unauthorized transfer of private or University property
- ii. Unauthorized transfer and use of such property.
- iii. Unauthorized transfer, use and damage of such property.

Penalty: These offences shall attract a Letter of Caution and replacement of the property removed, together with the repair of any attendant damage(s).

6. Pilfering

This is the unauthorized and habitual removal of small things/items belonging to another person or the University, seemingly of little value. This shall be considered as Stealing as in (7) below.

7. Stealing

This is the unauthorized removal of a property that belongs to another person. Stealing is a criminal offence and may be referred to the Police after the student had first been dealt with according to the Disciplinary Procedures in this book.

Penalty: Expulsion from the University.

8. Insubordination

This is defined as the unwillingness to submit to, or willful disrespect of, constituted authority.

Penalty: Ranging from letter of warning/Letter of Caution at the first instance. A repeat act shall attract suspension ranging from three (3) weeks to One (1) academic session depending on the frequency, and severity of the offence.

9. Violation of the University Cultural Ethics

A man's culture influences his future. Thus, at Wigwe University there is in place a formidable culture of nurturing responsible fearless leaders. An important aspect of our culture is respect for law and order as well as mutual respect within the community. All Wigwe University students are to give due respect, honor and benevolence to their elders at whatever time and whatsoever context. Specifically, students are to note that:

- i. their smart casual and business-like comportment shall not lack respect in their countenance to a senior or elderly member of the community whether in the class, in the halls of residence or anywhere on the campus.
- ii. help and courtesy must be extended to the elderly or seniors wherever possible,



practicable or affordable.

iii. their countenance and composure to enquiries and instructions by faculty, staff and visitors must be devoid of arrogance, but rather show respect, care and love.

Penalty: Failure to abide by this shall attract severe punitive measures ranging from a letter of warning to outright expulsion from the University.

10. Membership of Secret Cult Groups

It is a contravention of Decree 47 of 1989 to belong to any secret cult on campus. At Wigwe university the following actions are taken:

i. Signing of Undertaking/renunciation of Membership of any cult group:

All students of Wigwe university shall sign an undertaking denouncing or renouncing (as the case may be) their membership of any secret cult within or outside the Campus. In the event of the discovery of any violation of the clause in the undertaking, such violator shall be expelled from the University forthwith.

ii. Membership and Possession of Cult Related Materials:

Since all secret cults have been proscribed, it is an offence to belong to a secret cult on or outside campus or engage in any cult-related activity or be found to be in possession of any cult-related item or material in or outside the Campus.

iii. The Definition of Cult Related Materials:

Cult related materials shall be defined as:

- a. Materials such as that having diabolical connotations. This may include but is not limited to: Bracelets, Amulets, Talisman, Occult Rings, Waist beads and bands etc;
- b. Unconventional clothing materials carrying inexplicable signs and symbols;
- c. Signs and emblems of known cults or secret societies/organizations in other Universities/Institutions in Nigeria or elsewhere; and
- d. Body signs such as incisions, lacerations/cuts, piercing/perforations of parts of the body e.g. nose, ear (for males), deep cuts, strange shaping of beards/hair cut etc.

Penalty - This shall attract summary expulsion from the University such student expelled shall also be subject to trial by the appropriate organs under the Decree.

11. Double Matriculation

Double matriculation is a very serious offence in which a matriculated student retakes a JAMB examination to change to another course at Wigwe University. This offence shall attract summary expulsion.

12. Damage to University Property

This is any willful damage or destruction of University property or asset either in the halls of residence, Library, Lecture halls, Cybercafé, laboratories or any part of the University premises. Behavior that destroys, damages, or litters any property of the University, of



another institution, or of another person, on University premises or at University-sponsored activities.

The punishment of this offence is as stipulated under vandalism

13. Giving False Identity/Information

Every student is expected to always provide correct and adequate information as and when demanded. Therefore, any wrong or misrepresentation of self for whatever reason with the intent that such information is acted upon as true is strictly prohibited. Forgery, unauthorized alteration or misuse of any document, record or instrument of identification is prohibited. Also includes withholding material information from the University, misrepresenting the truth before a hearing of the University and making false statements to any University official.

The submission of false information at the time of admission or readmission is grounds for rejection of the application, withdrawal of any offer of acceptance, cancellation of enrolment, dismissal or other appropriate disciplinary action. Students are required to conspicuously always carry and present valid University identification.

Student(s) found guilty of this offence(s) shall be suspended for three (3) weeks while a repeat of same act shall attract suspension from the University for One (1) academic session.

Please note the following:

- a. The submission of false information at the time of admission or readmission is grounds for rejection of the application, withdrawal of any offer of acceptance, cancellation of enrolment, dismissal or other appropriate disciplinary action.
- b. Students are required to conspicuously always carry and present valid University identification. Failure will attract a Letter of Caution or Three (3) weeks suspension for repeated cases as appropriate.

14. Overt Sexual Behavior

Student overt sexual misconduct is defined as unwelcome acts of a sexual nature committed by a student against another student with or without consent.

- This includes but is not limited to:Touching of the body of student of opposite sex, directly or through clothing such as patting, pinching, brushing against the body, attempted or actual kissing or fondling and any other inappropriate and/or unwelcome touching or feeling.
- ii. Unwelcome sexual remarks about body, clothing or sexual activities and humor or jokes about sex that denigrate women or men in general.
- iii. Unwelcome sexual propositions, invitations, or other pressure for sex.
- iv. Students are to shun unhealthy relationships that could culminate into unapproved pairing for interactions at unapproved locations such as on the walkways along the



roads, front of Halls of residence, cafeteria etc.

Violation of this clause shall attract Three (3) weeks suspension for the first offender and one academic session or outright expulsion for a repeat of the offence depending on the gravity of the harassment.

15. Disregard for Spiritual Value and Institution

Penalty: Ranges from Three (3) weeks suspension to suspension for one session depending on the gravity of the offence.

16. Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature, submission to which is made a condition of a person's exercise or enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly. Sexual harassment occurs when a person is the recipient of conduct of a sexual nature where:

- i. Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of an individual's education (including co-curricular activities) or employment.
- ii. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or
- iii. Such conduct has the purpose or effect of unreasonably interfering with an individual's welfare, academic or work performance, or creates an intimidating, hostile, offensive or demeaning education (including co-curricular activities) or work environment.

No student is allowed to sexually harass (or be harassed by) his/her colleague or staff for whatsoever reason. Violation of this clause shall attract Three (3) weeks suspension for the first offender and one academic session or outright expulsion for a repeat of the offence depending on the gravity of the harassment.

17. Violation of Hall of Residence Regulations

This is as discussed in earlier of this Handbook.

18. Violation of Dress Code

This is as discussed earlier in this Handbook.

19. Identification Cards

Students are required to conspicuously carry and present valid University identification cards at all times (this may be worn as a tag on the neck). Failure to produce the ID card on demand by any University Official shall attract a Letter of Caution. A repeat of violation shall attract Three (3) weeks suspension.



20. Examination Misconduct

All cases of Examination Misconduct will attract an Expulsion penalty except otherwise indicated.

21. Infringement of Other University Regulations

This refers to any violation of rules and regulations given to students at all and sundry times by the University Management. The appropriate penalty shall be meted to the erring student.

22. Refusal to Undergo Prescribed Drug Screening

This refusal will attract expulsion.

23. Negative Presentation of the University in Social Media

Posts from students of Wigwe University on social media with negative impact on the university will be considered as a punishable offence the gravity of which may lead to expulsion from the university.

24. Any Other Offence Shall be Penalized as Appropriate.

Criminal Offenses

These are acts that contravene the laws of the land. They are offences that can warrant expulsion and, as such, shall be handled by the law enforcement agents on the recommendation of the SDC. Student(s) involved in such acts shall be expelled. The offences include:

A. Fraud/Forgery

This is when a person makes or presents a false writing, statement or document knowing it to be false with the intention that it be acted upon as genuine. This shall include signing of roll call,

class/lecture attendance, Chapel, TMC attendance, etc or signing for an officer of the University or other persons in authority outside the University with the intent of validating the genuineness of such document e.g. Exeat, Letters, Certificates, Bank documents, medical reports. This shall include all forms of alterations to the Exeat form, etc.

B. Robbery (Theft)

This is an act of forceful and violent removal of a property that belongs to another person.

C. Burglary

This is an act of forcefully gaining unauthorized access to a building, offices, rooms, enclosure/closet, etc (e.g. locker, wardrobe, boxes, safes, cabinet, stores, etc).

D. Assault

This is an act of striking, touching, moving or otherwise applying a force of any kind to the



person of another directly or indirectly without his consent or with his consent if the consent is obtained by fraud, or as defined by the Criminal Code of Nigeria.

E. Murder

This is an act where a person unlawfully kills another, or the intentional extermination of another person's life as defined by the Criminal Code of Nigeria.

F. Membership of Secret Cult

G. Possession of firearms/live bullets or any other compliments of a firearm

H. Arson

This is where a person willfully sets fire or attempts to unlawfully set fire to any building, part of building, fittings, appliances, offices, room, vehicles or any part of the University premises, etc.

I. Rape

Any person who has or attempts to have an unlawful carnal knowledge of anyone woman/girl, man/boy without her/his consent or with her/his consent if the consent is obtained by force or by means of threat or intimidation of any kind or by means of false and fraudulent representation as to the nature of the act.

J. Possession and/or Use/Abuse of Hard Drugs/Prescription Drugs and Drug Trafficking

Hard drugs include Indian hemp, Cocaine, Heroin, Cannabis etc, while abuse of prescription drugs such as Rophenol, Tramadol, Drugs with codeine and other controlled substances and drug trafficking shall include any exchange, dealing, buying and selling of same.

In addition, refusal to undergo prescribed drug screening will attract expulsion.

K. Hazing

Whether by omission or commission, no student shall take any action, or create, or participate in the creation of any situation that recklessly or intentionally endangers another person's psychological, mental, or physical health or that involves the forced or expected consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

Examples of hazing activities include, but are not limited to: paddling, branding, tattooing, shaving of hair, or other physical abuse or brutality; activities that involve excessive fatigue and/or stress; verbal and/or psychological abuse that compromises the dignity of any individual.

Any student/group of students found in such an act shall be expelled from the University.

L. Internet Fraud/Other Hi-Tech Fraud

This shall include breaking or attempting to break or hacking into the database of the University or any other Computer System assigned to other persons or offices within or outside the University. This shall also cover such areas as unauthorized transactions or usage via the use of internet services i.e. otherwise known as hi-tech fraud, inclusion or conversion of restricted IP addresses to one's use.



M. Any other criminal offence committed in/outside the University.

This shall include any other criminal offence in/or outside the University not herein listed or adjudged to put the University in disrepute. Violation of any of these clauses shall attract outright expulsion from the University.

Modalities For Implementation of Penalties

- 1. Students involved in disciplinary action ranging from suspension to expulsion are to report to the Student Affairs Department for counselling and specific instructions beforetheir departure.
- 2. The parents shall be contacted and informed of the offence committed and the attendant penalty.
- 3. The disciplinary letter shall be collected by the parent/guardian of the student concerned and the student must leave the campus immediately.
- 4. The I.D. Card and other University property shall be withdrawn from the student.
- 5. The contact addresses of the Parents shall be documented.
- 6. The Corporate Affairs Unit shall take a photograph of the student.
- 7. Retrieval of luggage and belongings from the Hall of Residence shall be supervised by the Hall Officer and Security Operatives.
- 8. Confiscated items such as phones, laptops, appliances, etc., of a suspended or expelled student shall be returned to the parent/guardian.

Conditions for the Reabsorption/Recall of a Student

Any student that has served his/her penalty or been recalled shall be required to come with the parent/guardian to have an audience with the Dean, Student Affairs who will assess his/her suitability for re-absorption. In addition, the following underlisted formalities would be observed. The student must:

- 1. Have served the penalty;
- 2. Show a high Level of remorse;
- 3. Have passed Through spiritual rehabilitation, which must be validated by a letter of attestation from a Pastor/Minister/Cleric detailing any spiritual training or program the student had embarked upon during the period of suspension;
- 4. Have a comprehensive evaluation report of his/her performance during the period of suspension and the attendant spiritual growth from the Resident/Senior pastor in Charge of his/her church/ Cleric;
- 5. Gothrough medical/psychological screening as prescribed
- 6. Sign An undertaking to be of good character and
- 7. The parent/guardian must sign an undertaking of good behavior for his/her child/ward.



Students on any disciplinary action shall not participate in any excursion during the session of the subsisting penalty and shall not participate in any external engagement/exchange program of the University.

Follow-up Program on Campus after Recall

- 1. Collection of Letter of Re-absorption for the pursuit of academic activities from the Registry.
- 2. Presentation of evidence of payment of the required or outstanding fees.
- 3. A Letter of Undertaking to be of good behavior duly signed by both the student and the Parent and submitted at the Student Affairs Office.
- 4. Presentation of a brief report on how the student in question has been able to maximize the period of suspension for a change of attitude and display of Godly character must be submitted by the Student and the Parent before resumption.
- 5. Issuance of Clearance letter of re-absorption to the Hall of Residence.
- 6. To undergo six (6) months of intensive Counselling and Spiritual supervision from the University Counselling Unit and the Chaplaincy. A report of attendance and general conduct during the period will be forwarded to the Dean, Student Affairs for further processing.
- 7. Six (6) months of supervision by the Head of Department of the student. The HOD supervises and monitors the student's classroom attendance and general attitude to his/her academic pursuit. A monthly report and a summary report and recommendation should be submitted by the HOD to the Student Affairs Department.
- 8. The Hall Officer should also keep the student under surveillance and comment monthly on his/her character and conformity to rules and regulations of the University. The Hall Officer shall also give a report on the student to the Dean, Student Affairs, at the end of the six months' probation.

Students' Right Of Appeal





Wigwe University has provided these rules and regulations to guide and reform students' behavior. Any student who has been placed on corrective measures but feels he/she has not been given a fair hearing or has additional information to guide the University's decision has the right to send in a letter of appeal to the Appellate Committee, copying the Vice-Chancellor, Registrar and Dean, Student Affairs for reference.

Appellate Committee

The Appellate Committee shall include but not be limited to the following:

- 1. The Representative of management Chairperson
- 2. The Chaplain
- A staff of the University's Legal Team, who is not a member of SDC
- 4. The representative of Student Support Program, who is not a member of SDC
- 5. A member of the Counselling Unit who is not a member of SDC
- 6. A representative of each College
- 7. A representative of the Registrar, who is not a member of SDC Secretary

Any decision by SDC can be appealed. The Appellate Committee of the University shall review the appeal in line with the provisions in the Student Handbook and make recommendations to the University Management.

Prerogative of Mercy

The Prerogative of Mercy shall only be discharged by the Pro Chancellor. The Pro Chancellor exercises discretionary power and final authority on any such considerations. Mercy is a compassionate or a kindly forbearance is shown towards an offender.

The Pro Chancellor's Prerogative of Mercy shall only be extended to students who have shown evidence of penitence and remorse, a sequel to the rehabilitative counselling and spiritual measures undertaken within such periods. The Pro Chancellor's prerogative of mercy shall, therefore, be predicated on credible evidence of rehabilitative measures undertaken.

Prerogative of Mercy Committee

The Appellate Committee members shall also constitute the Prerogative of Mercy Committee (PMC). Any beneficiary of the Pro Chancellor's Prerogative of Mercy shall:

- 1. Present Letter of Affirmation of good conduct from a Pastor/Cleric
- 2. Sign an undertaking to be of good behavior throughout his /her studentship in Wigwe university which will be completed by both Student and Parent;
- 3. Sign the re-absorption to campus form, re-absorption to Hall of Residence form; and the re-absorption to Academic Activities form;
- 4. In addition to the above, the student must also comply with the conditions for reabsorption previously stated.



- 5. Operate under restricted exeat permit of 2 per session or 1 per semester;
- 6. Operate a defined reporting line which makes him/her interact with the Dean, Student Affairs and the Chaplain on alternate weekends throughout his/her stay in Wigwe University, except otherwise reviewed.

Further to this, he is to be registered with the Wigwe University Counselling Centre with a periodic report submitted from the Centre to the Office of the Registrar; and attend all academic lectures, assemblies, Chapel services, etc., and shall have a designated seat at such occasions, usually in the front row to make his presence/absence conspicuous to enhance monitoring.

Appendix





Residency: List of Prohibited Items in the Halls of Residence and their Penalties

No	Items	Penalities
1	Possession of mobile phone, sim card enabled devices,	Three (3) weeks suspension
2	Fireworks and explosives of any kind	Ranging from letter of warning to Expulsion, depending on the gravity of the offence
3	Kerosene lamp, gas cooker, candles, matches, lighters etc.	Ranging from letter of warning to Expulsion, depending on the gravity of the offence.
4	Cooking utensils such as hot plates, rice cookers, toasters, microwaves, electric boiling ring, saucepans, blenders etc.	Confiscation of items and payment of N10,000 fine.
5	Refrigerators, Washing machine, grillers	Confiscation of items and payment of N10,000.
6	Any unauthorized items meant for sale or business activities.	Confiscation of items and payment of N10,000 fine.
7	Possession of diabolic cult related materials	Ranging from letter of warning to suspension, depending on the gravity of the offence
8	TV sets	Ranging from letter of warning to suspension
9	Video machines, tapes, DVD & VDC players,	Ranging from letter of warning to suspension,
10	TV card, antennas etc	Ranging from letter of warning to suspension,
11	Computer game (play station)	Letter of warning
12	Weight, shot put, discus or javelin for body building	Ranging from letter of warning to suspension, depending on the gravity of the offence.
13	Other items that may be considered as contraband from time to time	Ranging from letter of warning to suspension, depending on the gravity of the offence.



Residential Misconducts and Penalties

No	Items	Penalities
1	Squatting	Letter of caution at first instance while a repeat of the act shall lead to Three (3) weeks suspension.
2	Inability to live peacefully in the hostel	Ranging from letter of warning to expulsion, depending on the gravity of the offence.
3	Non observance of the great silence rule	Ranging from letter of warning to expulsion, depending on the gravity of the offence.
4	Refusal to submit keys/Unauthorized possession, use, duplication of keys	Ranging from suspension to expulsion, depending on the gravity of the offence.
5	Loss of key	Payment of a fine of N10,000.00
6	Fighting	Ranging from Three (3) weeks suspension to advised-to-withdraw, depending on the gravity of the offence
7	Jumping the fence or reception desk	Three (3) weeks suspension
8	Violation of safety and health regulations	Ranging from letter of warning to suspension, depending on the gravity of the offence.
9	Unauthorized transfer of bed space/rooms	Ranging from letter of warning to suspension, depending on the gravity of the offence.
10	Violation of Exeat rule	Ranging from Three (3) weeks suspension to 1-year suspension, depending on the gravity of offence.
11	Non-signing of the Attendance Register	Forfeiture of One week's lecture attendance on all registered courses, in addition to penalty ranging from letter of warning to expulsion, depending on the gravity of offence.
12	Violation of sanitation Rules	Letter of warning
13	Defacing of walls	Provision of cost of painting and letter of caution
14	Possession and watching of indecent films and listening to indecent tapes	Ranging from letter of caution to suspension, depending on the gravity of the offence.



No	Items	Penalities
15	Cooking in the hall of residence (Hostel)	Ranging from letter of caution to suspension, depending on the gravity of the offence.
16	Accommodating student of opposite sex/visitor in a room	Ranging from suspension to expulsion, depending on the gravity of the offence.
17	The holding of nocturnal activities	Ranging from suspension to expulsion, depending on the gravity of the offence.
18	Nudity	Ranging from suspension to expulsion, depending on the gravity of the offence.
19	Sexual immorality	Expulsion
20	Lesbianism/homosexualism	Expulsion
21	Possession/viewing of pornographic materials	Expulsion and confiscation of such Materials and device used.
22	Gossiping/Backbiting	Ranging from letter of warning to suspension, depending on the gravity of the offence
23	Staying in the Hall of residence during University General Assembly	In addition to the penalty for absence in chapel services and university general assembly, penalty ranging from suspension to expulsion, depending on the gravity of offence.
24	Theft of items during University General Assembly	Students found in the Hall are liable and must replace the items plus penalty ranging from suspension to expulsion, depending on the gravity of the offence.

Dress Code

- 1. Dress code violators shall be sent out of lecture halls, examination halls, etc.
- 2. Penalty for all categories of dress-code violations attracts a letter of caution at the first instance while a repeat of the act shall lead to Three (3) weeks suspension.



Examination Misconduct and Penalties

Penalties for examination misconducts range from a warning to expulsion.

No	Items	Penalities
1	Cheating during examinations, tests, assignments, etc.	Cancellation and forfeiture of marks plus penalty ranging from a letter of caution to expulsion, depending on the gravity of the offence.
2	Impersonation	Expulsion
3	Plagiarism	Cancellation and forfeiture of marks plus penalty ranging from a letter of caution to expulsion, depending on the gravity of the offence.
4	Unauthorized access to examination materials	Expulsion
5	Unauthorized collection of the item from another student during an examination without the knowledge of the invigilator	Letter of caution
6	Falsification of the evaluation form and other academic records or documents	Expulsion
7	Appearing for examination, without meeting attendance requirement	Letter of caution
8	Disobedience to instructions/disruption during an examination/harassment of invigilator	Disqualification from the examination plus penalty ranging from a letter of caution to expulsion, depending on the gravity of offence.
9	Anti-safety behavior during practicals, workshops, studio work, etc.	Letter of caution
10	Attempted inducement of examiners and invigilators	Disqualification from the examination plus penalty ranging from suspension to expulsion.
11	Possession/copying of any written materials relevant to the examination	Expulsion
12	Aiding and abetting examination misconduct	Expulsion
13	Destruction of evidence of examination misconduct	Expulsion
14	Refusal to complete examination misconduct form	The penalty ranges from suspension to expulsion, depending on the nature of examination misconduct
15	Any previous arrangement made for access to examination materials whether it succeeds or not	Suspension to expulsion, depending on the nature of examination misconduct.



No	Items	Penalities
16	Refusal to submit examination scripts	Failure in the examined course plus penalty ranging from suspension to expulsion
17	Any other misconduct recorded from time to time	Letter of warning to expulsion, depending on the nature of examination misconduct.

General Misconduct and Penalties

No	Items	Penalities
1	Absence from University General Assemblies, such as welcome assembly, departure assembly, Founder's Day events, public and inaugural lectures, etc	Forfeiture of one week's class attendance for all registered courses, and in addition, penalties ranging from letter of warning to advised-to-withdraw, depending on the gravity of offence.
2	Unruly behavior	Ranging from a warning to expulsion, depending on the gravity of offence.
3	Indecent behavior	Ranging from a warning to expulsion, depending on the gravity of offence.
4	Violation of interactive mode and time	Ranging from letter of caution to suspension, depending on the gravity of the offence.
3	Indecent behavior	Ranging from a warning to expulsion, depending on the gravity of offence.
4	Violation of interactive mode and time	Ranging from letter of caution to suspension, depending on the gravity of the offence.
5	Smoking and Vaping	Ranging from suspension to expulsion, depending on the gravity of the offence.
6	Possession/Use of Alcohol	Ranging from suspension to expulsion, depending on the gravity of the offence.
7	Possession/Use of Hard Drugs/Abuse of Prescription Drugs	Expulsion
8	Vandalism	Ranging from suspension to expulsion, depending on the gravity of the offence.
9	Disorderly Assembly	Ranging from suspension to expulsion, depending on the gravity of the offence.



No	Items	Penalities
10	Damage to University property/Unauthorized Transfer	Replacement of the damaged property, plus penalty ranging from a letter of caution to suspension, depending on the gravity of offence.
11	Pilfering/Stealing	Return of the materials, plus penalty ranging from suspension to expulsion, depending on the gravity of the offence.
12	Insubordination/Gross Insubordination	Ranging from letter of caution to suspension, depending on the gravity of the offence.
13	Possession of Cult Related Materials	Ranging from suspension to expulsion, depending on the gravity of the offence.
14	Membership of Cult/Secret Society	Expulsion
15	Double Matriculation	Advised-to-withdraw
16	Giving of False Identity/Information	Ranging from letter of caution to suspension, depending on the gravity of the offence.
17	Non-hanging of Identity Card	Letter of warning
18	Sexual Harassment	Ranging from suspension to expulsion, depending on the gravity of the offence.
19	Pairing	Three (3) weeks suspension in the first instance. A repeat of the act shall attract penalty ranging from One (1) year suspension to expulsion
20	Overt Sexual Behavior	Ranging from suspension to expulsion, depending on the gravity of the offence.
21	Fraud/Forgery	Expulsion
22	Internet Fraud/Hi-tech Fraud / ATM and other bank fraud	Expulsion
23	Use of Fireworks	Ranging from letter of caution to suspension, depending on the gravity of the offence.
24	Robbery/ Possession of Firearms	Expulsion
25	Burglary	Expulsion
26	Assault	Ranging from letter of caution to suspension, depending on the gravity of the offence.
27	Murder	Expulsion
28	Arson	Expulsion



No	Items	Penalities
29	Rape	Expulsion
30	Breach of University Peace	Ranging from letter of caution to expulsion, depending on the gravity of the offence.
31	Any other criminal act	Ranging from suspension to expulsion, depending on the gravity of the offence.

Student Resources





University Communication Channels

Academic Matters Concerning Students:

- Initial Consultation:
 - Students are advised to initiate discussions on academic issues with their Academic Adviser and Head of Department (HOD).
- Escalation Process:
 - If further action is necessary, communication should progress from the HoD to the Dean, then to the Registrar, and finally to the Vice Chancellor. Each intermediate officer must review and forward the communication before it reaches the final recipient.

Administrative Matters Concerning Students:

Students are encouraged to address non-academic concerns with a Student Affairs Officer initially. Subsequently, communication should be directed through the Dean of Student Affairs to the Registrar, who may consult with the relevant administrative head. Further escalation, if required, should follow the appropriate channels, including the Dean of Student Affairs and other intermediate officers, before reaching the final authority.

Student Groups:

The communication process for student groups, concerning both academic and administrative issues, follows the same protocol as for individuals. Matters should be forwarded to the Vice Chancellor via the Dean of Student Affairs, and an appointment should be scheduled for discussion.

Outside and Public Communication:

- External Communication:
 - Students, whether individually or in groups, are prohibited from communicating with external entities regarding university matters without obtaining clearance from the Dean of Student Affairs, who will seek approval from the Vice Chancellor.
- Internal Communication:
 - Students must refrain from addressing the student body or the university community on university-related matters without prior clearance from the Dean of Student Affairs, who will consult with the Vice Chancellor for approval.

Beyond the books: where learning meets leisure

At Wigwe University, we understand that education is more than textbooks and lectures, it's about creating a holistic student experience that nurtures the mind, body and spirit. Our commitment to holistic development is reflected in our state-of-the-art recreational facilities, designed to make every moment on campus an opportunity for fun, relaxation and community building.

State-of-the-art sporting facility

Our university boasts of IAAF standard track and field sporting facility, NBA standard



basketball courts, FIFA size football pitch. Students can engage in various sports, from casual sports with friends or organized sporting competition/events, our recreation facilities serve to promote a healthy and active lifestyle.

Campus cinema

Escape into a world of storytelling with our on-campus cinema. Our cinema provides a communal space for cinematic exploration. Movie nights, film festivals and more contribute to a vibrant campus culture that celebrate a collaboration of fun and learning

Breakout room facilities

Make learning an adventure with our breakout room facilities that provide the perfect setting for a collaborative exploration. These dynamic spaces are designed to encourage group discussions, brainstorming sessions and interactive learning experiences for Wigwe University students. Step into an environment where creativity is embraced, and bright ideas are brought to life.

Student union lounge

The heartbeat of campus life at Wigwe University, the student union lounge is a haven for relaxation, socialization and community building. Furnished with comfortable seating, recreational games and collaborative spaces, it's the perfect spot to unwind between classes, connect with fellow students and participate in student led forums.

Outdoor amphitheater

Nature meets culture in our outdoor amphitheater, a picturesque venue for performances, events and gatherings. Surrounded by greenery, it's a place where creativity thrives, from theatrical productions to musical performances or a community event, our students will enjoy the various options that the campus design at Wigwe University provides.

Fully equipped gym

For the students who thrive on physical activities, Wigwe University offers a fully equipped gym with personal trainers where students can engage in various exercises and fitness activities. From cardiovascular machines to strength training equipment, our facility caters to every fitness level and goal through your journey as a student at Wigwe University.

Uninterrupted power supply

Wigwe University stands as the sole campus in Nigeria with an independent power plant of 10MW capacity, powered by natural gas, guaranteeing round the clock electricity.





Accommodation

We unveil our meticulously designed accommodation offerings, each designed to cater to the diverse preferences and needs of our students. Whether you desire a more sophisticated solo living in our luxury single-room-en-suites, the harmonious blend of privacy and community in our premium one-bedroom en-suites, or the bigger rooms to share with your friends and course mates, Wigwe University provides a living space that becomes an integral space for learning, growing and networking.

1. Luxury: Single Bedroom Apartment

Experience the epitome of comfort and exclusivity with our luxury dormitory option at Wigwe University. Indulge in the luxury of sole occupancy, providing you with a private haven for relaxation and study. Your single room en-suite features a spacious bedroom, personal bathroom, guest bathroom, living room, spacious walk-in closet, a dedicated study area and a fully functional kitchenette. Also included is a hotel style room service that adds an extra touch of convenience and pampering. Also available in this package is the laundry service for your bedding and clothes, weekly room cleaning service and reserved parking.

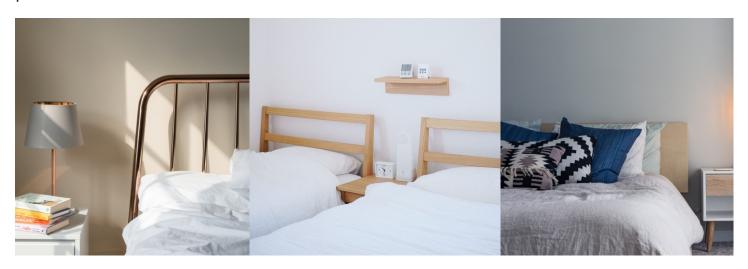
Classic 1: Double Room Occupancy

Our Classic I dormitory offers double room occupancy. Share the journey with a roommate while enjoying the convenience of a shared study area with two study desks and chairs and two wardrobes. This classic setup encourages camaraderie and companionship, creating a supportive environment where you can collaborate on your academic journey with your roommate

Classic 2: Quadruple Room Occupancy

Our Classic 2 dormitory offers quadruple room occupancy. This room comes with a single bed for each occupant, as well as a study desk and chair for each occupant and individual wardrobes. Embrace the spirit of togetherness in our Classic 2 dormitory, where friendships are formed, and memories are created in the heart of Wigwe University.

*Each dormitory has a token-operated washer/dryer machine for the laundering of personal clothes.





Rules and Regulations on Residency

There are rules in place to guarantee that students live in harmony with one another.

- a. Approval for Accommodation Distribution

 Students can request accommodation from the Dean of Students' Affairs or from a designated representative. After being properly assigned to a residence hall, a student may move in at any time starting at 12:00 pm on the day before classes start again, and they must leave the residence hall by 12:00 pm on the day the university is formally proclaimed closed for the semester or session.
- b. Qualifications for Accommodation
 No student will be given housing until they have fully paid the hall fees, and all mandatory school fees, and are officially registered as a full-time university student.
- c. Non-transferable Housing
 It is not possible to transfer the permission to live in the resident hall. It is forbidden for a student to host another student in the residence hall or to sublease their room.
- d. Unauthorized Use of the Hall
- e. All sizeable bags/luggage being taken into or out of the Hall at any time shall be searched by the Hall staff.
- f. Students shall return their keys to the Porter/Portress on duty on leaving the Hall. Keys shall only be issued to students on presentation of University Identity Card and / or Fee Receipt.
- g. Students traveling out of the University shall sign the Exit Register before they leave.
- h. No Student shall remove any items of furniture from the Common Room or Lobby/Foyer without permission from the Hall Wardens/Supervisor.
- i. No student shall remove or damage University property in the Hall. Any student who does this shall be held responsible for the replacement of the item. Where the culprit is not identified, the cost of replacement of any damaged University property in a particular room shall be borne by the residents of that room as the case may be.
- j. Cooking is not permitted in the Dormitory.
- k. Bathing in unauthorized places is strictly prohibited.
- Fighting is not allowed. Any student involved in a fight inside or outside the Hall will be brought before the Students' Disciplinary Committee and may face dismissal. All instances of misunderstandings among residents must be promptly reported to the duty Porter/Portress or Supervisor.
- m. Playing loud music in the rooms and hosting parties are prohibited. Students wishing to do so must request permission from the Hall Warden to use the Students



Lounge.

- n. No student shall harass or obstruct the Hall Staff while they are performing their duties. Any student who does so will face the Disciplinary Committee and may be dismissed.
- o. All doors must be closed between 12 midnight and 5:30 a.m. daily. However, on evenings when approved social activities take place on the campus, the main doors may remain open until 4:00 a.m.
- p. Students returning to their Halls after midnight, with the exception of specific circumstances, are required to sign the late comers' register. Any student whose name appears in this register more than three times in one semester will forfeit their accommodation.
- q. Students planning to be away from the hall for a night or longer must inform the Hall Warden/Supervisor and obtain clearance before leaving. In case of an emergency, the student should leave a written statement with the Porter/Portress on duty, explaining the nature of the emergency, indicating the destination, and the probable duration of absence. Upon return, the student should report to the Supervisor or Hall Warden. Students are not permitted to leave the University before the designated holiday time or before the official vacation date as stated in the University Calendar.
- r. It is recommended that students open accounts with the Banks on campus for the security of their money. Other valuables may be deposited with the warden/Supervisor. Students who keep large sums of money and other valuables in their rooms do so at their own risk. Personal property MUST NOT be left in the room during vacation.
- s. Visits to students' rooms:
 - i. Students may be visited from 4:00 p.m. to 8:00 p.m. Monday to Fridays. On weekends and public holidays, students may be visited between 8:00 a.m. and 1:00 p.m. Male students visiting other male students are considered as "visitors."
 - ii. After 8:00 p.m., visitors are only allowed into the lobby.
 - iii. Visitors are not allowed in students' rooms overnight.
- t. The dormitory/room of residence must be completely silent from midnight until five in the morning. During this time, students must stay in their rooms and make sure that their activities do not disturb others in their own rooms or elsewhere.
- u. All students are required to be in their dormitory or room of residence by 10:00 p.m. Students must not duplicate, loan, or transfer possession of any key or disclose or change a combination to any residence room. Keys should only be used for spaces authorized by the university. Possession, use, duplication, or transfer of master or control keys without authorization is considered extremely serious by the university, and the sanction for this violation may lead to expulsion.



v. Secret Societies/Cult

- i. Secret societies/cults are anti-social and are banned by the University. Membership of a secret society/cult group may be shown by any of the following, amongst others:
- ii. Dress code
- iii. Fraternity insignia on clothes; on mobile phones and body as tattoo.
- iv. Schedule of meetings and venues, General information to fraternity members, agenda for initiation, etc.
- v. Physical recruitment drives and forceful initiation
- vi. Pictures/communication showing peculiar greeting patterns of the particular fraternity.
- vii. Bullying of students
- viii. Confirmed sympathizer of cult groups through verbal comments and financial support to cult-related events.
- ix. Any student who, after an investigation has been carried out, is proven to belong to a secret society/cult group shall be expelled from the university.

w. Wigwe University Drug Policy

Wigwe University strives to be a green campus that is productive, safe, healthy, and conducive to learning and the academic success of our students, faculty, and staff.

Against this backdrop, all use, possession, sale, distribution, or manufacturing of illegal drugs and controlled substances on campus, is considered unlawful and therefore strictly forbidden. Banned substances include but are not limited to narcotics, hallucinogens, stimulants, and prescription medications without a valid prescription from an approved medical facility.

Violations of this policy will result in one or a combination of the following disciplinary actions: probation, suspension, or expulsion, as determined by the Senate Disciplinary Committee. In cases of manufacturing and distribution, legal action will be pursued to a logical conclusion against the violator (s).

Wigwe University assumes responsible behavior and compliance to this no-drug policy on campus and expects all students, faculty, staff, and visitors to promptly report any suspected contravention of this policy to campus security, the Student Affairs office, or through our anonymous reporting system online.

While Wigwe University shall periodically review this policy to ensure its effectiveness and relevance to the university community, we are committed to the health and safety of the Fearless and the preservation of our learning environment above all else.

Visitors are encouraged to avail themselves of educational resources regarding this, online and at the University Welcome Centre. Information on support and



- counselling services outside campus is available for individuals seeking assistance or information related to drug use and its effects.
- x. Pet animals are not allowed on university premises.
- y. Quarrelling and fighting are strictly prohibited in the halls, as well as anywhere else on campus. Any student found breaking this rule will be referred to the Students' Disciplinary Committee and will face appropriate sanctions.
- z. Use of Fireworks and Possession of Firearms and other Dangerous Weapons
 - i. The possession and use of firearms and fireworks, such as knockouts, etc. by students is strictly prohibited on the university campus.
 - ii. Any student found violating this rule shall be expelled and handed over to the police for prosecution.

Student Resources





Students Club and Association

At Wigwe University, students receive an education that goes beyond academic excellence. The university also places a strong emphasis on nurturing the social development of individuals, aiming to create well-rounded and holistic individuals.

The Dean of Students Affairs, on behalf of the Senate and Council, approves the registration of Clubs, Societies and Associations. Only such approval and registration may entitle a club, a society and an association to be operated by students on campus.

The students are free to suggest the opening of a student club or association after the following conditions have been met.

- Submission of application to the Dean of Student Affairs
- Submission of the club/association objectives in tandem with WU objectives
- Each club/association is expected to renew its registration at the beginning of each session
- A club or association that is judged to have violated the school code of conduct will be shut down.
- Clubs and associations need permission from the dean of students' affairs before they can publish anything, have a program on campus, or host visitors at the school.
- Students are invited to become members of clubs and groups that have been approved by the university and that benefit the local community as well as the wider globe through social, intellectual, entrepreneurial, leadership, and innovative missions.

Libraries

The Wigwe University (WU)Libraries exist to support research work, learning and teaching at the University by acquiring, organizing, preserving and providing access to, and delivery of information. They are designed to provide ongoing support and services to the user community in their research, teaching and learning endeavors.

The WU Libraries comprise the Main Library, the College of Arts Library, the College of Engineering Library, the College of Computing Library and the College of Social Sciences Library.

The Main library handles all the technical aspects of the library's acquisitions, organizations and distribution of resources to the entire University.

Each of the College's Library is on campus inside their respective Colleges building. A subject librarian provides specialized research and instructional services for students in the respective Libraries.

All bona fide students of the WU have access to the collections and services of the entire library facilities across board.

NB: Loans from the College Libraries for non-students at the College can only be done via the Main Library; contact: libraian@wigweuniversity.edu.ng



Operational Hours

The libraries open, Mondays through Fridays from 9 am to 9 pm;

Saturdays from 9 am to 5pm;

Sundays from 12 noon to 5 pm.

The libraries are closed on Federal Public Holidays and on the Founder's Day

Circulation of Materials

All bona fide students will present a current University identification card when borrowing library materials.

Up to four items can be checked out per time and the loan period is one month.

Loans of library materials by proxy are NOT allowed.

The Circulation desk facilitates these processes and keeps the relevant information.

For further information, consult the Wigwe University Libraries website for circulation Policies library@wigweuniversity.edu.ng

Interlibrary Loan (ILL)

The Libraries could borrow materials that are not in our collections from other cooperating libraries via ILL. The libraries comply with the Nigerian copyright law. The requested material(s) circulate under the regulations set forth by the lending libraries. For further information, contact a librarian; libraryusersvc@wigweuniversity.edu.ng

Library Orientation and Information Literacy Sessions

The libraries offer orientation and information literacy sessions for students as part of their on-boarding instructions into the University or on request. To arrange a

tour or class call the appropriate library as follows:

Main Library: library@wigweuniversity.edu.ng

College of Arts Library: librarycoa@wigweuniversity.edu.ng

College of Science and Computing Library: librarycsc@wigweuniversity.edu.ng

College of Engineering Library: librarycoe@wigweuniversity.edu.ng

College of Management and Social Sciences: libraycmss@wigweuniversity.edu.ng

Printing and Photocopying Services

Printouts of articles from the 'net' can be obtained, @ a token of N200.00 per page.

Photocopying services for library materials are available, (not for whole books/ Journals), at a fee of N100.00 per page. However, this service does not cover photocopying of "personal documents".



Chaplaincy

The Chaplaincy at Wigwe University seeks to serve and support our students and staff in the practice of their faith. It is available to those with religious or philosophical world views.

The school has a multifaith facility where Christians and Muslims can worship for their overall spiritual development. A Chaplain and an Imam shall be available to direct worship and the spiritual development of the students. It should be stressed that the University will not allow religious segregation or religious fanatism at individual and group levels.

The rules of chaplaincy at Wigwe University in Nigeria typically include guidelines and regulations designed to ensure that chaplaincy services are conducted in a respectful, inclusive, and effective manner. Here are the elements of the Chaplaincy at WU:

Use of Facilities

- Scheduling: Shall follow university procedures for scheduling chaplaincy events and use of facilities.
- Maintenance: Ensure unwavering maintenance of facilities used for chaplaincy activities in good condition and return them to their original state after use

Open Access:

Chaplaincy services must be unconditionally accessible to all members of the university community, regardless of their religious affiliation.

University Policies: Must unwaveringly coordinate activities with university policies and procedures and collaborate with other university departments as necessary.

Emergency Procedures

- Crisis Management: Have unequivocal and clear procedures for managing emergencies and providing unwavering support during crises.
- Coordination with Authorities: Shall coordinate with university authorities and external agencies during emergencies without hesitation.

Reporting and Accountability

Regular Reports: Shall submit unwaveringly regular reports to the university administration on chaplaincy activities and initiatives

Traditions, Culture, Events And Athletics





Traditions

- 1. Founders' Day: Celebrated annually to honor the founders of the university with a series of events, including lectures, exhibitions, and a grand gala.
- 2. Honor Code Signing: New students participate in a ceremony where they sign the university's Honor Code, committing to uphold the institution's values of integrity and excellence.
- 3. Exchange Program: The exchange program at Wigwe University for third-year students is designed to provide an enriching international academic experience. This program allows students to spend a semester or an entire academic year studying at a partner university abroad

Culture

- Diversity and Inclusion: Wigwe University prides itself on a diverse student body and promotes inclusivity through various initiatives, clubs/associations, and support systems.
- 2. Academic Excellence: The university is known for its rigorous academic programs and a culture that emphasizes critical thinking, innovation, and research.
- 3. Community Engagement: Students and faculty are encouraged to participate in community service and outreach programs, fostering a sense of social responsibility.

Events

- 1. Orientation for new students: The orientation program at Wigwe University is a comprehensive event designed to help new students integrate into university life. The program spans several days and includes various activities aimed at familiarizing students with the academic, social, and cultural aspects of the university.
- 2. Matriculation Ceremony: The matriculation program at Wigwe University is a formal ceremony marking the official admission of new students into the university. This event is steeped in tradition and signifies the students' acceptance of the university's academic and ethical standards.
- 3. Festival of Arts: An annual event featuring music, dance, art exhibitions, and food from various cultures, showcasing the university's diverse community.
- 4. Research Symposium: A platform for students and faculty to present their research findings, encouraging scholarly dialogue and collaboration.
- 5. Convocation Ceremony: The convocation ceremony at Wigwe University is a significant event that marks the culmination of students' academic journey and the awarding of degrees. This formal ceremony celebrates the achievements of graduating students in the presence of faculty, family, and friends.



Athletics

- 1. Varsity Sports: Wigwe University has a strong athletics program with teams of the four colleges competing in sports such as football, basketball, Tennis, and track and field.
- 2. Intramural Sports: The university offers a wide range of intramural sports for students to participate in, promoting fitness and camaraderie. Some intramural sports in the campus include: football, Basket ball, Tennis, Taekwondo, Volley ball, and board games such as Chess
- 3. Athletic Facilities: Our university boasts of IAAF standard track and field sporting facility, NBA standard basketball courts, FIFA size football pitch. Students can engage in various sports, from casual sports with friends or organized sporting competition/events, our recreation facilities serve to promote a healthy and active lifestyle.

