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SECTION ONE

1.1 BRIEF HISTORY OF UYO CITY POLYTECHNIC

Uyo City Polytechnic metamorphosed from the former School of Accountancy and Business Studies, Uyo, which was established in September, 1972 and approved by the Ministry of Education of the erstwhile South Eastern State of Nigeria with a back-up letter, referenced MOE/PL/27/58. In April 1997, the Akwa-Ibom State Government through its Ministry of Education issued a letter upholding the earlier approval of the School referenced MOE/SS/30/VOL. III/SUB.22/123. The School which had earlier been affiliated to The Polytechnic, Calabar, Cross River State University and later University of Uyo in September 2003, changed its name to Uyo City Polytechnic, an institution that was in March 2012, incorporated as a tertiary institution under the Company and Allied Matters Acts of 1990 (RC.1019539). Its mission is to establish, own, operate and run a Polytechnic that will be relevant in addressing the needs and challenges of the 21st century. Its major objective is to provide improvement in technical education, through consistent research and development and regular contact with other institutions, organizations and agencies in both the private and public sectors.

1.2 THE OBJECTIVES OF THE POLYTECHNIC

In addition to providing training and appropriate vocational skills that will make the individual to be self reliant, gainfully employed or as employer of labour, the polytechnic was established among other objectives:

- a. To run and provide courses, training and research in science, technology, vocational and technical education as well as other spheres of learning

approved by the Academic Board in collaboration with the relevant agencies;

- b. To offer courses leading to the award of Diplomas and other Certificates that may serve as entry requirements into universities and other institutions of higher learning;
- c. To undertake short-term professional and in-service training programmes for the personnel of both private and public sector organizations;
- d. To promote through teaching, research and other means the advancement of knowledge and its practical application to the needs of the society.

1.3 ACADEMIC AND ADMINISTRATIVE ORGANIZATION

The departments in the Polytechnic are organized in six units.

CENTRAL ADMINISTRATION

- 1. Office Of The Rector
 - a) Academic and Physical Planning Unit
 - b) Consultancy Services
 - c) Internal Audit
 - d) Information and Public Relations Unit
- 2. Office of The Registrar
 - (a) Student Affairs Division
 - (b) Student Industrial Work Experience Scheme (SIWES) Office
 - (c) Academic Division
 - (d) Establishment Division
 - (e) Staff Development and Welfare Unit
- 3. Office of the Bursar
 - (a) Bursary
 - (b) Financial Office
- 4. Works and Services Department
- 5. Medical And Health Services Department
- 6. Polytechnic Library.

1.4 ACADEMIC DEPARTMENTS

- (a) School Of Business And Management Technology (SBMT)
 - (i) Department of Business Administration and Management
 - (ii) Department of Accountancy
 - (iii) Department of Marketing
 - (iv) Department of Public Administration
 - (v) Department of Mass Communication.

- (b) School Of Industrial And Applied Sciences (SIAS)
 - (i) Department Of Computer Science
 - (ii) Department of Maths/Statistics
 - (iii) Department of English and Literary Studies
 - (iv) Department of Basic Sciences.
- (c) School Of Engineering Technology (SET)
 - (i) Department Of Computer Engineering
 - (ii) Department Of Electrical and Electronics Engineering
- (d) School Of General Studies (SGS)
 - (i) Department of Social Sciences

SECTION TWO

2.1 REQUIREMENTS FOR ADMISSION INTO NATIONAL DIPLOMA (ND) AND HIGHER NATIONAL DIPLOMA (HND) PROGRAMMES.

- (i) The Polytechnic is open to all candidates irrespective of race, sex, place of birth, religion or political affiliation.
- (ii) Admission into the National Diploma programmes of the polytechnic shall be upon success in the entrance examinations conducted by the Joint Admission And Matriculation Board (JAMB) for each academic year in addition to possessing the minimum entry requirements of having passed SSCE/NECO with at least four (4) credit passes including English and Mathematics in not more than two sittings. Candidates must also possess any other entry requirements as may be needed in the various departments.
- (iii) Candidates may be required to present themselves for examinations where applicable in addition to their being successful in the entrance examination.
- (iv) For all Higher National Diploma programmes, the admission requirements shall include:
 - (a) All the requirements into the National Diploma programme of the chosen HND programme.
 - (b) A minimum of lower credit pass (CGPA 2.50 and above) in the ND programme, and
 - (c) A minimum of one-year post ND-cognate working experience.
 - (d) In some exceptional cases, a diploma with a pass (CGPA of 2.00 - 2.49) in the National Diploma examinations with two or more years of cognate experience in the relevant fields may be considered for admission into the HND programme.

2.2 DEFERMENT OF ADMISSION

A student may be granted, on request, approval to defer his/her admission for a maximum of one academic year. Such a student must have completed the admission process and MUST have a genuine reason for the deferment.

2.3 CANCELLATION OF ADMISSION

A student who gained admission into the college without the minimum entry requirements or through any fraudulent means shall be asked to withdraw from the polytechnic and his/her admission cancelled anytime the anomaly is discovered.

2.4 CHANGE OF COURSE

No student shall be allowed to change the course into which he/she is admitted after one semester. A student may however change the course he/she applied for during the admission process provided he/she is qualified for the new course. Such students are expected to complete the change of course forms and placement shall depend on whether there is vacancy in the preferred course chosen by the student.

2.5 DURATION OF NATIONAL AND HIGHER NATIONAL DIPLOMA PROGRAMMES

The duration for the National Diploma (ND) and Higher National Diploma (HND) programmes is two years. If a student is unable to complete the programmes within this period, the student will be allowed extra one academic session to do so. At the expiration of this period, the student is expected to withdraw from the polytechnic.

2.6 REGISTRATION AND DOCUMENTATION

- (i) Registration and Documentation is compulsory for every new and returning student at the beginning of each semester and / or academic session.
- (ii) Registration of new and old students shall be in accordance with the Rules and Regulations of the Polytechnic which may be reviewed from time to time.
- (iii) Registration and Documentation of old and new students involve the payment of all prescribed fees in FULL, and the registration of courses in the Data Control Room and the Departments at the beginning of each semester and / or session.

- (iv) Any returning student who fails to pay the prescribed fees in FULL, and register his/her courses shall not be considered as a bonafide student of the polytechnic.

NOTE: Each new Student on arrival shall:

- (i) Pay the acceptance and other prescribed fees in FULL in the designated banks and report to the Admissions Office to collect the 'Offer of Provisional Admission' letter.
- (ii) Take the letter of Admission to the Data Control Room for registration number and collection of course forms.
- (iii) Complete the course registration forms and take them to their Departments for signing by Lecturers and Heads of Departments and thereafter return the signed course forms to the Admissions office for documentation.

Each new student shall be expected to present the following documents to the Admissions office during registration:

- (i) Certificate of Local Government of Origin.
- (ii) Letter of good behavior from Parents/Guardian.
- (iii) A Medical Test and Report from the Polytechnic Medical Centre.
- (iv) Original and Photocopies of Statement of Result.
- (v) Photocopy of Birth Certificate/ Declaration of Age.
- (vi) Evidence of change of name (if applicable).

2.7 LATE REGISTRATION

Any student who fails to register within three weeks of resumption is automatically considered as having lost his/her offer (in case of new students) and not qualified for normal registration (in case of returning students). The period for late registration is the third week from first day of the semester except otherwise decided by management. Late registration shall attract a penalty fee of N2000.00 (Two Thousand naira) only.

2.8 RE-REGISTRATION

A student who was referred in any course(s) after the normal duration of two years for the National Diploma or Higher National Diploma programmes MUST re-register the course(s) he or she could not pass after the payment of the approved re-registration fee as well as the fee for each referred paper. Such students are also required to attend classes in order to be current with their subjects and record the mandatory attendance of at least 75%.

SECTION THREE

3.1 ACADEMIC STANDARD

3.1.1	This is an arrangement whereby student-learning activities are organized, administered and assessed in two separate and equal periods within one academic session, each period consisting of 15-18 weeks.	Semester System
3.1.2	An academic Session consists of two semesters normally commencing in October and ending in July of the following year.	Academic session
3.1.3	This is a period of study normally consisting of 15-18 weeks including examination periods.	Semester
3.1.4	This is a discipline of study or aggregate of courses for which a Diploma or certificate is awarded.	Programme of study
3.1.5	A course unit is a defined content of study in a circumscribed area within a programme comprising a certain number of student-teacher contact hours of lectures, tutorials, laboratory practicals, homework workshop periods, quizzes, class test, research, term papers and projects which normally run for one semester.	Course unit
3.1.6	(a) One hour of lectures per week, per semester is equal to one credit hour. (b) Two/Three/Four hours of practicals per week, per semester is equal to one credit hour (subject to the recommendations or as prescribed by the department concerned). (c) A course should have a minimum of one credit hour, while the maximum may stand at five credit hours.	Credit Hour
3.1.7	This is the total number of credit hours a student would take in one semester. The minimum number of credit hours will be 15, while the maximum will be 30. A student can however exceed this limit with an express permission of the Academic Board. The various departments should however endeavour to keep these limits.	
		Course Categories
3.1.8	Courses are categorized according to the	

	following: (a) These are the major courses require to be taken and passed by the students in a particular field of study. (b) These are courses required to be taken and passed by all students registered in the polytechnic. (c) These are courses which are essential to the understanding of other courses and therefore ought to have been completed successfully before registering for a successive course. However, if a student scores at least 30 - 39 in a pre-requisite course he/she may be allowed to proceed to the ext Semester. The Student still has to re-take and pass the pre-requisite course(s). (d) These are courses not necessarily relevant to the programme of study but which a student must pass to qualify for the award of diploma / certificate.	Core Courses Compulsory Courses Pre-requisite Course Elective Courses Elective Courses
3.1.9	These comprise assignment, class tests, projects, research, term papers, tutorials, Workshop/ Laboratory practicals and quizzes etc, which when assessed constitute 30% of the final grade of the respective course unit(s) for the semester in which they are conducted. A minimum of three (3) Continuous Assessment items should be administered per course unit, per semester. However for course(s) requiring Workshop/Laboratory practicals, the continuous Assessment constitutes 40% of the final grade.	Continuous Assessment

3.2 GRADING SYSTEM

The approved grading system for this is as follows:

Percentage Score (%)	Letter Grade	Weighted Points	Performance Rating
75% and above	A	4.00	Excellent
70% - 74%	AB	3.50	Very Good
60% - 69%	B	3.00	Good
50% - 59%	BC	2.50	Fairly Good
40% - 49%	C	2.00	Very Fair
30% - 39%	CD	1.5	Fair
20% - 29%	D	1.0	Just Fair

10% - 19%	E	0.5	Pass
0% - 9%	F	0.0	Fail

For clarity, the following should be noted:

(i) Grade Point Average

A student's overall performance or points obtained in each course shall be determined by a mean average called the Great Point Average. For example

'A' grade in a 3 credit hour course = $3 \times 4.0 = 12$

'B' grade in a 3 credit hour course = $3 \times 3.0 = 9$

'C' grade in a 3 credit hour course = $3 \times 2.0 = 6$

Total = 27

GPA is calculated by dividing the total grade points by the total number of credit hours.

Total Grade Points 27

Total Credit Hours 9

(ii) Cumulative Grade Point Average (CGPA)

This is obtained by dividing the total cumulative grade points by the cumulative credit hours. All courses passed or failed shall be reflected on the transcript for each semester and these shall form part of the computation of the CGPA.

(iii) Repeat Courses: Where a student fails to attain the minimum score grade of 40% in any course, he/she shall be required to register again for the course. When a student retakes a failed course, the credit hours and the grade point of all attempts shall be reflected in the cumulative credit hours and the cumulative grade points.

3.2 Classification of National Diploma And Higher National Diploma Results:

The classification of both ND and HND results shall be as follows:

3.2.1 Good Academic Standing

A student must maintain a cumulative grade-point average of not less than 2.00 for all courses or subjects taken at the polytechnic to be in good standing in the following respects:

- (i) A student whose Cumulative Grade Point is below 2.00 at the end of a particular year of study, earns a period of probation for one academic session.
- (ii) A Student on probation shall not carry more than 18 credit units per semester and must earn above 2.00 grade point average for the next and subsequent semester until he/she achieves a Cumulative Grade Point average of 2.00.

- (ii) A student whose Cumulative Grade Point average is below 2.00 at the end of a particular period of probation shall be required to withdraw from the polytechnic.
- (iv) A student, subject to the provisions of probation, withdrawal and duration of programme may be allowed to repeat his or her failed courses or subjects at the next available opportunity provided that the total number of credit units carried per semester does not exceed 30 and that the grades earned at all attempts shall count towards the calculation of the CGPA.

3.2.3 Students' Industrial Work Experience Scheme (SIWES)

National Diploma Students are required to participate in the Students' Industrial Work Experience Scheme (SIWES) which lasts for minimum of twelve (12) weeks and is undertaken at the end of the first year of the programme. SIWES is part of the academic programme and is mandatory for all the students concerned. Students will be directed to repeat the programme if they earn a failed grade, fail to participate in SIWES, are dismissed by their employers or engage in other behaviour which undermine the essence of the programme.

3.2.2 Review of Answer Scripts

Any Student who wants his or her answer script for a particular examination to be re-assessed shall apply to the Registrar who will forward same to the Rector for necessary action. Such application should be accompanied by a payment receipt of the appropriate fee approved by the management and must be submitted to the Registrar within thirty (30) days from the date of publication of the result.

3.3 WITHDRAWAL FROM THE POLYTECHNIC

3.3.1 Proper Withdrawal

A student may withdraw from the polytechnic at anytime provided that he/she has given due notice in writing to the Registrar through the Head of Department. A student who withdraws with proper notice will be given a grade of 'W' for all uncompleted course(s). A student who withdraws voluntarily from the Polytechnic with notice can apply in writing to the Registrar for re-in statement within two years of his/her withdrawal, or else he/she will forfeit his studentship in the polytechnic and courses taken prior to the withdrawal shall not be credited to him/her.

3.3.2 Improper withdrawal

A student who absents himself/herself from his/her programme, without due notice for one semester will be deemed to have terminated his/her studentship in the polytechnic.

3.3.3 Mandatory withdrawal

A student will normally be required to withdraw from the polytechnic if he/she is unable to satisfy the requirements for graduation within four years of admission into National Diploma and Higher National Diploma programmes. A student shall also be required to withdraw from the polytechnic if he/she fails to achieve the minimum academic standards which the Academic Board may prescribe from time to time.

3.3.4 Withdrawal on Medical Grounds

A student may be asked to withdraw from the polytechnic for medical reasons certified by an accredited Medical officer from a Government Hospital. He or she may be re-admitted on presentation of a valid medical clearance acceptable to the Academic Board.

3.3.5 Withdrawal without Notice

A student who leaves the polytechnic without a written approval shall not be re-admitted without going through the regular process of fresh admission.

3.3.6 Surrender of Polytechnic Property

A student shall not retain any property of the polytechnic in his/her possession during the period of his/her permanent or temporary absence from the polytechnic by:

- (a) Expulsion
- (b) Forced withdrawal on grounds of inability to meet the requirements for graduation in the programme within the maximum period allowed, or failure to achieve the prescribed minimum academic standards, or
- (c) Voluntary withdrawal, or
- (D) Suspension.

SECTION FOUR

4.0 REGULATION FOR STUDENTS

As members of the Polytechnic community, all students are expected to abide by the polytechnic's rules and regulations as well as the laws of the land. They are also expected to conduct themselves in a matured and orderly manner and to conform to such regulations and instructions as may be given from

time to time by the Governing Council of the Polytechnic, Academic Board, Rector, Registrar, Heads of Department and other constituted authorities within the institution. The Academic Division shall issue a copy of this students' Information Handbook to all admitted students and consequently every registered student is deemed to have full knowledge of these rules and regulations.

1 Enrolment

Students shall not be admitted to classes until they have paid and completed the admission process including registration and the FULL payment of the prescribed fees.

2 Fees

All fees are payable in advance before or at the beginning of every semester. Students who are compelled to be absent from the polytechnic for non-payment of fees will not be absolved from paying the fees for the period of absence.

3 Orientation

A week long orientation programme is usually organized for all fresh students. The programme is aimed at helping new students to be acquainted with the polytechnic environment and the rules and regulations guiding their stay in the institution. The orientation programme is mandatory for all new students.

4 Matriculation

Matriculation marks the formal admission of all new students as bonafide members of the polytechnic community. All new students admitted into the National Diploma, Higher National Diploma and Certificate programmes must ensure that they matriculate.

5 Cultism

It is prohibited for any student to belong to any secret society or cult group. Every student is expected to complete and sign the Anti-cult Form to be issued by the Students' Affairs Division. Students who engage in cult activities risk expulsion from the polytechnic in addition to being handed over to law enforcement agencies.

6 Dress Code

All students are expected at all times to dress decently within and outside the polytechnic premises. Indecent dressing is not allowed.

7. Class Attendance

A minimum of 75% attendance of classes is stipulated for all the students. Students who do not obtain the required minimum will not be allowed to sit

for the end of the semester examinations. A register will be kept for this purpose.

8. Classrooms

The classrooms are provided with sufficient desks and other facilities for normal classes. Students are not permitted to remove any furniture or fittings from the classrooms for whatever reason.

9 Lectures

After the commencement of any lecture, a student can only enter the class with the consent of the lecturer. It is strictly forbidden for a student to walk out of a class after the commencement of lectures. Students are expected to be disciplined, attentive and must conduct themselves in an orderly manner in the course of lectures. A student may be sent out of the class by the lecturer for failing to conduct himself/herself in a civilized manner during lectures. No student should disrupt any class in progress for whatever reason.

10. Boycott of Lectures

Boycotting of lectures by any group of students as a form of protest or in a bid to press some demands is prohibited.

11. Absence from Lectures

Absence from lectures and tutorials will only be with the permission of the Head of Department concerned. In exceptional cases, allowance may be made for absence on medical grounds provided a medical certificate acceptable to the Polytechnic's Medical officer is provided by the student concerned.

12. Medical Services

The polytechnic operates a functional clinic. Students are expected to pay a non-refundable fee (as may be prescribed by the management from time to time) as clinic registration fee during registration. Students visiting the clinic for consultation should do so between 8.00am - 12noon daily while emergency services could be at anytime within 24hours. In cases requiring referrals outside the Polytechnic, the medical officer in-charge of the clinic will do so.

13. Practical Work

Practical work in laboratories and workshops is essential especially in technology-based courses and it is the student's responsibility to make himself/herself aware of the departmental rules and regulations before carrying out such practical work. However, students should always exercise the greatest care and precaution in the interest of safety.

Where damage is caused to an apparatus or equipment as a result of negligence on the part of the student, the cost of repairs and/or replacement will be borne by the student concerned.

14. Petition

Students wishing to petition, issue statements or communications on matters affecting the Polytechnic community must do so through the Students' Affairs Officer for submission to the Registrar. Any publication on matters connected with the Polytechnic must receive the prior approval of the Rector.

15. Clubs And Societies

Clubs and Societies or associations may be formed. Such Clubs and Societies shall register with the Students' Affairs Division and renew their registration at the beginning of every academic session. Any such club, associations or society may be banned by the polytechnic administration if its activities are not in the best interest of the students and the polytechnic, however, students' unionism and its activities is banned within the polytechnic community.

16. Accommodation

A pre-condition for acquiring Polytechnic Hostel accommodation is the signing of an undertaking by the student to comply with all the hostel rules and regulations and consent to any disciplinary action warranted by breach of the regulations.

17. Provision of Hostel Accommodation is a privilege and not a right. All hostel allocations are at the discretion of the polytechnic authority and subject to the limited spaces available.

18. All Students living in the Polytechnic's hostels are expected to take proper care of the Polytechnic's property entrusted to them as well as ensure that they do no thing to deface or alter any structure or equipment in the hostels.

19. Students should ensure that they care properly for their personal property such as beds or mattresses and ensure that they register same with the Students Affairs Division; otherwise they stand to forfeit such property to the Polytechnic authority. The polytechnic does not accept any responsibility for loss of personal property.

20. Any Student who engages himself/herself in any act which is capable of breaching public peace in the hostel renders himself or herself liable to summary dismissal from the hostel.

21. Students may receive visitors in the hostels and will be responsible for the conduct of their visitors. No visitor is allowed to sleep or spend the night in the hostel. No male visitor is allowed beyond the common room in the female hostel and vice versa. No male visitor is allowed in the female hostel after 8:00 pm vice versa.
22. Every student is expected to abide by and obey the directives and instructions from the Hall Porter and/or Matron and as may be prescribed by the Polytechnic Authority from time to time.
23. Smoking and use of other dangerous drugs and possession of illegal and small arms are forbidden within the polytechnic premises and in the hostels.
24. Use of electrical appliances such as cookers, hot plates, refrigerators and water heaters etc are not allowed in the hostels.
25. Students who wish to stay in the hostels during holidays for lawful purposes shall apply in writing to the Students Affairs Division, and if approved, such students are expected to pay the prescribed fees approved by the polytechnic authority and shall abide by other rules and regulations governing the use of the hostels.
26. shall be surcharged to the tune of the prevailing market prices of such items plus 50% service charge for the replacement of the items.
27. Students are advised to acquaint themselves with these and other regulations prior to accepting hostel allocation.

SECTION FIVE

5.0 THE POLYTECHNIC LIBRARY

5.1 Library Rules and Regulations

5.1.1 The Polytechnic Library is open for use to both staff and students of the institution between the hours of 8.30 a.m - 5.00 p.m (Mondays to Fridays) and 8.00 a.m - 1 p.m (Saturdays) when the polytechnic is in regular session. However during holidays, the polytechnic Library shall be open for use between 8.30 a.m - 3.30 p.m (Mondays to Fridays) and shall be CLOSED on Saturdays.

5.1.2 Only duly registered and bonafide students shall be allowed to use the polytechnic Library. Every student is expected to register every academic session at the polytechnic library and shall present the originals of his/her admission letter, school fees receipts and clearance card and a passport photograph to the librarian for verification before registration. Other users shall be allowed into the library at the discretion of the Polytechnic Librarian

and for academic and research purposes only. Every registered student shall be issued two library tickets, while every member of staff is allowed four library tickets.

5.1.3 Students shall not bring in bags, folders, raincoats, umbrellas and parcels into the library. Such items shall be deposited at owner's risk at the library security checkpoint before entry.

5.1.4 Students should leave all consulted materials on the table after reading and must submit themselves at the library security for check before leaving the library.

5.1.5 Eating of any sort is not permitted in the library and students should not perform any act that will aid and abet noise in the library.

5.1.6 GSM phones and other communication appliances should be switched off before entry into the library.

5.2 BORROWING OF BOOKS

5.2.1 A student shall borrow a maximum of two books for use for a period of not longer than fourteen days (two weeks), based on the possession of library tickets. However, every staff shall be allowed to borrow a maximum of four books for a period of not more than three weeks provided such staff has been issued the polytechnic's library tickets.

5.2.2 Failure to return library books on the due date shall attract a penalty fee of #200.00 (Two Hundred naira) only, in the first instance, and subsequently #100.00 (One Hundred naira) only, for every day the borrower is in default.

5.2.3 Final year students are required to return all books on loan to them immediately after the session examinations. Only graduating students who are not indebted to the library in any form shall be issued final clearance for the collection of their Statements of Result from the institution. Defaulters shall face appropriate disciplinary action by the Academic Board.

5.3 MIS-USE OF LIBRARY FACILITIES

5.3.1 In case of loss of books and other materials, the borrower/ student concerned shall be surcharged to the tune of the prevailing market price plus 50% service charge for the replacement of such book and non-book materials.

5.3.2 Library users who mark, deface, damage or mutilate books and non-book materials shall be surcharged in line with (Section 5:3:1) above.

SECTION SIX

6.0 EXAMINATION PROCEDURE AND ADMINISTRATION

Examination is a very important process in the institution. An examination may take the form of oral, or written tests, practicals, the submission and defence of projects, combination of these or any other form approved by the Academic Board. The continuous assessment or coursework will also be used in determining examination results. Except as may be approved by the Academic Board, or School Board of Studies, the examination shall be held at the end of each semester. Notwithstanding any provisions to the contrary in these regulations, the Academic Board shall reserve to itself the power to decide any case concerning examinations as it deems fair and just in any circumstance(s).

6.1 CONDUCT OF EXAMINATION

- (i) All examinations in the Polytechnic are centrally organized and written at specified time, date and venue.
- (ii) The administrative machinery for the conduct of semester examinations shall involve the Departmental Examination Officers, the Time-Table Committee, and the Registry.
- (iii) The Departmental Board of Examiners shall moderate all question papers and screen the nominations for External Moderators.
- (iv) Semester Examinations shall last for a minimum period of two weeks.
- (v) Examination Time-table should be publicized at least two weeks before the first day of the examinations.
- (vi) Candidates should be made to familiarize themselves and be acquainted with the instructions and other examination rules and regulations as they affect them in advance.

6.2 ELIGIBILITY FOR EXAMINATIONS

- (i) Only students who have been duly registered for all the prescribed courses and have fulfilled all the attendance and course requirements shall be allowed to take the semester examinations.
- (ii) Any student who is financially indebted to the Polytechnic shall not be allowed to sit for the semester examinations.

(iii) Any student without the authorized Polytechnic's Student Identity card, fee clearance card and originals of the prescribed school fees receipts shall not be allowed to sit for the semester examinations.

(i) It is the responsibility of the Invigilators to ensure a hitch-free examination and strict compliance with the rules and regulations governing the conduct of the examination. The Head of Department shall ensure that the rules and regulations governing the conduct of examinations are communicated to all the academic staff.

(ii) The security of all examination materials including stationery, report forms, scripts and results is the responsibility of the Deputy Registrar (Exams and Records). The Head of Department shall take custody of the answer scripts for two years before being stored in the Registry for additional three years.

6.3 MODERATION OF EXAMINATION

(i) All examination questions, model answer/marking schemes and the marked scripts shall be moderated internally by the Board of Examiners in the Department; in addition, the terminal courses as well as other core courses in the programme of study shall be subjected to external moderation by an External Examiner.

(ii) External Moderator's report with the comments by the Board of Examiners shall be presented to the Academic Board for consideration.

(i) A person to be appointed an External Examiner should possess the relevant Teaching/Professional Experience in an institution of higher learning or other Polytechnics approved by the National Board for Technical Education (NBTE) and shall not be below the rank of a Senior Lecturer. His appointment shall terminate at the end of three years of uninterrupted service as a Moderator in the Department or programme concerned.

6.4 EXAMINATION MALPRACTICE AND PRESCRIBED PUNISHMENT

Any form of examination malpractice is viewed seriously by the polytechnic and shall attract severe punishment. It is therefore imperative that students desist from all forms of examination malpractice during their stay in the institution. Students are therefore enjoined to familiarize themselves with what constitute the various forms of examination malpractices and punishments as outlined below.